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IEEE Computer Society Build Your Career Webinar Series

November 11, 2020

***Stand Out From the Crowd:
Resumes that will get noticed by employers &
interviewing skills to get you hired***

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Program Manager U.S. Missile Defense Agency***



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You are a GREAT job candidate! How do you let them know?!



- ▶ How to prepare a resume that will get you noticed
 - Writing tips
 - Common mistakes
- ▶ How to interview so that you will get the job you want
 - Interviewing tips
 - Common mistakes



“Every Experience in your life is being orchestrated to teach you something you need to know to move forward.” – Brian Tracy

'Stand out from the Crowd'

“Be clearly better than or noticeably different from ordinary people or things...”

▣ - from Oxford definitions



“If you want to stand out from the crowd, give people a reason not to forget you.” – Richard Branson

Why do I Care?

TASC

MITRE



***NORTHROP
GRUMMAN***

accenture



Who am I to give you any advice?

The 'Interviewers' Viewpoint

- Too many companies require strict competency-based interviews (STAR)
 - May not be the best way to hire technical people
- Many require 'stump the dummy' questions
 - 'how many tennis balls can you fit in this room?'
- Companies/Hiring managers forget that the process is scary
 - Should provide feedback
 - Should 'recruit' the individual – you did bring them in for an interview!
 - Remember to be kind and see if the job is right for candidate

First the Resume... Getting your foot in the door



To Begin with... Do you Really Want the Job?

- The Obvious, but Necessary Question...
 - Be prepared to work hard for it
- Too Many Times People Prepare a Single Resume
 - Research the company
 - Look over your resume, should anything change?
 - Add/remove presentations
 - Emphasize skills? Include both technical and soft skills ...
 - Does past experience relate to the organization's mission or goals?
 - If needed, get professional help building your resume



Employers only spend about six seconds reading a resume, a good resume is tailored for each position

What Are Soft Skills?

- Are usually related to your personality and your people skills...
 - Emotional intelligence
 - Developing soft skills can be challenging
 - Practice makes perfect
- Useful across industries; are ‘portable’ and do not expire



Key Traits of Soft Skills	Key Traits of Hard Skills
Useful across all industries	Industry specific
Natural abilities	Learned through training or repetition
Related to emotional intelligence	Based on technical knowledge
Examples of Soft Skills	Examples of Hard Skills
Detail-oriented	Programming Languages (Python, Java, etc.)
Works well under tight deadlines	BS Degree, Electrical Engineering

Interpersonal skills is where we're seeing the biggest imbalance..”

Jeff Weiner, LinkedIn CEO

Why Should You Care?

- Often the deciding factor for employers
 - A survey presented by SMB World found that nearly 72% of CEOs believe that soft skills are more important to the success of their business than hard skills (Jackson 2018).
 - According to Forbes (2017), 94% of recruiters believe that top-notch soft skills outweigh experience.
 - A recent report by iCIMS (2019) Hiring Insights finds that 94% of recruiting professionals believe an employee with stronger soft skills has a better chance of being promoted to a leadership position than an employee with more years of experience but with weaker soft skills.



“the difference between outstanding performance and good performance is whether someone has some soft skills. If you take two people who are equally adept at their “hard” technical skills, it’s typically the one who also has soft skills who’s the exceptional performer.” – IEEE-USA InSight , Mar 2019

Five Soft Skills I Recommend...

- Communication
- Teamwork
- Critical & Analytical Thinking
- Interpersonal Skills
- Work Ethic



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“the difference between outstanding performance and good performance is whether someone has some soft skills. If you take two people who are equally adept at their “hard” technical skills, it’s typically the one who also has soft skills who’s the exceptional performer.” – IEEE-USA InSight , Mar 2019

Building your Resume...

“When companies are assessing job candidates, they’re looking for the best of both worlds: someone who is not only proficient in a particular function, but also has the right personality....along with responsibilities, it’s important to highlight soft skills that can give employers an idea of how quickly you can adapt and solve problems, whether you can be relied on to follow through and how effectively you can lead and motivate others.”

Rosemary Haefner,

Vice President of Human Resources at CareerBuilder



Your *soft skills* and *hard skills* should complement each other to make you the total package an employer wants.

