

Resume & Interview WORKSHOP

Sign-In Form



<https://tinyurl.com/ufsasesignin>

Hosted by SASE Board





We will be referring to this folder throughout the presentation!

<https://tinyurl.com/sasetemplates>

Type it into your browser!

The link will be in the
bottom left of each slide.




<https://tinyurl.com/sasetemplates>

Example Resume Templates

- Resume style can be up to preference

- UFL provides some templates

○ <https://career.ufl.edu/resumes-documents/resumes/>



CAREER CONNECTIONS CENTER

UNIVERSITY OF FLORIDA

Ted Mosby

ted.mosby@gmail.com | 212-555-0121
portfoliolinkhere.com

Education

University of Florida, Gainesville, FL
Bachelor of Science in Architecture
Minor in Sustainability and the Built Environment
May 2019

Professional

NaVA, Lakeland, FL
Design and Technology Fellow
June 2019 – present

- Lead instructions and brainstorming sessions in a dynamic studio setting with 10-30 high school students to create and design various projects from the early stages of planning until completion of reviewing and modeling.
- Teach fundamental design, architecture, and technical skills through critical feedback, serving as a primary resource for students.

Mobius Design, Gainesville, FL
Design Intern
August 2018 – April 2019

- Analyzed conditions at various job sites and addressed design and logistical issues with senior architects to improve efficiency and promote best practices.
- Created 10 models (by hand and computer rendered) for over 30 projects and facilitated the execution of 4 of my models.
- Crafted 15+ concept designs for residential projects and park proposals, assisting with the urbanization of Gainesville.

Stinson Brothers Architecture, New York, NY
Design Intern
May 2018 – August 2018

- Collaborated with all members – both architects and engineers – to become acquainted with operations and build relationships with clients.
- Developed concept design for commercial projects, such as Goliath National Bank Tower in Downtown Manhattan.


Extracurricular

UFL College of Design, Construction, and Planning, Gainesville, FL
Innovative Designer
August 2017 – May 2019


- ARC1301 Architectural Design 1, ARC1302 Architectural Design 2, ARC1381 Advanced Topics in Digital Architecture, ARC203 Environmental Technology
- Assisted professors in grading assignments, quizzes, and exams.
- Lectured with professor, as needed.

Technical Skills

Adobe Creative Cloud	Rhino 3D	Revit
Microsoft Office	V-Ray	Workshop (advanced)
AutoCAD	SketchUp	ARCOS
Moviesty (by hand)	3DS Max	Bluebeam Revu
Python (intermediate)	AutoCAD LT	



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ALBERTA GATOR

Address | Email | Phone Number | LinkedIn URL

EDUCATION

Bachelor of Science in Industrial & Systems Engineering
University of Florida, Gainesville, FL
Minor: Business Administration
GPA: 3.0/4.0
December 2020

Onabruck University of Applied Sciences
UFL Study Abroad Program, Osnabruck, Germany
August 2016

EMPLOYMENT

Field Services Intern
May 2018 – July 2018

General Electric Transportation Division, Kansas City, KS

- Reduced inventory in account service warehouses through compilation of parts usage.
- Coordinated with internal and external suppliers to ensure availability of parts for service kits.
- Negotiated prices and buying terms with domestic and international suppliers.
- Streamlined part selection process through implementation of QR codes.

Supply Chain Co-Op
GE Appliances, a Heier Company, Trenton, NJ
May 2017 – August 2017

- Developed cost effective solutions to address ergonomic problems.
- Analyzed cost data history to identify potential savings and to eliminate manufacturing waste.
- Managed design team to ensure solutions were implemented in a timely manner.

Undergraduate Research Intern
August 2016 – December 2016

UFL Transportation Institute, Gainesville, FL

- Programmed code to help improve automated car movement.
- Reviewed dissertations to understand principles behind automated vehicles.
- Demonstrated initiative by self-teaching Java programming through various resources.


INVOLVEMENT

Student Assistant, UFL/FAS Dean for Research Office
Gainesville, FL
January 2017 – Present


- Part-time job working 20-25 hours/week as a student assistant in an administrative dean's office.
- Organized and maintained financial records for multiple offices.
- Supported deans with project management to better administer research programs.

