



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.

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.

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.

Experience

- Be brief but state any applicable experience
- Even student jobs are worth listing... *talk them up a bit:*
 - Blockbuster Video, Customer Service Representative. Checked out and stocked videos for two years. Helped customers find a great movie when they did not know what to look for.
 - Best Buy, Floor Sales Representative. Worked two summers selling high tech hardware and software to consumers. Attended sales training classes by company representatives. Met or exceeded sales quotas. Awarded "Best Sales Rep" for top sales rate of promotional merchandise. Worked closely with customers to understand their needs and to supply a total solution.
 - Oregon State University, Math Tutor. Tutored students in calculus, algebra, trig, etc. Able to work comfortably with a diverse group of students.

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.

One page please

- Try to keep it all on *one page*. If two pages are needed, print them *single-sided*. *Please...no mini-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, so do see what they might find.
 - Give it the "Mom" test (what would Mom think?).
 - See what pops up on facebook if you are not logged into your account (public profile). Set appropriate security settings to restrict information.


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.



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.

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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Sort by

Posting Date (Descending Order)

Electrical/Hdwr Engineer II Full-time

United States-Texas - Houston
Job Posting:09/30/2010-Requisition ID 486949
Apply | Add to My Job Cart

Mechanical/Hdwr Engineer I Full-time

United States-Idaho - Boise
Job Posting:09/28/2010-Requisition ID 497106
Apply | Add to My Job Cart

Software Designer II Full-time

United States-Oregon - Corvallis
Job Posting:09/24/2010-Requisition ID 491204
Apply | Add to My Job Cart

Embedded Software Engineer (Recent Graduate Position) Full-time

United States-Washington - Vancouver
Job Posting:09/22/2010-Requisition ID 485727
Apply | Add to My Job Cart

Writing System Engineer I Full-time

United States-Oregon - Corvallis
Job Posting:09/20/2010-Requisition ID 421191
Apply | Add to My Job Cart

Systems/Software Engr II Full-time

United States-Texas - Houston
Job Posting:09/08/2010-Requisition ID 447900
Apply | Add to My Job Cart

Software Engineer Full-time

United States-Oregon - Corvallis
Job Posting:09/02/2010-Requisition ID 422289
Apply | Add to My Job Cart

Writing System Mechanical Engineer I Full-time

United States-California - San Diego, United States-Oregon - Corvallis
Job Posting:09/01/2010-Requisition ID 421197
Apply | Add to My Job Cart

Electrical/Hdwr Engineer I Full-time

United States-Texas - Las Collinas
Job Posting:08/30/2010-Requisition ID 433010
Apply | Add to My Job Cart

Firmware Development Engineer (New College Grad) Full-time

United States-Colorado - Fort Collins, United States-California - Roseville
Job Posting:08/13/2010-Requisition ID 434738
Apply | Add to My Job Cart

Software Engineer (Entry Level) Full-time

United States-Idaho - Boise
Job Posting:08/10/2010-Requisition ID 339620
Apply | Add to My Job Cart

Control Systems / Mechatronics Engineer Full-time

United States-Washington - Vancouver
Job Posting:08/02/2010-Requisition ID 420580
Apply | Add to My Job Cart

R&D Development Engineer Full-time

United States-Oregon - Corvallis
Job Posting:07/15/2010-Requisition ID 400104
Apply | Add to My Job Cart

Systems/Firmware Test Automation Engineer (New College Grad) Full-time

United States-Texas - Houston
Job Posting:07/01/2010-Requisition ID 426328
Apply | Add to My Job Cart

Software Designer I (Entry Level) Full-time

United States-California - San Diego
Job Posting:04/26/2010-Requisition ID 419888
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System Firmware Engineer Pipeline (entry level) Full-time

United States-Texas - Houston
Job Posting:03/16/2010-Requisition ID 403064
Apply | Add to My Job Cart

Board Support Firmware Engineer Full-time

United States-Idaho - Boise
Job Posting:02/27/2010-Requisition ID 384127
Apply | Add to My Job Cart

Firmware Engineer (Entry Level) Full-time

United States-Idaho - Boise
Job Posting:11/20/2009-Requisition ID 352430
Apply | Add to My Job Cart

Many more to come!!!!



- Check HP's jobs and Good Luck!!!

<http://jobs.hp.com>

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