For example, an engineer should be both highly technically competent while being able to understand business benefits & communicate effectively with clients.

How to Write a Great Resume

- ▶ Customize for the job you are applying for!
 - Read and understand the job requirements
 - Incorporate soft skills
 - Use numbers and details and highlight your achievements
- ▶ Proofread
 - Do not use casual language
 - Use a human; pick someone who will be honest with you
- ▶ Clean layout and presentation
 - Have clearly labeled section headings and spacing



Resume Pet Peeve: Lack of understanding in employment history, such as missing dates, accomplishments, company locations, etc. If I am having a hard time trying to understand what the heck you're conveying in the first 8 seconds, I'm moving on." — Matthew Warzel, MJW Careers

What is S.T.A.R.?

Method for Behavioral Interviewing and Resume Organization

Carefully consider the job advertisement; read the description.

Prepare



What challenges did you overcome?

You should look carefully at your resume before submitting for a candidate job. Does it read as a good fit?

What is S.T.A.R.?

Method for Behavioral Interviewing and Resume Organization



Match your accomplishments that most closely demonstrate the skills required by the job description

Writing your resume information

- Start resume bullet points with action verbs
- Start with your relevant skill or your impact
- Eliminate any unnecessary language or jargon that might not be understood
- Quantify your impact (or leave it off your resume!!); how did what you do make a difference?
 - For example, Led a cross-functional team of six in development of innovative software product to predict COVID-19 spread. Launched one week ahead of schedule with a saving of 10%.

Implement

Helps convey your value as potential employee by providing a reliable format for showcasing your abilities and skills

STAR Method

S = Situation	What was the problem? Be as specific as possible	Served as project team lead for Ford Motor Company, and was responsible for design of 2019 SuperDuty Trucks door robotics assembly.
T = Task	What were the issues?	When I was hired, the assembly support for all SuperDuty Trucks was performed manually, which resulted in production delays and quality control variations.
A = Action	Identify the step you (not your team) took to reach your goal	Under my technical leadership, and production execution, I led a team effort to design the 2019 SuperDuty robotics assembly, implementing new quality controls, improved network integration and revised training for new production hires.
R = Result	What was the final outcome?	Within four months, the company's on-time fulfillment record increased from 72% to 98%, and quality call outs decreased from 36% to 2%.



You must take this content and refine and condense it

What This Might Look Like...



- Led effort to design 2019 door robotics assembly at Ford Motor Company, implementing new quality controls, improved network integration and revised training for new production hires; on-time fulfillment record increases from 72% to 98%, and quality call out decreases from 36% to 2%.

“To succeed in today’s job market, you have to think of your resume as an advertisement targeted towards your future employer.” – Getlanded.com

Resume Examples – Leverage IEEE!

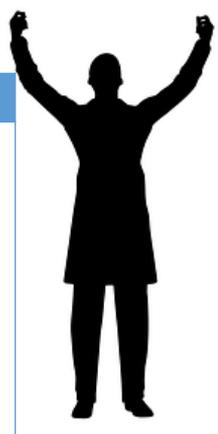
Soft Skill

Communication Invited Speaker, University of Houston, IEEE Distinguished Visitor's Program, Best Practices for Software Engineering: Using IEEE Software and Systems Engineering Standards to Support America's Army: Special Forces (Overmatch) V. 2.7, October, 2006.

Author/ Co-Presenter, Using IEEE Software Engineering Standards to Support America's Army Gaming Development, Systems and Software Technology Conference, May 2006.

Teamwork Chair, Reaffirmation of IEEE Std 14143.1, Information technology – Software Measurement – functional Size Measurement – Part 1: Definition of Concepts; IEEE Press; March 2006.

IEEE Region 2 Student Activities Chair 2018.



A Specific Example

Before



After

Next the Interview... Getting your dream job!



The Interview

Your Resume has gotten you and interview... now what!?

- ▶ You can also apply the STAR technique when interviewing...
- ▶ P- prepare
 - Listen to the question and think of an event
- ▶ S – situation
 - describe a challenging situation that you have encountered in the past
- ▶ T – task
 - Explain the task you had to complete
- ▶ A – action
 - Explain the specific actions you took to complete the task – and why
- ▶ R – results
 - Be sure to describe all outcomes – what lessons did you learn? What did you take away from the experience? What impact did the results have on the organization?