Vice President of Scholarship
Phi Sigma Rho, University of Florida, Gainesville, FL
May 2016 – April 2017

- Planned a diverse range of scholarship events to build an alumni foundation and expand networking opportunities for members.
- Organized and managed activities of multiple chair positions to oversee event details and effective communication.



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ALBERTA FUCHS

Address | Email | Phone | LinkedIn URL

Education

Bachelor of Science in Psychology
University of Florida, Gainesville, FL
Minors: Anthropology and Business Administration
May 2019

Research Experience

Research Assistant
Alfred Laboratory, Gainesville, FL
August 2016 – Present

- Executed personal experiment determining potential protein drug targets for a new drug.
- Conducted procedures in Herotol Graduates, 300+MAG, Neutran Bio, Mass Spectrometry demonstrating program competency.

Research Assistant
Ebola Research Group, Gainesville, FL
August 2015 – April 2016

- Translated interviews conducted with people affected directly or indirectly by Ebola.
- Completed relevant peer-reviewed journal articles to further research initiatives.

Involvement and Service

Service Member
August 2016 – Present

Alpha Phi Omega National Service Fraternity, Gainesville, FL

- Participated with the Nature Society, Step & Gait Club, Salvation Army, Project DownTown to provide mentorship and economic relief to the surround Gainesville communities.
- Attended weekly general body meetings and discuss outreach and philanthropy.

Mentor
UFL Study Abroad Peer Advisors, Gainesville, FL
February 2017 – February 2018


- Advanced students weekly during office hours in the UFL International Center to discuss study abroad programs and class schedules.
- Presented information sessions about study abroad programs for extension and outreach.

Hospital Volunteer
UFL Health Shands Hospital, Gainesville, FL
August 2016 – May 2017

- Interacted with pediatric patients using developmentally appropriate games to provide a safe and clean waiting environment.
- Accompanied patients by assisting in the Department of Health Eligibility form application.
- Managed medical charts, entering physician's progress notes to ensure referrals are appropriated to the external programs.
- Stocked food and linen cassettes with supplies for patients and families in the Pediatric ED.

Skills & Awards

Language: English (fluent), Spanish (fluent)
University of Florida Honors Program (2016)
Hispanic Scholarship Fund Recipient (2016)



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ANNE CARLSON

annecarlson@gmail.com | 727-555-0121 | linkedin.com/in/annecarlson

EDUCATION

Bachelor of Science in Psychology, University of Florida
Gainesville, FL
Minor: Statistics
GPA: 3.85/4.00
May 2020

EXPERIENCE

Volunteer Crisis Counselor, Crisis Text Line
Gainesville, FL
August 2018 – Present

- Committed 200+ hours and supported 300+ people in cities in the United States.
- Managed cases consisting of suicidal ideation, self-harm, depression, and mania as a result of comprehensive counseling training.

Teaching Assistant, UFL Department of Psychology
Gainesville, FL
January 2019 – Present

- Assisted instructor with organizing course content and lectured for half of the class meetings every week.
- Evaluated weekly writing assignments, discussions, quizzes, exams, and projects and held weekly office hours to ensure 24 students understood intermediate level details.

AWARE Student Ambassador, UFL Counseling and Wellness Center
Gainesville, FL
August 2018 – May 2019

- Educated hundreds of UF students about resources and services available through the counseling center.
- Promoted the importance of and reducing the stigma of mental health through weekly outreach presentations.

RESEARCH

Undergraduate Research Assistant, UFL Department of Psychology
Gainesville, FL
August 2017 – Present

- Focused on research examining how people's memories maintain self-continuity and creating social bonds.
- Gathered and interviewed participants and conducted literature reviews to interpret results of study while processing and analyzing the data gathered.
- Presented regular reports to advisor and created posters to disseminate findings.

Undergraduate Research Assistant, UFL Department of Psychology
Gainesville, FL
January 2017 – May 2017

- Interacted with patients in developmental study, which included testing children at local preschools.
- Prepared, processed, and managed data collection and analyzed results using SPSS software.

