



UNIVERSITY OF  
SAN FRANCISCO

Priscilla A. Scotlan  
Career Services Center

# Career Essentials for STEM



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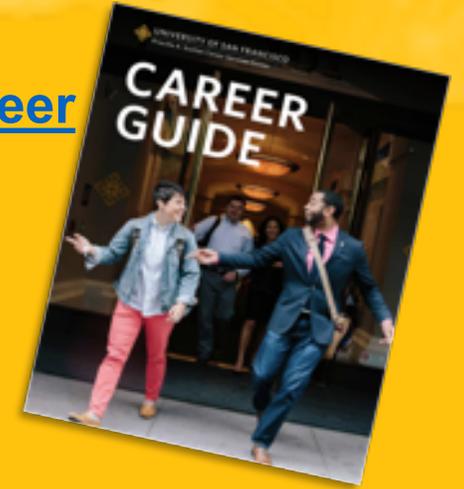
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- Overview of Career Services
- Resume Tips
- LinkedIn
- Interview Prep
- Advice from Recruiters
- Questions

# Career Services Overview

- Career and Major Exploration
- Career Assessments
- Resume & Cover Letter Review
- Interview Coaching
- Job and Internship Resources
- Networking Strategies
- Career and Industry Information
- LinkedIn Advice

USF [Career Guide](#)





Explore new frontiers  
and build your career.

**CATALYST** ///

# Move Your Career Forward Without Leaving Home

- ◆ Complete 6 activities to earn a digital badge
- ◆ We'll provide you with language to add to your LinkedIn + resume
- ◆ Register on Handshake

## CAMPUS INVOLVEMENT

Career Catalyst, University of San Francisco San Francisco, CA  
Participant June-July 2020

- Completed 6 (change number if you completed more) career development and preparedness modules to enhance career competencies
- Learned (fill in skill here) through completing a variety of LinkedIn Learning courses
- Explored career options and majors through FOCUS Career Assessment
- Expanded network through employer summer series, increasing knowledge of (fill in) industry and new graduate career opportunities

## Licenses & certifications



### Catalyst Career Development Program

University of San Francisco  
Issued Jul 2020 - No Expiration Date

[See credential](#)



### Creating Great First Impressions

LinkedIn  
Issued Jul 2020 - No Expiration Date



### How to Develop your Career Plan

LinkedIn  
Issued Jul 2020 - No Expiration Date



# Resume

# What is the purpose of the resume?



**...to get an  
interview!**

# Resume

## What do you highlight in a resume?

- Skills, Abilities, Knowledge and Accomplishments

## What is important to include in a resume?

- Tailor your resume to the type of job/internship you are applying to
- Show your knowledge of the field by using appropriate language and keywords found in the job description

## If applying to different types of jobs:

- You may need a few different resumes depending on the industry and what the employer is looking for

# Recruiter Tips

**“A one page resume is perfect if you’re just graduating college.”<sup>1</sup>**

# Recruiter Tips

“The first thing that I notice on a resume is their **formatting**...It doesn't have to be all creative and different colors or different fonts. I want to see that it's all aligned.”<sup>2</sup>

# Contact Section

**First Name Last Name**  
username@dons.usfca.edu | San Francisco, CA | (415)555-5555 | linkedin.com/in/username

- Name (Bold, one or two fonts sizes larger than the rest of your resume)
- Location (city, state)
- Phone number (Keep updated, set-up and check voicemail)
- Email address (use your Dons email address)
- LinkedIn URL (Customize your URL)
- Website with other examples of your work

**Optional:** Your personal website, portfolio website

# Education

<b>EDUCATION</b>	
University of San Francisco (USF), San Francisco, CA B.S. in Computer Science; GPA: 3.75	August 20XX - May 20XX
<b>RELEVANT COURSEWORK</b>	
<b>Parallel Computing</b>	Spring 20XX
<ul style="list-style-type: none"><li>• Create parallel programs using Message Passing Interface (MPI) and threads</li><li>• Work with shared and distributed memory computer systems</li></ul>	
<b>Data Structures &amp; Algorithms</b>	Spring 20XX
<ul style="list-style-type: none"><li>• Programmed data structures to organize information efficiently</li><li>• Implemented complex algorithms into 5 separate projects</li></ul>	
<b>Software Development</b>	Fall 20XX
<ul style="list-style-type: none"><li>• Emphasized professional management of extensive lines of code</li><li>• Built the back-end of a search engine through several projects</li></ul>	

