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# Technical Resume Writing & Interviewing

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# BEWARE OF JOB FRAUD

*Learn the red flags to look out for in your job search.*

-  They're asking you to shop for them.
-  You have to send them money.
-  The job sounds too good to be true.
-  The job they offer isn't the one you applied for.
-  They won't meet you in person.
-  You can't verify their information.
-  They're asking for personal information.
-  You'll be working from home.

Learn more about job fraud and how to protect yourself at [careers.ucr.edu](https://careers.ucr.edu) or contact a career counselor today.

# RESUMES

- Provide an overview of your experience.
- Help you create a winning first impression.
- Establish qualifications and credentials.
- Highlight specific, relevant background.
- Must be dynamic, changeable documents.
- Should be updated on a regular basis.



# RESUME FORMATS

- CHRONOLOGICAL FORMAT
  - Easy to read, **most commonly used and preferred by employers**
  - Presents education and work experience in reverse chronological order
- Very effective if majority of education and work experience is related to objective

# RESUME FORMATS

- FUNCTIONAL FORMAT




- Focuses on skills and abilities, not dates of employment
- Lists skills you've demonstrated which are required for a particular job
- Allows you to emphasize skills gained through volunteer work and co-curricular activities
- **Often used by career changers, graduate students and postdoctoral scholars**

# APPLICANT TRACKING SYSTEM (ATS)

*"An estimated 95% of Fortune 500 companies currently use an ATS to manage their applicant tracking process, (Amy Elisa Jackson, Glassdoor)"*

- Use nouns indicating specific job functions, skills, responsibilities (see detailed job description to select key words to use)
- Look for repetitive wording in the job description and include keywords in skills and experience sections

# APPLICANT TRACKING SYSTEM (ATS)

- Forget “fancy fonts”, flashy graphics  and colored paper
- 10 - 12 point size, standard font 
  - Always avoid shading, graphics , and underlining
  - Don't be too excessive with **bolding**, and *italicizing*
- white, off-white, 8 1/2 x 11 paper
- Bullets
  - Action verbs start off your bullets (i.e. Analyzed, Trained, Tutored)
  - Avoid Lines, excessive columns, and brackets



# CONTACT INFORMATION

Scotty Highlander

1234 Linden st.

Riverside, CA 92525

(951) 234-5555

[scottyhighlander@ucr.edu](mailto:scottyhighlander@ucr.edu)

[www.linkedin.com/scottyhighlander](http://www.linkedin.com/scottyhighlander)

Scotty Highlander

1234 Linden st. Riverside, CA 92525 • (951) 234-5555 • [scottyhighlander@ucr.edu](mailto:scottyhighlander@ucr.edu)

[www.linkedin.com/scottyhighlander](http://www.linkedin.com/scottyhighlander)

# OBJECTIVE

**Not this...**

**But this...**

I am looking for a full-time position with a progressive

**Or this...**  
Recent computer engineering graduate with experience in  
company that will allow me to use my degree in computer

**Seeking software developer position with ABC**  
C++ programming, seeking position with ABC Widgets as  
a Programmer.

company and help me acquire experience and skills to

better serve the company and my colleagues.

# EDUCATION

University of California, Riverside

**Bachelor of Science in Chemical Engineering**

June 2020

GPA: 3.5

University of California, Riverside

**Bachelor of Science in Bioengineering**

June 2020

GPA: 3.5

Relevant Coursework: Cellular and Molecular Engineering

University of California, Riverside

**Bachelor of Science in Bioengineering**

Relevant Coursework: Cellular and Molecular Engineering

June 2020

GPA: 3.5

Riverside Community College

**Associate of Science in Social Science**

June 2018

# SKILLS

## Transferable

**Those that “work”  
elsewhere**

### Communication

Written and verbal

Problem solving

Facilitation, mediation,  
referral

### Interpersonal

Assisting, representing,  
teaching

### Organizational

Time mgt, goal setting,  
implementing

## Technical

**Specific to industry or  
job function**

Computer programming

Network Technology

Handheld Inventory Machines

Technical Devices

Laboratory Instruments

Construction Machinery

Equipment

Research

Data Science

Project Management

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# TECHNICAL SKILLS: COMPUTER ENGINEER (SAMPLE)