SKILLS

- Fluent in Spanish, conversational in French and Portuguese

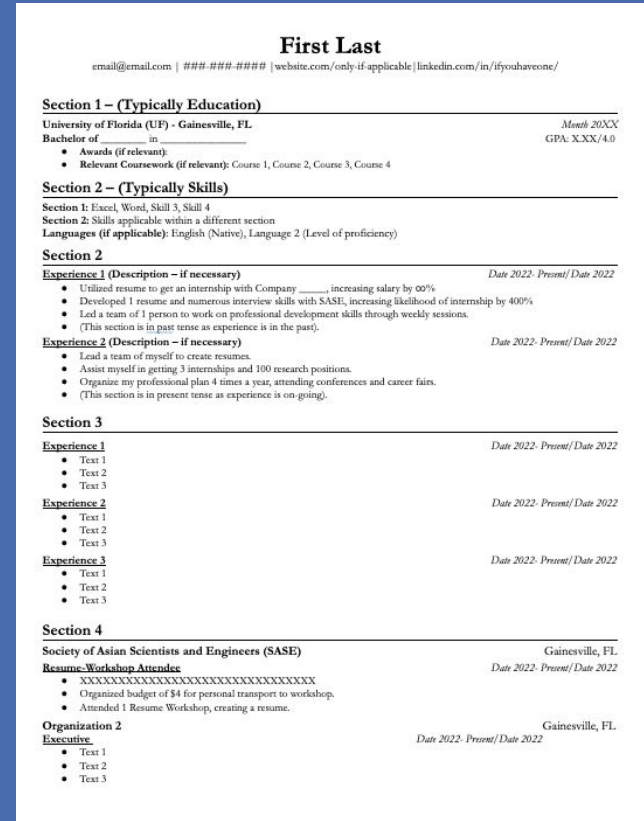


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Where to start | Resume

Get your resume ready

- 1 page
- Minimal color
- Readable font, Ex.
 - Times New Roman
 - Arial
 - Garamond
- Separate Information
 - Font size, bolding, underline, etc.



Resume Structure

- Differs between majors
 - **CS** - skills, projects at top, leadership at bottom
 - **Other STEM** - Education, work experience/internship, involvement/leadership, skills and awards at the bottom (e.g. programming languages).
- Also depends on who's reading your resume
 - Modify how its structured
- Generally, in order of **importance/relevance** after education section

<https://tinyurl.com/sasetemplates>

Number Email LinkedIn Personal Website	
Education	
Bachelor of Science in Computer Science, Minor in Economics University of Florida, Gainesville, FL	May 2024 GPA: 3.88
Relevant Coursework: Applied Machine Learning, Intro to Software Engineering, Operating Systems, Data Structures and Algorithms, Artificial Intelligence Fundamentals	
Skills	
Programming Languages: Java, C++, Python, HTML/CSS Libraries, Tools, Frameworks: TensorFlow, scikit-learn, React.js, Microsoft Azure, Atlassian Confluence/Jira, Atlassian SDK, React.js Languages: English, Vietnamese, Spanish	
Work Experience	
Northrup Grumman - Cloud Based Engineering Team Software Engineering Intern	Melbourne, FL June 2022 – August 2022
<ul style="list-style-type: none">- Promptly developed a python script to diagnose server storage usage, delivering immediate diagnostics of urgent server storage issues.- Opened the windows for tasks automation through development of custom REST API endpoints through the Atlassian SDK for Confluence and Jira Servers.- Automated admin tasks by developing command line python scripts to bulk disable non-admin GitHub users, resulting in 1000+ automated disables past server migration.	
Projects	
Personal Website (React.js) - https://www.tamhuynh.dev	July 2022 – Current
Campus Club Culture Connect (React, Azure) - Scrum Master & Developer	Jan 2022 – May 2022
<ul style="list-style-type: none">- Rapidly developed front-end home screen using react.js along with HTML/CSS, resulting in all Sprint 1 tasks being done along with 4/9 Sprint 2 tasks.- Directed team through daily scrums and planning poker, resulting in enhanced team communication, productivity, and risk management.	
Tom and Jerry Image Classification Model (TensorFlow) - Developer	June 2022
<ul style="list-style-type: none">- Developed a convolutional neural network (CNN) trained off an open-source Kaggle dataset to classify images from user input.- Hyper tuned parameters and utilized data augmentation to prevent the model from overfitting, resulting in a lower bias-variance tradeoff and an increased validation accuracy from 75.8% to 92.6%.	
Video Game Recommender (C++, .NET) - Developer	Oct 2021 – Dec 2021
<ul style="list-style-type: none">- Generated a list of 20 most compatible games based on user input by developing a recommendation engine (C++) to traverse through 450k+ games.- Enhanced recommendation run time by implementing and testing performance under multiple data structures, resulting in a performance increase of 1566% (47 seconds to 3 seconds).	
Leadership	
Society of Asian Scientist and Engineers (SASE)	
<ul style="list-style-type: none">- Technical Chair & SASE Intern- Raised interest and participation in SASE by devising engaging social attendance of 20-50 participants.- Envisioning technical workshops for the upcoming semester, and plan creativity team, resulting in an outlet for students to develop technical	

