ISSA Career Center Workshop Notes - Technical Resumes and Keys to Networking

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Career Center offers many services including, but not limited to: Resume reviews, interview practice/advice, navigating salary negotiations, career exploration

Use Career Center and faculty as mentors to learn professionality and navigating career searching

Follow application instructions, make sure you include everything the recruiter is asking for

Resumes
- Review resumes and cover letters to eliminate errors and typos!!
- Resume Length
  - Little or no experience or new to the industry should have 1 page
  - 2+ years of experience can get away with a 2 page resume
- Start with actions verbs for your items
- State the task you completed, how you accomplished it, quantify results
  - Provide evidence of your effectiveness, show you did something *well*
- Don't use templates
  - Use Google Docs or Word
  - For technical roles, you don't need a very creative resume
- Transferable skills
  - Skills and abilities that are relevant and usable for future positions
    - Ex: Communication (written and verbal), leadership, teamwork/collaboration, critical thinking, problem solving, technical skills, innovation and creativity, customer service experience (develops interpersonal skills, experience working with clients)
  - Don't list them in Skills section, but rather demonstrate them in Projects and Experience sections
- Tailor your resume to the industry AND the position
  - Companies may use software to scan for keywords in resumes
  - Human reviewers also look for those keywords to know you have the right skills

Tailoring
- Take the job description, highlight keywords you see (skills, experiences they're looking for)

- Align your resume with those keywords to see what you're missing
  - Consider both personal and technical skills
- List skills, projects, experiences, etc. in order of relevance to the position

Resume Formatting
- Don't go more than 0.5 in margins
- Font size should be 10.5-12 pt
- List projects and experiences in reverse chronological order (most recent first)
  - Note: If you have older projects that are more relevant to the position, you can just get rid of dates so you can list those older, more relevant projects first

Resume Sections
Can break up Skills section and categorize
- Tailor these skills to the industry and position
- List in order of importance/relevance
Projects section is valuable if you have no internship or job experience
- Opportunity to show employers how you've developed and used skills
- Include Academic Projects and/or Technical Projects (for technical resumes)
- Personal projects can distinguish you from other candidates
  - Indicates you have that drive/initiative to develop a particular skill
- If you have a Github or portfolio of your code, include it as a link at the top of your resume
- How to select projects
  - Prioritize upper-level academic projects
  - Use projects that demonstrate the skills you wish to show the recruiter
Work Experience (outside the tech industry)
- Focus those bullet points on those transferable skills (e.g. teamwork, problem solving, attention to detail, time management, etc.)
  - Ex: "Demonstrated communication skills while doing XXX"
Relevant Organizations
- Could also call it "Student Activity" for organizations that are not tech-related
- If you held a position, bullet point what you did, what skills you developed or utilized, and the results
Academic Coursework
- List courses relevant to the position you're applying for
If you have extra space, you could include a Summary section to show how you took initiative to develop something (more for those with personal projects)

Networking
- Peers, faculty, staff, recruiters
- Develop meaningful connections with coworkers; can get recommendations from them
- Recruiters
  - Keep record of the recruiters you interact with
  - Follow up after you spoke to a recruiter at an event

- "Hidden job market" → 80% of interviews are obtained actively through direct contacts and networking
- Start with people close to you (friends, family) who work in an industry that interests you, reach out to them and express interest in their work
- Growing your network
    - Attend events (Career Fairs, Networking Events)
    - Clubs, Organizations

LinkedIn
- Platform to develop and strengthen professional relationships
- Can also get recruited by companies here
- Profile Tips
    - Professional headshot → chest-up, neutral background, dress professionally
    - Headline → a way an employer can search for you
        - Include area(s) of study and/or career ambitions as keywords
    - About section
        - Elevator pitch on who you are and what you're seeking
        - Use the first 4 lines of the About section to catch the viewer's interest
        - Can write in 3rd person, but not mandatory
    - Include volunteer and work experience, internships
    - Can ask your supervisor(s) from your current job for a recommendation and that will show up on your profile
- Reach out to UMBC Alumni
    - Narrow down the search to Alumni in specific industries/positions you're interested in
    - Send a connection request with a note expressing your interest in their career and wanting to speak with them
    - They may message back and allow you to conduct informational interviews with them
    - Send connection requests to many people because some might not get back to you