Do not bury your selling points in long winded stories – be short, clear and concise

Interview Preparation

- ▶ Research the the company
 - You may be asked why you want to come work for the company
 - be prepared to respond with a specific answer.
 - GOOGLE the company name 'interview questions'
 - you will be surprised what comes up; prepare from these posted lists
 - Use materials on sites like *Glassdoor.com* and *Indeed.com*
 - These sites tell you what to expect from the process
- ▶ Clarify what makes you the best candidate for the job being offered
 - Be prepared with three to five key selling points as to why you are the best candidate
 - I have great project leadership skills. For example, as you will see from my resume, I was team lead on project xyz and successfully lead the turnaround of that program.
- ▶ Prepare for Common Interview Questions
 - Be sure to prepare answers that are appropriate for your age and current status
- ▶ Be sure you have some questions for the Interviewer ready...



What to Expect?

Practice Mock Questions...some examples



- ▶ What experience do you have in Cross Functional Teams?
- ▶ On a scale of 1-10, how skilled are you in communication? Why did you choose that particular rating for yourself?
- ▶ How do you manage your time while on multiple projects?
- ▶ Do you believe it is possible to be a good team member yet disagree with the leader?
- ▶ How did your previous positions prepare you for your current role?
- ▶ How would you handle a dispute with a co-worker?
- ▶ In a scenario where you've been given a coding assignment, what is your process for getting started? After you've completed your code, what mechanisms will you use to test your code?

What to Expect?

Practice Mock Questions...some MORE examples

- ▶ Tell me about yourself?
 - DO NOT GO ON AND ON... be prepared with your elevator speech and how it relates to the job
- ▶ Why are you looking for a job?
 - Do not bash your current employer
- ▶ Tell me about the worst boss you ever had
- ▶ How would others describe you?
- ▶ What can you offer me that another person cannot?
- ▶ If you could choose any company to work for, where would you go?
 - You had better respond – the company you are interviewing with...



Think Positive!

Even when asked to respond to negative questions...

*I am a great
Candidate for
This JOB!*

Negative Question	Positive Response
What courses have you liked least?	Well actually, I've found something about all of my classes that I've liked. For example, although I found Thermodynamics to be very tough, I found that the practical application of this theory has helped me greatly.
What is your greatest weakness?	I have always found it challenging to present my ideas in front of a crowd. When I found this was becoming a career obstacle, I joined my local IEEE Chapter and started working and presenting in front of these local volunteers. This has helped me to continue to improve in this area.
What is your biggest regret in life?	Once my team failed to deliver a product on time, we missed a major incentive because we did not really put the time into requirements development up front. Since then, I make sure that we review the requirements and design with our clients.

Inappropriate (or Illegal) Interview Questions (US)

- ▶ Race, Color or National Origin
 - Not permitted; It is permitted to ask if legally eligible to work in United States and to provide proof of eligibility; “Are you a U.S. Citizen?”
- ▶ Religion or Creed
 - Not permitted; “Will you need time off for particular religious holidays?”
- ▶ Sex, Gender Identity, or Sexual Orientation
 - “Are you comfortable working for a female boss?”
- ▶ Pregnancy Status
 - Even if you are obviously pregnant, it is not acceptable to ask any questions about this subject; “When is your baby due?”
- ▶ Disability
 - If job is described, you can be asked if you can perform all functions; “Have you had any serious illnesses in the past year?”
- ▶ Age or Genetic Information
 - For some roles age is a legal requirement (e.g., working in a bar) and is acceptable to ask for proof; “How long do you plan to work until you retire?”
- ▶ Marital Status or Number of Children
 - There is never a reason to inquire as to marital status or about children; “What arrangements are you able to make for child care while you work?”



During the Interview Process

- Pay Attention, Active Listening
 - Look at them directly and don't think about your reply; ask specific questions
- Style of voice (Loud, soft, cadence)
- Body Language
 - Make eye contact, avoid looking away
 - Maintain appropriate distance, openness, arms
- Dress Appropriately
 - Do not wear cologne or perfume!
- Turn your cell phone on mute!
- Believe in yourself!



