

SOME TIPS ON RESUMES AND FIRST IMPRESSIONS



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Contact info & objective

- Make sure your contact info is up-to- date. Use your preferred email and phone number and give alternates – *be accessible!*
- Give a brief statement of your work objective (don't make it too narrow):
 - Objective: To begin my professional career in a full-time computer programming/analyst position that utilizes my skills in data mining and programming.

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Education

- State your Education
 - Year in school, Degree/Major, expected graduation date
- GPA is important to many employers – don't be embarrassed!
- Work Authorization / Citizenship / Permanent Resident
 - This is optional but appreciated. You will have to state your work authorization when you apply online.

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Skill match

- Education:
 - State what your focus is and what your major classes have been if there are several options in your major
 - Example: BSCS with special emphasis on data visualization. Strongest programming skill is in C++, but I am proficient in Java and C#.
 - Employers are looking for a *skill match*.
 - Don't inflate your skills, hoping for a keyword match. You have to be able to back up any skill you mention.

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Experience

- Be brief but state any applicable experience
- Even student jobs are worth listing... *talk them up a bit*:
 - OSU Bookstore, Retail Sales. Worked in several departments including computers and accessories. Able to advise customers on best system to suit their needs. Awarded for strong sales performance.
 - Oregon State University, Math Tutor. Tutored students in calculus, algebra, trig, etc. Able to work comfortably with a diverse group of students.
 - Bob's Construction: Helped with our family business. Development and maintenance of an informative website with photos and video tours of home and office remodel projects. Helped with general construction, procurement, accounting, billing. The website increased business by 3x.

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Other

- Professional honors, Leadership, Service Activities, Hobbies
 - List any scholarships, professional affiliations, honor roll, awards, etc.
 - List leadership positions in student organizations
 - List your hobbies and other interests (optional)
- "References available upon request"
 - No need to list references on the resume.

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One page please

- Try to keep it all on *one page*. If two pages are needed, print them *single-sided*. *Please...no CD's or copies of your thesis / senior project.*
- *Check your spelling and grammar carefully!* Ask someone else to proofread it, especially if English is not your first language.
- While you are at it, *clean up* your Facebook, personal web pages, etc. Employers will sometimes look you up on Google and you don't want them to find anything compromising.
 - Give it the "Mom" test (what would Mom think?).
 - Check your public profile on Facebook and set appropriate security settings to restrict information.

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Some best practices for career fairs

THOSE FIRST IMPRESSIONS



The secret recruiter rating scale

- Recruiters may make notes on your resume or in their notebook for future reference.
- Typically, students are divided into three groups:
 - + Top candidates who left a great first impression, have excellent qualifications, and are likely a good company match.
 - ✓ Good candidates who could do the job but were hard to distinguish from the crowd.
 - Weak candidates who do not have the qualifications or who would not fit into the company at all.

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Making a good first impression (What are you?)

- Dress is "business casual." No shorts or shirts with holes please.
- Take a shower and brush your teeth!
- It is ok to look your best even if you know the company dress code is very casual.
- Smile, relax, be yourself.

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The "Elevator Speech" (Who are you and what do you know?)

- You have only a few short moments to tell who you are and what you are good at... make the most of it. *Practice this with a friend!*
 - A firm, but not crushing handshake.
 - State your name, major, and year in school clearly.
 - Tell what you are primarily interested in doing.
 - Talk about a technical project you did alone or with a group. It is good to bring a diagram or other brief visual summary (on one page). Don't make it too overly technical!
 - Know why you are interested in that particular company... do some research prior to the event and know how your skills and interests are a good match for what the company will need. Tailor your speech for the particular employer as necessary.

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First Impressions: A Few Last Tips

- Remember that every time you meet a company representative *you are being interviewed!*
- Act mature, responsible, and friendly
 - Attend info sessions, career fairs, panel discussions, guest lectures, sponsored dinners, etc. Have your current résumé handy.
- Speak loud and clear enough to be heard over the high background noise if necessary.
- Don't take too much of the recruiter's time. Watch for cues that the recruiter is drifting...then finish up before you wreck your first impression!
- Follow-up with a thank-you email, attaching your résumé.

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