Education	
University of Florida <i>Bachelor of Science in Mechanical Engineering</i> (GPA: 3.87) Relevant Coursework: Design & Manufacturing Lab, Statics, Mechanics of Materials, Materials, Thermodynamics, Introduction to Numerical Analysis, Mechanics of Materials Laboratory, Dynamics, Fluid Mechanics.	Gainesville, FL May 2024
Experience	
Thelven Training Systems	
Mechanical Engineering Intern	June 2022 - Present
<ul style="list-style-type: none">• Designed and prototyped an alignment tool to aid in the proper installation of over 120 military-grade silhouettes using Autodesk Inventor.• Sourced critical manufacturing tools and design part to aid in the proper assembly of engineered products for 2 active government contracts.• Generated test plans and procedures for In-Plant Acceptance Testing of active Marine Corps contracts worth \$5.1M.• Composed Operation and Maintenance manuals for 3 fielded products per Marine Corps requirements on an ongoing contract worth \$400K.	
Gator Motorsports	
Brakes System Engineer	August 2021 - Present
<ul style="list-style-type: none">• Designed a brake diagnostics machine to test out varying brake pads and calipers, which resulted in a 6% improvement in lap times.• Optimized weight of brake disks using SolidWorks 3D CAD, while assuring structural integrity using ANSYS.• Assessed the root cause of failure of the brake rotors and bobbins, which resulted in the modification of the bobbins materials strength by an increase of 20%.• Manufactured over 20 components of a Formula based car using Milling and Lathe Machines.	
Suspension System Engineer	September 2020 - August 2021
<ul style="list-style-type: none">• Engineered 10 suspension components for a Formula One based car using SolidWorks.• Assured vehicle and body structures are optimized for vehicle dynamics (steering, handling, ride) performance by allowing the driver to take tighter corners and improving ride drivability.• Conducted research regarding the different aspects of the operations and dynamics of the system to understand how the system works as a cohesive unit.	
Society of Asian Scientists and Engineer (SASE)	
Intern	
August 2021 - Present	
<ul style="list-style-type: none">• Organized general body meetings introducing aspects of engineering to a body exceeding 50 attendees.• Maintained effective communication with a group of 20 fellow interns.• Recruited SASE underclassmen through "elevator" pitches to increase participation in the organization.	
Skills	
Technical: Certified SolidWorks Associate, MATLAB, LabVIEW, Autodesk Inventor Manufacturing: Milling Machine, Lathe, Composite Manufacturing, (GD&T), Sheetmetal Fabricating Languages: English, Vietnamese	

General Tips - Formatting

- Margins: use narrow (0.5) if you can
- Use white space **wisely** (minimize it!)
- Align your bullet points
- Either have periods or don't
- Set specific space between each part
- Location, month, and year of what you do
 - End and start month
 - Reverse chronological order (newest first) / importance
- **Consistency!!!**
- Should be **easy to edit** later

Education

University of Florida | Gainesville, FL July 2020 – Present
Bachelor of Science, Biological Engineering with a Specialization in Packaging Engineering May 2024

Skills

Software: SolidWorks, ArtiosCAD, LabelMatrix, Access, Excel VBA

Professional Organizations: Packaging Club, Engineers Without Borders - Nepal, TRIO Student Support Services Scholar, Machen Florida Opportunity Scholarship Program, Society of Asian Scientists and Engineers

Experience

Flexible Packaging Association | Remote June 2022 – August 2022
Internship

- Worked with business leaders and CEOs of companies in the flexible packaging industry to research ways on improving sustainability, clean production technologies, and meeting market criteria for performance and cost
- Partnered with FPA ELC members and interns to develop a curriculum plan for an Intro to Flexible Packaging course to be held at Pack Expo International 2022, a packaging trade show.