- Only list previous colleges if you obtained a degree and then list in reverse chronological order

**Optional:** Study Abroad, Honors, Certifications, Relevant Courses

# Skills Section

## SKILLS

- Fluent in written and spoken Hindi
- Advanced knowledge of Microsoft Office (Word, Excel, Outlook, Access and PowerPoint); Google applications; Salesforce; basic training in the Bloomberg System

## TECHNICAL SKILLS

- **Programming languages:** C (Advanced), Java (Intermediate), Python (Proficient)
- **Website design:** HTML/CSS
- **Creative editing software:** Adobe Photoshop, Premiere, iMovie

## LABORATORY TECHNIQUES

Polymerase Chain Reaction

DNA Extraction

Distillation

Agarose Gel Electrophoresis

Calorimetry

Chromatography

DNA Cloning

Filtration

Genetic Transformation

# Experience Sections

Experience/ Relevant Experience/ Other Experience/ Volunteer Experience

- Order is important! Think about what is most relevant to the employer/job. How can you get this near the top of your resume?
- Order your accomplishment statements to include the most relevant statement first.

# Experience Sections

## Experience/ Relevant Experience/ Other Experience/ Volunteer Experience

Name of the company, City, State

Job Title

Month Year – Month Year

- List between 2-5 accomplishment statements
- Start with an action verb
- Think about if you improved a task, function, or process
- Type of clients you have worked with
- **Quantify your accomplishments, if possible**
- Mention the result or purpose, if possible

# Writing Accomplishment Statements

## Action Verb + Object + Context + Result

**Start with an Action Verb** (see Career Services Guide for a list)

- Planned, Coordinated, Managed, Supervised, Initiated

### Object

- Planned a meeting; Initiated a program

### Context

- Who you did it for; time frame; number of people; size of budget; size of caseload; type of issues/population, etc.

### Result

- The result/purpose/outcome of your effort

# Experience Example

## **RESEARCH EXPERIENCE**

### **Entomology Intern**

March 20XX

Smithsonian National History Museum, Washington, D.C.

- Curated and cataloged the Smithsonian's insect museum, specializing in parasitic wasps (Chalcididae)
- Acquired skills in precise microscopy work, specimen handling, categorization, and digital documentation of the current largest entomology collection

## **HEALTHCARE EXPERIENCE**

### **Carpas Clinic Volunteer**

November 20XX – Present

UCSF Homeless Clinic, San Francisco, CA

- Create a safe and compassionate environment that treats acute health issues among a population facing homelessness
- Participate in 4-6 weekly clinic sessions by interacting with patients and taking vitals
- Connect with pre-med and medical students by attending health talk presentations and fundraising events

### **Emergency Department Medical Scribe**

October 20XX – June 20XX

UCSF, San Francisco, CA

- Entered transcribed materials into electronic health records system
- Wrote detailed notes for two physicians per day in a high-pressure environment
- Documented complete information about examinations, treatment plans, and lab results directly into charts
- Ensured HIPAA compliance by maintaining patient confidentiality at all times

# Activities/ Affiliations / Leadership Experience

## EXTRACURRICULAR ACTIVITIES

Member, **Queer Alliance**, USF

September 20XX – Present

## LEADERSHIP EXPERIENCE

*President*, **Women in Business Club**, USF

September 20XX – Present

- Increased club members on campus by 50%
- Plan monthly female executive speakers and workshops that address workplace diversity, challenges and successes