- **Programming Languages:** SQL, PL/SQL, PLSQI Developer, TOAD (Quest), Oracle SQL Developer, Java
- **Web Technologies:** JSP, XML, HTML
- **Web and Application Server:** WebLogic, JBoss
- **Databases:** Oracle, 9i, 10g, 11g & SQL
- **Operating Systems:** Windows, XP, 7 and UNIX (Sun Solaris)
- **Framework:** ITIL V3, HPSPD, ServiceNow, Alarmpoint
- **Scripting Languages:** HTML, Java Script

- Rank the most relevant at the top
- List most relevant, not all known skills

# TECHNICAL SKILLS: ELECTRICAL ENGINEER (SAMPLE)

- **Network:** Design /Analysis of LANs/WANs, Routers, Switches, Firewalls, Protocol
- **Communications:** Digital and Analog , Fixed and Mobile Wireless, Satellite, Antenna Design
- **Microelectronics:** VHDL, FPGA, Microelectronic Manufacturing and Testing (MCM, SOC), Electronic Packaging, VLSI

- Be prepared to speak on your skill set
- If you don't know it, don't list it

# TAILORING SKILLS

## TECHNICAL SKILLS



**Software:** ViewLogic, SolidWorks, ABAQUS, MatLab/Simulink, AutoCAD, Pspice

**Programming:** JAVA, C/C++

**Operating Systems:** Windows XP/NT, Unix (BSD, Solaris, Linux)

## RELEVANT EXPERIENCE

## ADDITIONAL SKILLS



**Computer:** Microsoft Word, Excel, Outlook, PowerPoint, SPSS

**Language:** Fluent in Spanish and English

# EXPERIENCE

- Paid or unpaid
- Personal projects related to your field
- Class projects (individual or group)
- Active roles in student organizations
- Research
- Part-time, full time
- Internships
- Job shadowing
- Laboratory

Department of Molecular Biology, UC Riverside November 2019 – January 2019

## **Research Assistant**

- Accomplishment statement (Situation, Action, Result)
- Accomplishment statement (Situation, Action, Result)
- Accomplishment statement (Situation, Action, Result)



# EXPERIENCE

Organization or class name, location

month yr – month yr

## **Job Title or Project Name**

- Start each bullet with an action verb describing the action you took and the positive impact you made

Senior Design Project, UC Riverside

September 2018 – Present

## **Web Application Team Project**

- Collaborate with a team of 4 interns by dividing up tasks to ensure completion of project.
- Develop a web application to streamline tutor scheduling for Academic Success Center using Java.
- Perform coding using JavaScript and transcribe notes into database to keep record of process.
- Create a PowerPoint to present the web application and training manual for staff and presented it to 4 managers.

# HOW DID YOU USE YOUR TECHNICAL SKILLS?

## TECHNICAL SKILLS

Software: ViewLogic, SolidWorks, ABAQUS, MatLab/Simulink, AutoCAD, PSpice, Pro-E

Programming: JAVA, C/C++

Operating Systems: Windows XP/NT, Unix (BSD, Solaris, Linux)

## RELEVANT EXPERIENCE

Parker Aerospace, Irvine, CA

April 2013 – Present

### Mechanical Engineering Co-op

- Perform research and development on Parker's fuel inerting system
- Design physical test housings to analyze various system parameters
- Modify and reprogram various Matlab files and graphical user interfaces utilizing Pro-E
- Reduce data in efforts to determine useful correlations between system parameters for specified tests

# HOW DID YOU USE YOUR SOFT SKILLS? (TRANSFERABLE)

Starbucks, Riverside, CA

September 2018 - May 2019

Barista/Shift Supervisor

- Provided outstanding customer service in fast-paced environment
- Prepared various beverages maintaining the highest standards of product quality, accuracy, and consistency
- Followed up with baristas during shift to ensure quality of services
- Assisted manager with opening and closing duties, including cash handling and balancing drawer

Both hard and soft skills are crucial  
to your career success!