University of Florida Research Development Lab | Gainesville, FL September 2020 – January 2021
Undergraduate Research Assistant

- Analyzed the experiences of cancer research doctoral trainees to understand the conditions that facilitate the entry of underrepresented groups such as minorities, first-generation college students, women, and disabled persons into their research.
- Conducted interviews, surveys, coding, data transcription, statistical analyses, and prepared annotated bibliographies for academic presentations and publications to be presented at the UF Undergraduate Research Symposium.

Public Supermarkets | Crystal River, FL August 2019 – October 2021

Front Service Clerk and Cashier

- Performed sales transactions efficiently with 100% accuracy throughout employment
- Developed customer rapport, provided quality customer service, and encouraged customer retention by building positive relationships with regular clients

Leadership

University of Florida Packaging Club | Gainesville, FL April 2021 – Present

President (2022), Treasurer (2021)

- Coordinated 4-6 general body meetings, company speaker events, and guest speakers per semester.
- Managed the club's \$5,000 annual budget to fund activities, supplies, and professional development events.
- Catalogued and reimbursed \$8,000 of funding for a 10-person group trip to Pack Expo 2021 in Las Vegas, Nevada.

Engineers Without Borders - Nepal | Gainesville, FL September 2021 – Present

Fundraising Subteam Member

- Fundraised \$5,000 through events, grants, and rotary presentations to help bring clean and accessible water, handwashing stations, and latrines to help prevent waterborne illnesses in the community of Phoobar, Nepal.

Machen Florida Opportunity Scholarship Program | Gainesville, FL June 2021 – Present

Ambassador

- Advocated for first-generation, minority, and low-income students through the coordination of outreach programs, fundraising campaigns, and speaking events with high schools, college students, and alumni.
- Provided support and guidance to 4 freshman students throughout their first year in college through regular one-on-one meetings, group meetings, and enriching activities to help facilitate success in their transition to college.

Projects

48 Hour Repack Student Design Competition 2021 and 2022

A Coca-Cola-sponsored nationwide packaging design competition where teams must develop a product that meets the design objectives, write a report, and film a video showcasing the product within 48 hours.

- 2021: Redesigned the Hi-Cone six-pack plastic aluminum can carrier to improve curbside recyclability by creating "Flat Pack", a low carbon footprint paperboard alternative weighing a total of only 10 grams.
- 2022: Designed an on-the-go hot beverage packaging solution that can be heated in the microwave to compete with in-store refrigerated coffees and teas.

What **not** to do

- Use a narrative style
 - Use personal pronouns (such as I)
 - Using passive language instead of “action” words
 - Use slang or colloquialisms
- Spelling mistakes and grammatical errors
- Abbreviate (SASE)
- Include a picture, age, or sex
- Missing email and phone information
- Not well organized, concise, or easy to skim
- *Not tailored to the position or industry*
- *When to remove high school stuff*



What to Include in Each Section

- **Header**
 - Name, Email (non-UF!), Phone Number, LinkedIn, Github if CS/CE
 - Don't include address
- **Education**
 - University, Major, Minor, Degree (B.S.), GPA, Relevant Coursework, Expected graduation date
- **Experience**
 - Research/Lab Experience, Internships, Any Previous Jobs (retail, food service, etc)
- **Projects**
 - DML, Intro to Aero, Tech Reports, Personal Projects
- **Involvement**
 - Student Orgs (SASE 🧐), Design Teams, Professional Societies, Volunteer Work
- **Skills**
 - Languages (coding and spoken), software experience, wet lab skills, statistical analysis, technical writing, etc.

Powerful Phrasing & The XYZ

- Concise yet impactful descriptions
- Google's XYZ Format
 - **“Accomplished [X] as measured by [Y], by doing [Z]”**
 - Shifts focus to your (quantitative) impact & becomes accomplishment-based
- Same Formula, Different Phrasings:
 - Action Verb + Accomplishment + Outcome
 - Situation, Task, Action, Result (STAR)



The Basics

- General Tips
 - Action Verbs!! (See [here](#) for a list of strong action verbs)
 - Use numbers when possible, quantify everything.
 - Give context, but keep your audience in mind
 - Update tenses as your resume grows (or keep all descriptions in past tense)
 - Be creative but be truthful!
- Need Inspo?
 - Check out what industry professionals and peers are up to and how they phrase things
 - Come to our Resume Office Hours!