## PROFESSIONAL AFFILIATIONS

Sigma Theta Tau, International (Nursing Honors Society), Member

Oct 20XX – Present

Nursing Student Association, Member

Aug 20XX – Present

# Academic Projects / Notable Projects

## Name of the Course

## Semester Year

- What was the overall project and who did you work with?
- What was your role in the project?
- Mention anything specific as it relates to the job/internship

### **Back-End of Search Engine**

Fall 20XX

- Created an Inverted Index for fast search through HTML/text files
- Optimized program by parallelizing search algorithm
- Implemented a web crawler to grab HTML pages and index them

# Recruiter Tips

“You should definitely **tailor your resume** for each and every job you apply to because you want your experiences to **match the job description’s requirements.**”<sup>2</sup>



# LinkedIn

## **Add media pieces when possible**

- These could be links or files – just make sure you have permission!

## **Include keywords for jobs/internships you have been looking at**

- This can make you come up more frequently when recruiters and hiring managers are looking for candidates.

## **Add all relevant skills to your skills section in your profile**

- You can add up to 50 skills!
- Order these in terms of importance or expertise you most want to share.

## **Follow companies you are interested in**

## **Keep your profile up to date**



# Applications and Interviews

# Recruiter Tips

“The biggest mistake I see is for students to apply to as many jobs as possible **without really researching** if that’s the right position for them.”<sup>2</sup>

# Research the Opportunity & Company

- Company website and social media accounts, blogs
- White papers and research
- Informational Interviews
  - Check out NetworkUSF and LinkedIn
- Employer Events - Handshake, as well as University Recruiting pages

# Understanding the Application Process

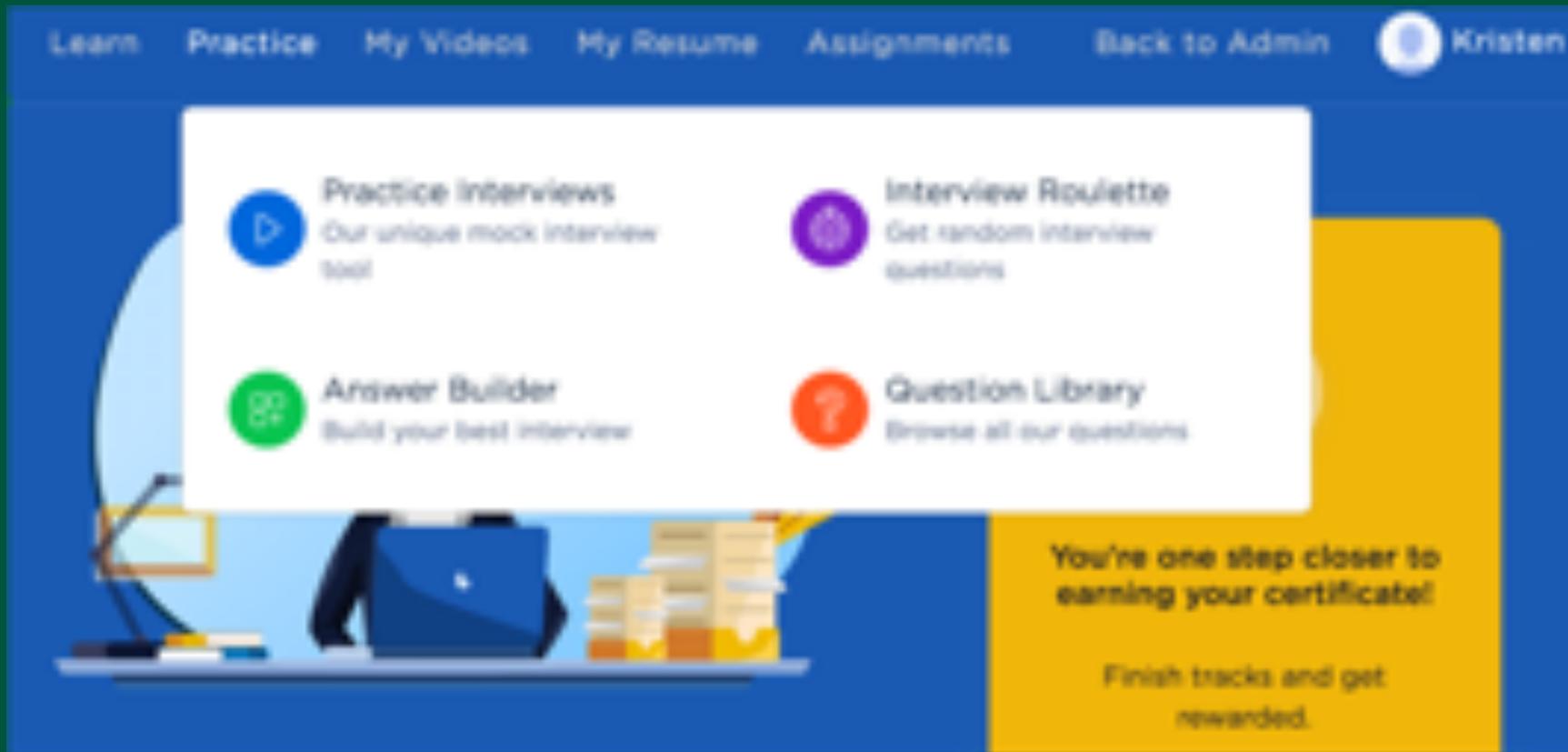
- Look up information about the application and interview process on Handshake and other resources, such as Glassdoor
- Think about referrals
- Follow the company on Handshake and LinkedIn and subscribe to company listservs or job alerts if possible
- Attend employer events
- Research if the company uses an ATS