Search for Jobs

Browse for Jobs

Browse Categories

Biomedical Engineering

Circuit

Control Systems

Design/Deve

Instrumentation and Measureme

Software Engineering

IEEE Job Site

FIND A JOB | IEEE MEMBER TOOLS | CAREER NEWS & ADVICE | NEWSLETTER SIGNUP | FOR JOB SEEKERS | FOR EMPLOYERS

Job Title, Keyword or Company | City, State, or Zip | Search

Browse All Jobs

Upload Your Resume

Advanced Job Search

Featured Jobs

Display Electrical Engineer
Apple, Inc.

Cupertino, CA

More Info

NoSQL Text Search Engineer - Apple
Apple, Inc.

Cupertino, CA

More Info

Senior iOS Developer - Apple Maps Search
Apple, Inc.

Cupertino, CA

More Info

Browse Popular Categories

- Aerospace and Electronic Systems
- Antennas and Propagation
- Broadcast Technology
- Circuits and Systems
- Communications
- Computer Engineering
- Information Technology

Subscriber
LogIn:

Students

Employers

PES Careers

Connecting Power
and Energy Engineering
Students with Their
Future Employers

STUDENTS

Find a Job or Internship In Power and Energy

- Post your resume and profile
- Search for employers and jobs that match your criteria
- Allow employers to search for you

EMPLOYERS

Connect to the Power Engineers of the Future

- Efficiently promote and enhance your recruiting efforts
- List in the Employer Directory
- Post job openings, coops, and internships
- Search for students based on desired attributes

How to Land the Job you Want!

- ▶ Do your research
 - Targeted resumes
 - remember soft & hard skills
- ▶ Use the STAR technique
 - Use for resume
 - leverage for interview
- ▶ Prepare for the Interview
 - Research company and types of questions
- ▶ Follow up on each application



Thank you!

Questions?

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Twitter: skland1

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References

Writing Strong Resume Bullets, STAR Method. Collier School of Management, Career Management Center; coller.tau.ac.il

Proctor, C., Using the STAR Method to Create a Superior Resume. Zipjob.

Dreamstime.com/Images.

De Haaff, B., 5 Interview Questions That Stump Job Candidates; HuffPost, 29 July 2016.

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Monster.com; 25 July 2020.

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Recruiting Funnel Benchmark Report; Jobvite; 2017.

Mucha, E. What is a Resume? Meaning, Definition and Use; Zety. July 17 2020.

Kelly, J. 9 Things That Interviewers Really Want to Hear From You In The Interview. Forbes. 28 Aug 2018.

Joe Smith

jsmith@gmail.com / www.smithylocks.com

+100-000-0000

To be associated with an organization to exhibit my inherent skills as a professional through my maximum contribution and to attain my career targets in the progress.

Commented [LSKCM1]: This resume originally had a photo – NO PHOTOS

Commented [LSKCM2]: This is a generic objective statement. Do not recommend objective statements. If you insist... should align with company or specific job.

Academic Record

2016 - 2020	B. Tech, CSE	XXX College of Engineering Kuttippuram, Kerala	73.00% *
2015 - 2016	XII (Science) HSE	XXXXXX Islam Higher Secondary School	86.06%
2013 - 2014	X, THSLC	Technical Higher Secondary School	95.00%

Commented [LSKCM3]: Only list college, not secondary and primary

Work Experience

Super Solutions September 2018 - Present
CEO and Web Development Lead.

Managed the whole team to take faithful decisions, responsibilities. Helped my employees as well as my customers to meet their needs. Worked as the web development lead for the same. Modifies all the web site necessities up to date and hence bring up my company.

Commented [LSKCM4]: Headers like Academic Record, Work Experience are Good, but within Boxes, waste space

Commented [LSKCM5]: This paragraph does not describe a task that made a difference or achieved a goal.

Commented [LSKCM6]: Check for grammatical errors

Academic Projects

AI Voice Assistant October 2018 - November 2018

Platform:- Python, Pytorch, Flask

An Artificial Intelligence application made by Python3 and Pytorch which analyses the human voice and process the queries into text and process the text to get its answer in return.

