

Engineering Career Services & CS 100

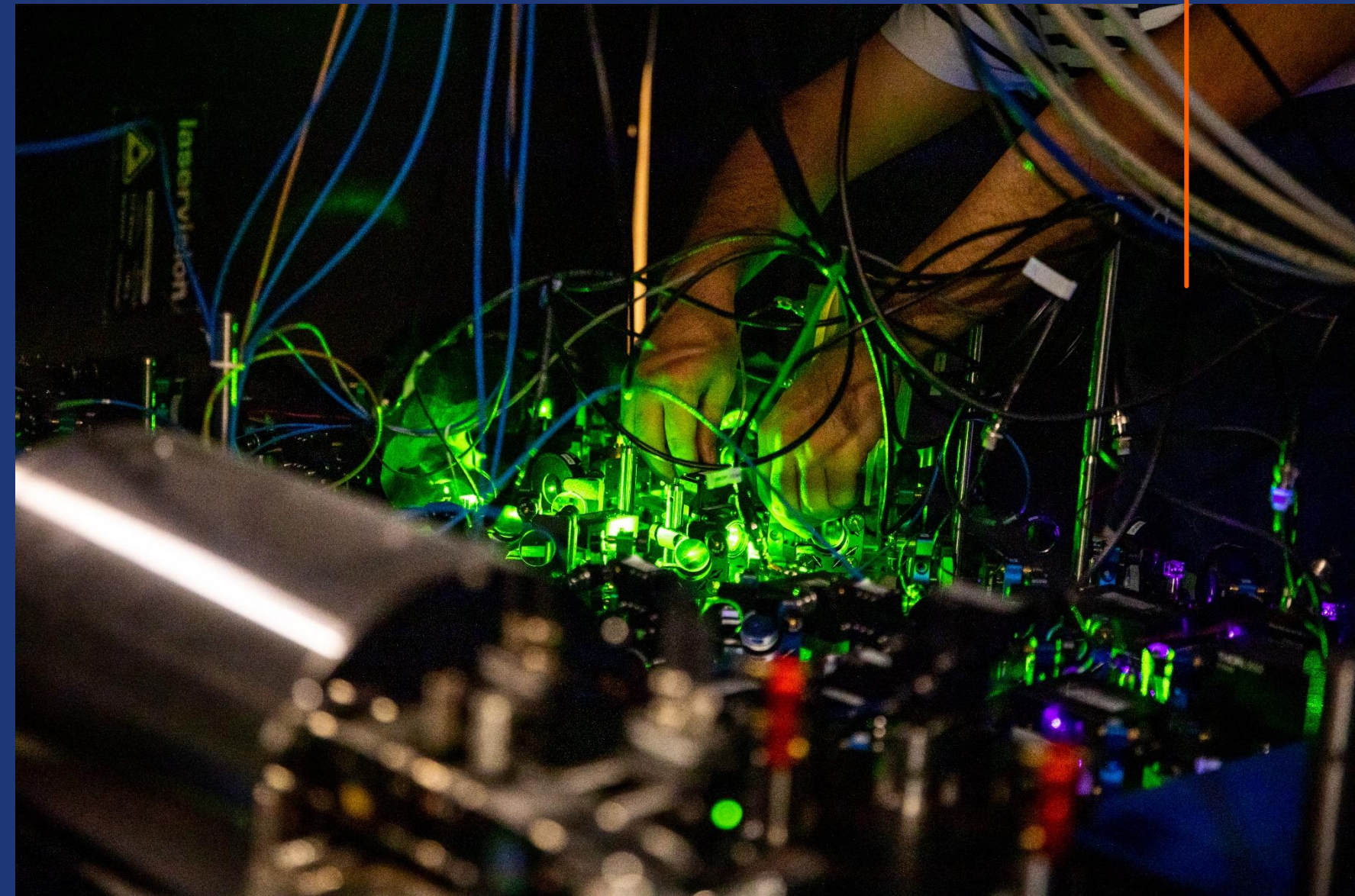
Engineering Career Services

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Associate Director, ECS



**The Grainger College
of Engineering**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



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**Constructing Your
Resume**

**Searching for
Internships**

**Prepping for
Interviews**

Quick poll:

https://www.polleverywhere.com/multiple_choice_polls/1TrwcyYX

[mJKB1oCiBpIQa](https://www.polleverywhere.com/multiple_choice_polls/1TrwcyYX)



So, you want an internship...

Handshake

- 12,287 paid internship postings
- 2,204 will *consider* freshman applicants
- ~17.9%

How to be competitive?