What to add (even as a freshman)

- As a freshman, you can put:
 - High school teams/Leadership you've been a part of
 - Robotics (Ex. VEX)
 - Research programs (Ex. Science Fairs)
 - Honor Societies (Ex. Mu Alpha Theta, SNHS, NHS)
 - Sports (Ex. Team Captain, State Level Competition)
 - Music Ensemble (can talk about leading practices/organizing people)
 - Awards
 - AP Awards
 - National Awards (National Merit)
 - International (Ex. Diploma)



Getting involved (even as a freshman)

- You can join design teams or leadership programs
 - <https://tinyurl.com/ufdteams>
 - SASE Interns!
- Undergrad research (Especially engineering)
 - <https://reporter.nih.gov/>
 - Lets you look up professor and see their research
 - <https://cur.aa.ufl.edu/research-search/>
 - UF's official undergrad research website
 - They can set up meetings with peers to help you format emails to professor
 - Undergrad Research Expo
 - 9/21 5-7pm, Reitz Grand Ballroom



Resume Hours Plug

Date: Tuesday, September 13th

Time	Board Member 1	If you are planning on visiting this board member's hours, send your resume to:	Board Member 2	If you are planning on visiting this board member's hours, send your resume to:
10am - 10:30am	Emely CE	Email: emelychhu@ufl.edu Discord: Emely #9632		
10:30am - 11am				
11am - 11:30am			Taise CS	Email: tmiyazumi@ufl.edu Discord: tmiyazumi#6274
11:30am - 12:00pm				
12pm - 12:30pm	Brian Bio Engineering/ Chem	Email: brian.chen@ufl.edu Discord: Space_Tyrtle#6015	Ian Lai Industrial Engineering / CS	Email: ianlai@ufl.edu Discord: derpidoodah#0337
12:30pm - 1pm				
1pm - 1:30pm				
1:30pm - 2pm				
2pm - 2:30pm	Ploy Chemical Engineering	Email: pellifritt@ufl.edu Discord: Pellifrizle#3006		
2:30pm - 3pm				
3pm - 3:30pm				
3:30pm - 4pm				
4pm - 4:30pm	Sharika CE	Email: s.khondaker@ufl.edu Discord: sharky#9129	Bailey Industrial Engineering	Email: robinsonb@ufl.edu Discord: baileyrobin#1634
4:30pm - 5pm				
5pm - 5:30pm				
5:30pm - 6pm				
6pm - 6:30pm				
6:30pm - 7pm				
7pm - 7:30pm				



Career Fair

The interview before the interview.



The Warm-Up

Don't jump straight into a very long line to talk to a company you're super interested in!

- Choose a booth from a company that has a short line that you may not be interested in just to get your confidence up.
- Practice your elevator pitch on them!
- Remember the recruiters are people too.

Elevator Pitch (Career Fair)

What to include:

- Name
- Major, minor
- University
- Year,
- Experience in the field
- Projects/ Extracurriculars
- What position are you looking for?

Talking to Recruiters

Be prepared to talk about anything on your resume.

- **SMILE! Be excited to be there!**
- **Think about it as a casual but important conversation.**

Questions they might ask

- **Tell me about yourself. (Elevator Pitch)**
- What are you looking to get into?
- What are you interested in?
- Why did you come up to our booth/ Why are you interested in this company?
- Tell me a little about your experience with 'this' on your resume
- What are you involved in?
- What are some of your interests outside of your major?



It's not a presentation about
yourself.

It's, here's who i am, i would be a
good person to have on your
team, i'm very teachable, i like
learning things, you should give
me a chance!

Questions to ask recruiters (Career Fair)

It isn't required, but do your research! If there's a company you're interested in, a quick 5 minute google search would suffice to have some very interesting questions. Questions can also be a great way to build some extra rapport before leaving, and to also gain some surface-level knowledge about the company!