PhoneCharger October 2018 - Present

Phonecharger is a project focusing on wireless charging of mobile phones and efficient usage of non-renewable resources. The non-availability and scarcity of resources forced us to think over this topic and arrive to a simple solution of using the basic concept of piezoelectricity for charging the present day gadgets like mobile phones. The main initiative of the project is to conserve electricity. This is a research Project which is still under construction.

Object Detection and Segmentation using Pytorch July 2019 - August 2019

Platform:- Python, Pytorch

The model generates bounding boxes and segmentation masks for each instance of an object in the image. Object detection is a task in computer vision that involves identifying the presence, location, and type of one or more objects in a given photograph.

Commented [LSKCM7]: So what? Why should the recruiter care? What makes this unique?

Technical Skills

Programming Languages

• C/C++ • Python • Java • PHP • JavaScript • HTML 5

Platforms

• Google Cloud Platform • LaTeX • Bootstrap • Google APIs • IBM Cloud

Operating Systems

Linux | Debian, Ubuntu, Linux Mint

Windows | Windows XP, Win7, Win8 and Win10

Industrial Training

Internship at **Super Solutions** June 2017

Received training on C programming and web development.

Summer Internship at **Best Company** July 2017

Received training on Network Administration, Planning Company LAN, Transmission media Devices, **Implementing** Company LAN, Troubleshooting Company LAN.

Certifications

- Architecting with Google Cloud Platform Specialization
- Reliable Cloud Infrastructure: Design and Process
- Elastic Cloud Infrastructure: Containers and Services
- Elastic Cloud Infrastructure: Scaling and Automation
- Essential Cloud Infrastructure: Core Services
- Essential Cloud Infrastructure: Foundation
- Google Cloud Platform Fundamentals: Core Infrastructure

Academic Achievements

- Awarded with a funding of 17000Rs from SuperFund for the research project Phonecharger.
- Facebook Super Scholar for Private and Secure AI **Challenge** in which 10000 people were selected from all over the world.
- Certificate of Appreciation for securing third price in Idea Pitching Competition by XXXXX in association with Center for Research on Energy and Environment.

Other Achievements

- IEEE Brand Ambassador Certificate
- Certificate of Appreciation for holding different positions at IEEE.

Position of Responsibilities

Google Cloud Facilitator, Organized classes and conducted events that promote Google Cloud.
IEDC Core Committee Member, Worked closely with Innovation and Entrepreneurship Development Cell XXXX
Team Lead of XXXXXX an Artificial Intelligence community of our college
Core Organizer of School of AI Calicut.
Industrial Relations Co-lead of IEEE Computer Society India Council Student Activities **Committee**.
IEEE CS Chairperson of IEEE Student Branch XXXX
Link Representative of IEEE Student Branch XXXX in 2018.
IEEE Awards Sponsorship team member for Vision Innovation **Challenges** summit which is held at USA.

Professional Memberships

IEEE | IEEE Computer Society | Mozilla Community | IEEE PES | IEEE IAS

Extra Curricular Activities

- Participation Certificate for the participation in DST and Texas Instruments India Innovation Challenge Design Contest 2018, Anchored by IIM, Bangalore.
- Certificate of Appreciation for becoming the Sponsorship Team Lead of Women in Technology Summit held at NIT Karnataka.
- Certificate of Appreciation for becoming the Industrial Relations Co-lead of IEEE Computer Society India Council Student Activities Committee.
- Organizer of Techenergize by IEEE Computer Society India Council SAC

Hobbies and Interests

Team Leadership | Project Management | Web Design | Pencil Drawing | Content Writing

Personal Information

Address	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX
Gender	XXXX
Date of Birth	XXXX
Languages Known	XXXXX

Commented [LSKCM8]: Big No No

Commented [LSKCM9]: No not list DOB

References

Senior Consulting Developer SRC Innovations Australia	Software Engineer DELL EMC Bangalore
---	--

Commented [LSKCM10]: Not necessary to list positions on references

Joe Smith

101 Anywhere Ln, City, St | professional.email@ieee.org | +phone

Profile

Advanced web developer and computer systems programmer with leadership experience in structuring, developing and implementing interactive websites. Academic credentials reinforced by practical programming capability gained during internships and work experience.