- Build experiences (projects, volunteering, campus jobs)
- Have a strong resume
- Know how to search
- Practice interviewing

Your Resume's Purpose

Secure an Interview

Provide a Summary of Who You Are

Highlight Your Practical Skills & Abilities

Encourage Employers to Want More

Standard Formatting

Length: 1 page

Margins: .5" - 1" recommended

Font: Easy to read such as Calibri or Arial (TNR if need to fill space)

Dates: In reverse chronological order within any section

White Space: Resume should be easy to read with balance of space

Color: Avoid colors, complicated fonts, images and design features



Rebecca J. Smith

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EDUCATION

University of Illinois at Urbana-Champaign

Bachelor of Science in Computer Science

May 2027

3.72/4.00

Related Coursework

Software Design Lab

User Interface Design

Formal Models of Computation

Machine Learning

John Hersey High School

Arlington Heights, Illinois

May 2023

3.89/4.00

SKILLS

Programming Languages: Java, C, C++, Verilog, HTML, SQL PL/SQL, MIPS, LaTeX, EAGLE CAD

Applications: Dreamweaver MX, Macromedia, MS Office, Corel Draw 11, MATLAB

Spoken Languages: Mandarin and German



RELATED EXPERIENCE

Caterpillar

May 2022-August 2022

Software Test Engineering Intern

Peoria, IL

- Collaborated with senior engineers to develop and design web applications using JavaScript
- Assisted the development team in refining the debugging process
- Reviewed design docs and prototypes for an upcoming feature release to create nearly 50 test cases

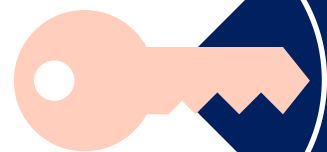
- **List experiences from newest to oldest**
 - **What you did...and how you did it**
 - **Include paid jobs, part-time, and non-engineering work**
 - **Bullet points should highlight technical and non-technical skills/abilities**
 - **Utilize strong action words to highlight soft skills**
-



~ 6-7 seconds for
initial screening



Check required
qualifications on
the job description



Look for relevant
keywords

- **Tailor it towards the job description**
- **Prioritize by relevance**
- **Keep a simple structure**

Things to Avoid

Exaggerating your experiences (tell the truth)

Undersell your experience (you do awesome work!)