Be sure to showcase both types on  
your resume!

Job Title & Company Name

“Tool Box”

Research & Design Projects

## SCOT HIGHLANDER

1234 Street Name • Riverside, CA 92521 • first.lastname@gmail.com • 555-555-5555

### OBJECTIVE

Seeking a Graduate Internship with Abbott Vascular

### EDUCATION

**Master of Science in Bioengineering** June 2020

University of California, Riverside, Riverside, CA

**Relevant Coursework:** Cardiovascular, Renal, and Respiratory Sciences I, Translational Biomedical Research, Cellular and Molecular Engineering, Mathematical Methods for Bioengineering

**Bachelor of Science in Bioengineering** June 2016

University of California, Riverside, Riverside, CA

### TECHNICAL SKILLS

**Laboratory:** Circular Dichroism (CD), Static Light Scattering (SLS), Gel Electrophoresis, High Pressure Liquid Chromatography (HPLC), Protein Expression, Osmometer

**Computer:** ViewLogic, SolidWorks, ABAQUS, MatLab/Simulink, AutoCAD, PSpice, TableCurve, COMSOL, JAVA, C/C++, LabVIEW, Assembly Language, Microsoft Office Suite

### BIOENGINEERING RESEARCH AND DESIGN PROJECTS

**Research Project, Department of Engineering** May 2016 – Present

University of California, Riverside, Riverside, CA

- Assisted post-doctoral candidate perform research and data analysis on current impact of diseases in human health
- Studied embryogenesis, wound repair and cited scholarly articles for research findings
- Utilized image-processing software to extract data of flow patterns

**Undergraduate Researcher, Department of Engineering** January 2016 – Present

University of California, Riverside, Riverside, CA

- Analyze extracellular matrix and the growth of healthy tissue using a Multiphoton fluorescence microscope
- Study samples of collagen to determine the results and the necessary design changes
- Update and modify lab and safety policy and procedures to ensure an effective use of lab equipment

### CAMPUS LEADERSHIP

**College of Engineering Ambassador** January 2015 – January 2016

- Provided tours to prospective students, organized recruitment events and arranged on-campus interviews
- Represented the College of Engineering in a public relations role while greeting industry representatives

### WORK EXPERIENCE

**Housing Department, UC Riverside, Riverside, CA** September 2014 – June 2015

#### Resident Advisor

- Facilitated the personal growth of 550 residents, encouraged and enforced the compliance of community standards, and addressed various security issues in crisis situations
- Served as the Leadership Advisor to students and participated in training on inclusive diversity practices
- Recruited and interviewed resident advisors as part of the selection committee

### PROFESSIONAL AFFILIATIONS AND INVOLVEMENT

Member, **Bioengineering Graduate Student Association (BE-GSA)** August 2016 – Present

Member, **Bio Medical Engineering Society** August 2016 – June 2017

Member, Tau Beta Pi, **National Engineering Honor Society** August 2013 – June 2016

## SCOT HIGHLANDER

1234 Street Name • Riverside, CA 92521 • first.lastname@gmail.com • 555-555-5555

### OBJECTIVE

Seeking Mechanical Engineer I position with Northrop Grumman

### EDUCATION

Bachelor of Science in Mechanical Engineering  
University of California, Riverside, Riverside, CA

June 2014

### TECHNICAL SKILLS

Software: ViewLogic, SolidWorks, ABAQUS, MatLab/Simulink, AutoCAD, PSpice  
Programming: JAVA, C/C++  
Operating Systems: Windows XP/NT, Unix (BSD, Solaris, Linux)