Commented [LSKCM1]: Profile (instead of objective statement) that aligns with job description, keywords that align with job description. This provides an upfront overview of you.

Areas of Expertise

- Advanced programming and design Skills
- Java/C/HTML Programming
- Application development
- Strong collaborative skills
- Website optimization
- Excellent problem solving skills
- IT Project management

Commented [LSKCM2]: Mix of soft and hard skills

Work Experience

September 2018 – Current – **CEO and Web Development Lead**
Super Solutions, Kittippuram, Kerala.

- Lead development team of seven in the creation of dynamic websites from conception to implementation utilizing PHP, HTML5 and JavaScript. Consistently met program schedule and budget targets.
- Key functional lead at meetings with clients to discuss project goals and milestones.
- Collected, defined, and translated user requirements into project designs to support implementation plans.
- Designed, implemented and monitored web pages and sites for continuous improvement.
- Tested websites and performed troubleshooting prior to deployment reducing post deployment problem reporting by 42%.
- Took concepts and produced design mockups and prototypes to strengthen designs, enhance user experiences and improve site interactions resulting in improved customer satisfaction.

Commented [LSKCM3]: Work Experience, per STAR method, targeting job description

Education

B. Tech, CSE
School College of Engineering, Kuttippuram, Kerala

- Internship at *Company x*
- Internship at *Company y*

June 2020; XX%

June 2017

July 2017

Commented [LSKCM4]: Group Education and Internships

Certifications

- Architecting with Google Cloud Platform Specialization
- Reliable Cloud Infrastructure: Design and Process
- Elastic Cloud Infrastructure: Containers and Services
- Elastic Cloud Infrastructure: Scaling and Automation
- Essential Cloud Infrastructure: Core Services
- Essential Cloud Infrastructure: Foundation
- Google Cloud Platform Fundamentals: Core Infrastructure

Commented [LSKCM5]: Certifications Included

Academic Projects

MobileCharger

October 2018 - Present

Wireless charging of mobile phones and efficient usage of non-renewable resources using the basic concept of piezoelectricity for charging the present day gadgets like mobile phones.

- Awarded with a funding of 17000Rs from SuperFund for the research project *Mobilecharger*.

Object Detection and Segmentation

July 2019 - August 2019

Project lead on Python, Pytorch modeling to generate bounding boxes and segmentation masks for each instance of an object in an image and then using object detection to identify the presence, location, and type of one or more objects in a given photograph. Consistently met modeling production targets and imaging requirements.

Commented [LSKCM6]: Include the 'so what'

AI Voice Assistant

October 2018 - November 2018

Project lead on Artificial Intelligence application made by Python3 and Pytorch to analyze the human voice and process the queries into text get its answer in return. Application development met all requirements, design, and test targets and completed on schedule.

Technical Skills

C/C++, Python, Java, PHP, JavaScript, HTML 5

Google Cloud Platform, LaTeX, Bootstrap, Google APIs, IBM Cloud

Linux, Debian, Ubuntu, Linux, Mint, Windows, Windows XP, Win7/8/10

Network Administration, LAN Implementation and troubleshooting, Transmission Media Devices

Other

- IEEE Brand Ambassador
- IEEE Certificate of Appreciation
- Facebook Udacity Scholar for Private and Secure AI Challenge
- DST and Texas Instruments India Innovation Challenge Design Contest 2018, Certificate of Participation
- Sponsorship Team Lead of Women in Technology Summit NIT Karnataka, Certificate of Appreciation
- IEEE Computer Society India Council Student Activities Committee Industrial Relations Co-lead, Certificate of Appreciation
- IEEE CS Chairperson of IEEE Student Branch Name
- IEEE Awards Sponsorship team member for Vision Innovation Challenges Summit
- IEDC Core Committee Member, Worked closely with Innovation and Entrepreneurship Development Cell at Name
- Team Lead of SENTIENT an Artificial Intelligence community at Name

Commented [LSKCM7]: Diversity

Commented [LSKCM8]: Leadership

Professional Memberships

IEEE, IEEE Computer Society, IEEE PES, IEEE IAS, Mozilla Community

References

[List references, check to make sure they know they may be contacted and that they will provide good references]