# Understanding the Interview Process

- Ask about what steps may be included in the interview process
  - Video Interview submission
  - Technical Interview
  - Coding challenge
  - Presentation or project
- Practice!
  - Mock interviews with Career Services (non-technical)
  - Technical interview prep
  - Big Interview
    - Search by various occupations

# Big Interview

<https://usfca.biginterview.com/>



The screenshot shows the Big Interview website interface. At the top, there is a navigation bar with the following links: Learn, Practice, My Videos, My Resume, Assignments, Back to Admin, and a user profile for Kristen. The main content area features four interactive cards:

- Practice Interviews**: Our unique mock interview tool (represented by a play button icon).
- Interview Roulette**: Get random interview questions (represented by a roulette wheel icon).
- Answer Builder**: Build your best interview (represented by a plus sign icon).
- Question Library**: Browse all our questions (represented by a question mark icon).

Below the cards, there is an illustration of a desk with a laptop, a stack of books, and a magnifying glass. On the right side, a yellow banner contains the text: "You're one step closer to earning your certificate!" and "Finish tracks and get rewarded."

# Advice from Recruiters

# Recruiter Tips

“There are a lot of mistakes made early on. I would say the first place that mistakes are made is in messaging with a recruiter or hiring manager at the company. And that often is going to take place on LinkedIn or email, maybe Handshake. **If you mess up your grammar, or don't have complete sentences, or misspell a word, usually that's a knockout** for some companies. **Not necessarily because of the lack of skill, but because of the lack of attention** and care to use something like Grammarly or look up the spelling. I think that's the most superficial knockout that happens earlier on.”<sup>3</sup>

# Recruiter Tips

“Make sure that you **do research on the company...Look at any white paper** that’s on the company’s website. Do some research on the people that are in the organization, especially in a small start-up, because you’ll be working very closely with these people everyday”<sup>1</sup>

# Recruiter Tips

“I think employers really want to see that **you did your homework** and that the position that you applied for is **something that you want to do.**”<sup>1</sup>

# Upcoming Events



## Featuring Recruiters from:

Ygrene Energy Fund, SiriusXM + Pandora, nate, and more!

**Thursday, 10/8 @ 11:30AM PST**  
Register on Handshake





**Questions?**

# References - Ask A Recruiter Interviews

[1: Melissa Horton from twoXAR](#)

[2: Lee Ann Chan from Agilent Technologies](#)

[3: Cole Feldman from Huckleberry](#)