### RELEVANT EXPERIENCE

Parker Aerospace, Irvine, CA April 2013 – Present

#### Mechanical Engineering Co-op

- Perform research and development on Parker's fuel inerting system
- Design physical test housings to analyze various system parameters
- Modify and reprogram various Matlab files and graphical user interfaces utilizing Pro-E
- Reduce data in efforts to determine useful correlations between system parameters for specified tests

Senior Design Project, UC Riverside, Riverside, CA

January 2012 – June 2013

#### Three-Wheeled Vehicle Design Team Project

- Collaborated with five engineers to design and prove the concept of a fully automated three wheeled vehicle
- Designed and strategically configured the necessary mechanical and electrical components to test the model

Mechanics of Materials course, UC Riverside

September – December 2012

#### Centrifugally Stiffened Solar Sail, NASA

- Designed full scale concept of a self-deploying solar sail with three team members
- Constructed and modeled prototype deployment device for testing aboard the International Space Station

### WORK EXPERIENCE

Housing Department, UC Riverside, Riverside, CA

September 2010 – June 2012

#### Resident Advisor

- Facilitated the personal growth of 550 residents, encouraged and enforced the compliance of community standards, and addressed various security issues in crisis situations
- Served as the Leadership Advisor to the students and participated in training on inclusive diversity practices
- Recruited and interviewed future resident advisors as part of a selection committee

### CAMPUS LEADERSHIP

College of Engineering Ambassador

January 2012 – Present

- Provide tours to prospective students, organized recruitment events and arranged on-campus interviews
- Represent the College of Engineering in a public relations role while greeting industry representatives

### PROFESSIONAL AFFILIATIONS AND INVOLVEMENT

UC Riverside

American Society of Mechanical Engineers (ASME)

Tau Beta Pi, National Engineering Honor Society

Pi Tau Sigma, Mechanical Engineering Honor Society

National Society of Collegiate Scholars (NSCS)

“Tool Box”

Relevant Experience Counts

Campus Involvement & Associations

## Job Landis

1234 Street Name · Riverside, CA 92521 · 555-555-5555 · First.Lastname@ucr.edu

### OBJECTIVE

To obtain a position as a Laboratory Research Assistant.

### EDUCATION

**B.S. Biological Sciences**, University of California, Riverside June 2019  
*Relevant coursework:* Molecular and Cellular Biology (Lab), Pathology, Neurobiology, Neuropharmacology

### LABORATORY SKILLS

SDS-PAGE	PCR/Cloning	ELISA
Electrophoresis	Spectrophotometry	Computer Data Analysis
Amino acid analysis	DNA/Extraction/Quantification	GC-MS

### RELATED EXPERIENCE

**Research Assistant**, Department of Molecular Biology, UC Riverside January 2017 – June 2018  
*Investigated the effects on body weight and bone growth of replacement injections of thyroid hormone and drugs that inhibit thyroid hormone production*

- Collaborated with a team of four students to prepare bone growth media for 8 sets of experiments
- Performed IM injections of varied concentrations in chickens to observe the effect on hormone production
- Ran 80 blood samples through gas chromatograph to check T1 levels and monitor changes in rate of thyroid hormone synthesis
- Analyzed chromatography results and communicated them with graduate supervisor on a weekly basis

**Cope Health Scholars**, Pomona Valley Hospital Medical Center, Pomona, CA May 2016 – June 2017

- Worked closely with staff performing tasks such as escorting patients, preparing charts, stocking rooms with supplies, running errands, answering phones, and light clerical tasks
- Provided patient care by taking vital signs, weighing patients, answering call lights and providing psychosocial support for patients
- Assisted with accurate billing and patient records by inputting patient information into electronic medical records software