- How is the work-life balance?
- How long have you been at the company?
- What's your favourite thing about the company?
- What's the best way to stay in touch with you?
- What would be a great next step to take after meeting you here?
- Can i grab a bag of cheetos?
- Can i get one of those stress balls?
- How do i get one of those?



Interview Section!

What to wear

Better to be overdressed than underdressed

Wear Business Professional for both in-person and online interviews

If in-person,

- Make sure clothes are clean with no wrinkles
- If nametag, wear on the left side (from your perspective) of shirt
- Maintain good hygiene (including hand and face)

If online,

- Honestly, only need to dress nice on your top half
- Make sure video background is not distracting, either put on a professional virtual background or clean up area where camera can see
- Try to look directly in camera when speaking.

Business Formal

The professional standard is to wear a two-piece, matching suit in gray, navy, or black.



Business Formal Is

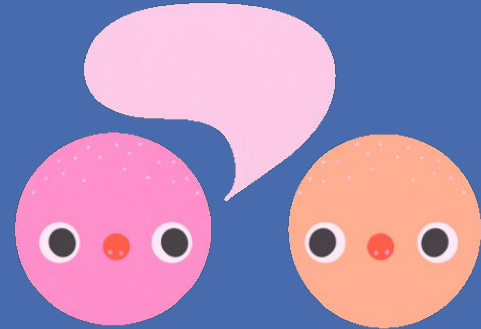
- Matching suit
- Dark colors
- Closed-toe shoe/low heel
- Button down shirt
- Formal blouse

Business Formal Is NOT

- Open-toe shoes
- Khaki pants
- Short Sleeve jackets
- Low-cut clothing

In-person Etiquette

- Confident Body Language is important!
 - Eye contact
 - Smiles
 - Sit up straight
- How to greet
 - Firm handshake
 - Make sure to greet every interviewer
 - Keep things light in the beginning, keep it conversational
- Tip: Remember interviewers names so that you can thank them by name at the end of the interview



General Flow (behavioral)



- **Introductions**
 - Once the interviewers introduce themselves, you can begin introducing yourself
 - More in depth than elevator pitch method
- **Q & A**
 - Interviewer will begin asking you questions, usually starting off asking questions about what's on your resume.
 - Then they would begin asking more general questions about your experience.
- **STAR Method**
 - Situation, Task, Action, Result
 - Interviewers will be looking for this structure when you answer their questions
- **Follow up email**
 - Important!
 - Mention something specific that you talked about in the interview



Interview Introductions.

The Beaty Towers of Elevator Pitches. Go more in depth than your Career Fair Elevator pitch.

STAR Method

- Give clear examples
- Explain how you personally affected the result
- Tip: Prepare for interview by answering common questions beforehand so that you are prepared to answer most questions from interviewer

Situation: Describe the event or situation that you were in.

Task: Explain the task you had to complete.

Action: Describe the specific actions you took to complete the task.

Result: Close with the result of your efforts.



STAR example



Tell me about a time you learned a new skill, and how you applied it.

Situation (S) : During my past internship, I had to learn how to use the VueJS framework.

Task (T) : I needed to implement a dropdown component on a web application that connected an object's properties to the dropdown list.

Actions (A) : Because I was entirely unfamiliar with VueJS, I began my progress by watching VueJS tutorials on Youtube and looked over similar examples of VueJS being used in the repository. If I had any questions after doing my own research about implementation and specific naming conventions for the company's code, I would compile a list of questions I had to ask my mentor during our 1:1 meeting.

Results (R) : After following VueJS tutorial to become familiar with the framework and asking my mentor some clarifying questions, I was able to fully implement a working dropdown component and merged it into master before the Sprint ended.

Possible Questions from Recruiters

- Why do you want to work/intern at [the company]?
- Tell me about a time you worked in a team.
- What's your favorite class?
- When was a time you had to reach out and ask for help?
- Tell me about a time you had a disagreement in a group./ How do you deal with conflict?
- What is a time where you had to break the norm. What and how did you do it?
- Tell me a time you received negative feedback.
- Tell me a project you worked on. (may be more CS focused)
- How do you go about learning new technology? (also CS focused)
- Tell me about a time you faced failure.
- What do you do outside of [school/major/academics]?