### LEADERSHIP EXPERIENCE

**Peer Mentor**, Health Professions Advising Center, UC Riverside February 2017 – Present

- Share information and provide guidance to students on health professions programs
- Conduct 10-minute drop-ins to discuss service, leadership, and research opportunities
- Connect with students through shared professional interests in health careers

**Team Lead**, Best Burgers, Riverside, CA June 2016 – Present

- Place orders and perform cashiering duties in high-volume fast food establishment
- Suggested new method of packaging orders which reduced customer wait time by approximately 50%
- Promoted to Team Lead after 60 days

### CAMPUS INVOLVEMENT/COMMUNITY SERVICE

**Referee**, Intramural Basketball 2016 – Present

**Volunteer**, Habitat for Humanity June 2015 – Present

**Volunteer**, Mary S. Roberts Pet Adoption Center May 2017

### ADDITIONAL SKILLS

**Computer:** SPSS, Word, Excel, PowerPoint, Access

**Language:** Bilingual in English and Spanish (written, verbal, and reading)

“Tool Box”

Research Experience

Campus Involvement &  
Associations

# IMPORTANT TIPS

- Print with 10 to 12 font size
- Make sure your margins are  $\frac{1}{2}$  inch to 1 inch
- Limit to one page, unless you have extensive experience and/or education relevant to the job
- Utilize action verbs and action-oriented language to describe your experience
- Use industry language and jargon to describe your experience
- Tailor your resume to the skill set needed for the position
- Avoid personal pronouns (I, my, or me). *Use an active voice*
- Include all of your relevant experience whether it be paid or unpaid
- Make sure it is error free (both spelling and grammar)
- Use the proper tense
- Include your LinkedIn URL, Portfolium, Github

QUESTIONS?



The RESUME will get you looked at, but the INTERVIEW will get you the job!



# RESEARCH THE COMPANY

- Review the position description

*(Be prepared to explain how your experience and skills fit!)*

- Research the company

- Company Website

- Employee LinkedIn Profiles

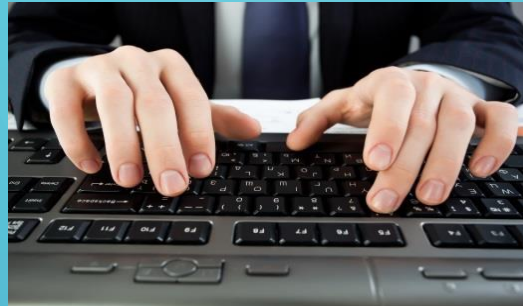
- Career Insider, Glassdoor.com

- Prepare 3-5 questions for your interviewer

# MAKING THAT FIRST IMPRESSION



Career Fair/Networking



Email



Phone Call

“Thank you for the opportunity! Yes, I am available at that time.”



Smile



Check Schedule



Respond

# INTERVIEW LOGISTICS



Time



Type



Interviewer(s)



Location

Ask for clarification: (if needed)

- Will this be a panel or individual interview? Onsite or offsite?
- Who will I be meeting with during the interview?
- Should I prepare any materials or a presentation for this interview?

# TYPICAL TECHNICAL INTERVIEW LAYOUT

- Starts with phone interview(s)
- Onsite interview(s) anywhere from 4 to 6 interviews
- Interview questions will be technical and behavioral
- Technical interviews take about 45 to 60 minutes
- Coding interviews may include materials such as paper, pen, whiteboard or laptops
- Some interviews include an offline assessment or independent project

# WHAT IS A TECHNICAL INTERVIEW?

- Technical questions asked as part of a general interview for science and engineering positions
- Evaluate how you approach real-world problems
- Identifies how you problem-solve
- Understand the depth and breadth of your knowledge on the skills you're being hired for
- In some cases, there are coding challenges, word problems, HackerRank, paired programming and whiteboarding

# STYLES OF QUESTIONS

- Tell me how your background prepares you to do the job? **Straightforward**
- Could you tell me about a time when you worked on a group project? **Behavioral Based**
- How would you respond to a dissatisfied customer?  
**Situational**
- What new feature would you add to MS Word if you were hired? **Technical**

# TECHNICAL QUESTIONS

- Research technical interview questions
- Verbalize your thoughts and go through the problem solving steps and ending results
- Write down your steps and results (ie.: white board)
- Don't make assumptions! Ask for clarification to the question if needed
- Focus on what you know and brush up on required skills and qualifications (coding, algorithms, design, technical knowledge and skills)

# BEHAVIORAL QUESTIONS

Be A STAR



<b><u>Situation or Task</u></b>	Describe a specific event or situation. Give enough detail for the interviewer to understand. Draw from campus, work, or community experiences.
<b><u>Action</u></b>	Describe the action you took. If you are describing a group project, focus on your role.
<b><u>Results</u></b>	What did you accomplish? What did you learn?

- Tell about a time you were in a leadership position, worked in a group, made a mistake, etc.
- Prepare 3-5 STAR examples



# Q & A...NO. 1



**“Tell us a little bit about yourself?”**

- *What makes you different from others?*
- *How organized and concise are you?*
- *What brought you to this career?*
- *Why do you want to work with this organization?*

**The wrong answers:**

**Anything that is overlong.**

**Sentimental, idealistic responses.**

# Q & A...NO. 3



## What single technical skill or ability is your best asset?

- *Identify a technical skill or ability that will contribute to the success of the company*
- *Refer to the job description to find out the types of skills they desire and speak on your experiences with that skill by providing specific ways you used them*

### **The wrong approach:**

- **Stating a skill or ability without specific examples of how you used them**

# Q & A...NO. 5



Please walk me through how you have solved a technical problem in a recent project.

- *This question is asking about your approach to problem solving*
- *Provide a specific example*
  - *Define the problem*
  - *Analyze the problem and steps you took*
  - *Discuss the solution*
  - *What did you learn from this experience*

**The wrong answer.**

**-Too vague**

**-Not ending with the solution**

# Q & A...NO. 5



## Do you have any questions for us?

*Always have questions. Ask about:*

- *The culture of the organization*
- *Professional development*
- *Expectations*
- *What the next step is*

**The wrong answer.**

- Anything about salary, benefits or bonuses.**
- No questions.**

# AFTER THE INTERVIEW

- **DO** send a thank you note (email, card)
- **DO** follow-up if the date that they said they would get back to you has passed
- How often depends on the industry
- Always be professional



# LET'S PRACTICE YOUR STAR STORIES

## Interview Question 1:

- Please walk me through how you solved a technical problem in a recent project?

## Interview Question 2:

- Describe a time when you worked with a group to achieve a goal.

## Interview Question 3:

- Walk me through a time when you made a mistake. What would you have done differently?



# IMPORTANT TIPS

- Give yourself time to understand the problem before responding
- Acknowledge that there may be more than one solution to a problem or no solution at all
- Be sure to ask clarifying questions when needed
- Check in with your interviewer to ensure you are on the right path
- Be specific in the main points of your answer
- Think “Out Loud” when problem solving
- Dress professionally!

# IMPORTANT RESOURCES

## E-Learning for Technical Skill Development

- Leetcode.com, Udemy, LinkedIn Learning, Coursera, Udacity, Lynda.com

## Technical Interviewing Practice

- Careers.ucr.edu → Handshake → StandOut Mock Interview → BCoE or CNAS Related Interviews
- Glassdoor → Interview Questions
- Cracking the Coding Interview, Gayle Laakmann McDowell



# Connect. Inspire. Empower.

## Come See Us!

### Hours:

Mon. - Fri. 8 am to 5 pm  
except Wed. 9 am to 5 pm

### Drop-In Hours:

Mon. - Thurs. 10 am-3pm  
Fri. 10 am-12 pm



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