Questions to ask Recruiters

- **Is there anything you would like me to clarify or elaborate on?**
- What kind of projects do interns work on? (CS?)
- Is there a specific language or software that is used? (CS)
- What differs a good intern from a great intern?
- What do you like about working for [company]?
- (If you have applied already) What are the next steps? When will I hear back?
- What opportunities for growth does your company provide? For example mentorship programs, learning new skills, or helping with higher education later in my career?
- How is the work-life balance?

Follow up Email

- Please send your interviewer(s) a thank you/follow up email after interview.
- A surprising amount of people do not do this, so it can make you stand out if you do.
- You can:
 - Thank them for their time
 - Mention something specific you talked about during interview
 - Don't worry if they don't end up replying
 - If the interviewer is not your recruiter, feel free to connect with them on LinkedIn
 - If you have any questions regarding the hiring process, like when you expect to hear back.
Ask your recruiter, do not ask others as they will prob not know about the hiring specifics.
 - Do not repeat questions you asked from interview in the email.
 - You can also confirm in the email if they did answer
 - Ex: "I look forward to hearing back from you (next week/on Monday/in a few days)!"

Someone on the team, and got a reply

RE: Thank you for the interview, Julia Le

M

Minnix, Heather

To: Le, Julia



Fri 12/11/2020 4:50 PM

[External Email]

Hi,

I am the second one. Apparently I must have started a different account and then switched over forgetting about it. Thanks for letting me know so I can delete the older one.

Enjoyed our conversation as well!

Heather Minnix | US Intermediary Technology

Ext: x69818 | Mobile: [redacted]



From: Le, Julia [mailto:juliale@vanguard.com]

Sent: Thursday, December 10, 2020 9:01 PM

To: Minnix, Heather

Subject: [External] Thank you for the interview, Julia Le

Hello Heather,

Thank you so much for taking the time to talk with me today! It was a pleasure talking with you and learning more about Vanguard, and their smooth transition to online and the philanthropic efforts.

I'd love to connect on LinkedIn, but there are two profiles with your name and similar experiences, so I'm unsure which one is you :)

<https://www.linkedin.com/in/heather-minnix-410219/> [linkedin.com]

<https://www.linkedin.com/in/heather-minnix-aws-ccp-b08482120/> [linkedin.com]

Sincerely,

Julia Le

My recruiter (not interviewer) and no reply (she was on vacation)

LM

Le, Julia [redacted]

To: Thevaos, Kim [redacted]



Fri 12/11/2020 11:12 AM

Hello Kim,

Thank you so much for inviting me to the interview day yesterday. I had a great time learning more about the internship and the TLP program and meeting the other Vanguard crew members.

I would just like to know what the next steps are, and when I can expect to hear back.

Thank you,
Julia Le

2 interviewers that are on the team, and got a reply from 1

LM

Le, Julia My-Quynh

To: daniel@cloudflare.com, hayley@cloudflare.com

Tue 10/5/2021 7:10 PM

Hello Daniel and Hayley,

Thank you so much for taking the time to talk with me today! It was a pleasure talking with you both, I had fun playing buzzword bingo, and now I'm curious to look more into DNS and how it affected Facebook.

Thank you,
Julia Le

ML

Ma, Hayley [redacted]

To: Le, Julia My-Quynh [redacted]

Wed 10/6/2021 11:34 AM

Hi Julia,

It was great to talk with you as well! Someone in my org shared this article, <https://blog.cloudflare.com/october-2021-facebook-outage/>, that you may find as an interesting read.

-Hayley

PRACTICE!!!!

Please practice your answers for popular interview questions!

On the interview template document,

- Fill in each section of the STAR example.
- Write out tips for yourself to keep in mind during interview
 - Ex: In the header of each page, “Slow down your speaking! You got this!”
- Write down the job description and desired characteristics wanted from candidate
- Write a description/summary of things on resume
 - Ex: Descriptions of any personal projects, things to mention about work/leadership experience that would help

Resume/Elevator Pitch/Interview Prep Templates! -> tinyurl.com/sasetemplates

Tip: look on [Glassdoor](#) under the Interview section for possible questions the company’s recruiters have asked before



Thank you!

Feel free to leave, or begin working on the templates or your existing documents. Board members will be walking around helping!