Use the same word(s) over and over

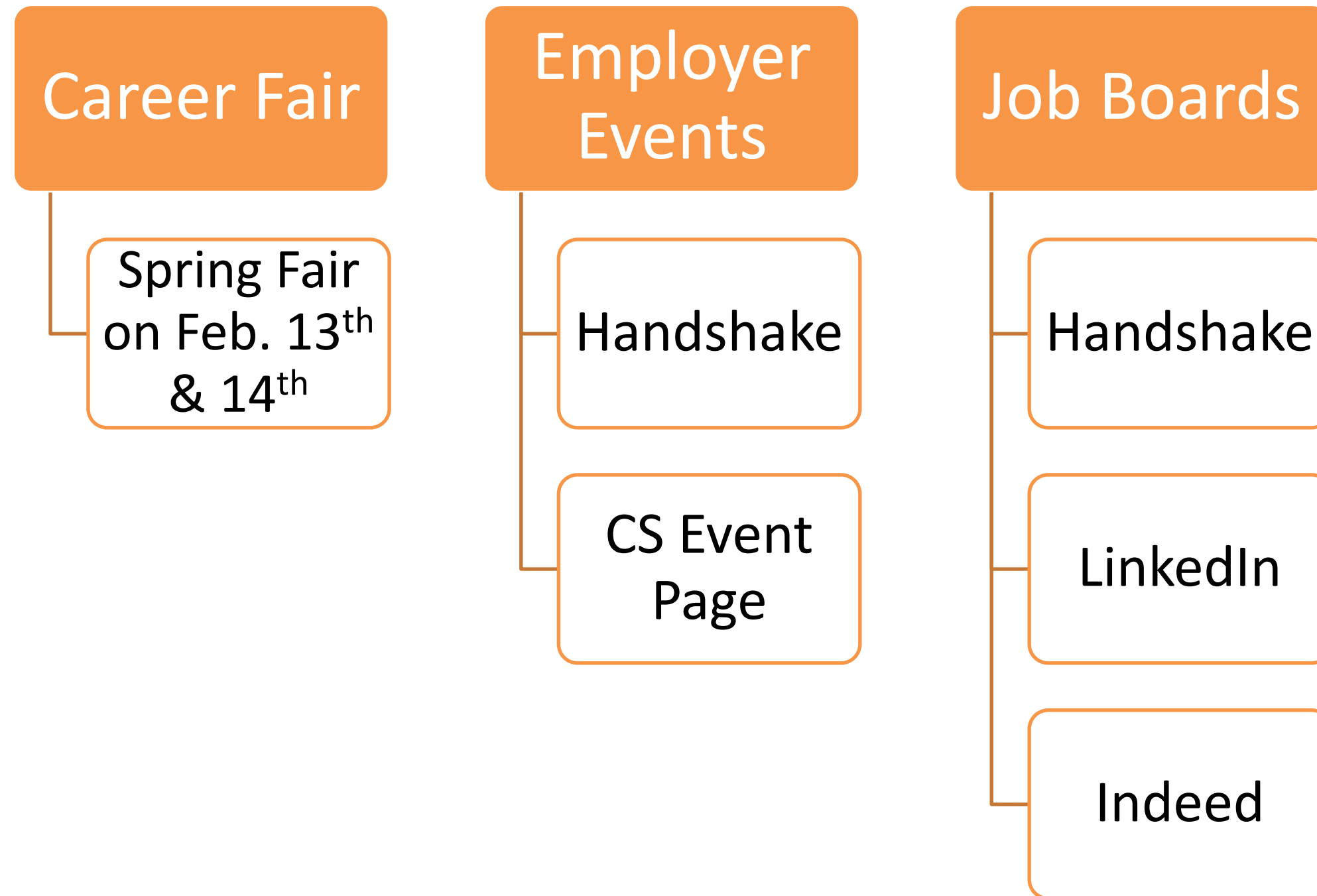
Inconsistencies in formatting

Using templates



Fall Semester	Spring Semester	Typical Recruiting Stage
August - September	January - February	Engagement and Application Stage. Employers start to post positions, and are coming to campus for career fairs, info sessions, and tech talks to engage with potential candidates.
October - November	March - April	Interview Stage. Companies start to invite candidates after first round of engagement.
November - December	April - May	Offer Stage. Employers start to send out offers. But interviewing with candidates continues.

Where to search:



Where to search:

H

Jobs

Events

Employers

Inbox

Career center

Jobs Search Saved

software engineer

Employer collections

Location

On-site/remote

Full-time job

Internship

All filters - 1

2.1K jobs found

Relevance

Fresh Part-time · Internship


Undergraduate Intern - Software Engineer

Highmark Health
Remote · United States

Part-time · Internship

Software Engineer Intern

Casehopper
Remote · Global

 **Anuhya Vajapey**
Founder, CEO

Full-time · Internship · Unpaid


Backend Software Engineering Intern

Shepherd Money
Remote · Global

Fresh

Part-Time · Internship

Undergraduate Intern - Software Engineer

 **Highmark Health**
Remote · United States

About the role

Application deadline	Posted date	Seasonal role
February 29, 2024 5:00 AM	October 25, 2023	(5/20/24 - 8/9/24)

Location type	US work authorization
Remote	Required

 [Apply Externally](#)

Role Description

J232685

Where to search:

CS Corporate Events:
<https://cs.illinois.edu/about/calendar/corporate>

About Overview

Rankings & Statistics

Contact Us & Office Locations

History Timeline

Accreditation

Values & Code of Conduct

CS CARES Committee

People

Open Positions

Awards

Calendar

All Events

Department Events

Speaker Series

Graduate Events

Undergraduate Events

Corporate Events

Oct 2 - Oct 8

Monday, October 2

Lobby Day: Palantir

Lobby of Siebel Center for
Computer Science

Monday, Oct 2, 2023 11:00 AM

Palantir Corporate Day

Lobby of Siebel Center for
Computer Science

Monday, Oct 2, 2023 11:00 AM

Thursday, October 5

Optiver Tech Talk

2405 Siebel Center for
Computer Science

Thursday, Oct 5, 2023 6:00 PM

Optiver Corporate Day

Lobby of Siebel Center for
Computer Science

Thursday, Oct 5, 2023 10:00
AM

Prepping for the Interview



Types of Interviews

First Round/Screening Interviews

Phone, Online, Group

HR or Recruiter

Pre-Recorded Question w/ Recorded Answers

Second and Third Rounds (maybe more)

One-on-One

In front of a panel of two or more

Types of Interviews

Technical Interview

Assess Relevant Technical Knowledge

Assess Your Ability to Problem Solve and Work Through Tasks

Behavioral Interview

Evaluate Your Prior Experiences

Evaluate How You Would Respond to Specific Situations

Phone and Virtual

Quiet Space

Limit Distractions

Check Your Service/Connection

Blank/Boring Background (virtual)

Book an Interview Room with ECS

Preparation



Assess the Company

- **Start with the website**
 - Size of the organization
 - Location(s)
 - Goals/Mission/Vision
 - Projects/Events/Initiatives
- **Dive a little deeper**
 - Business challenges
 - Awards/Acknowledgements
 - In the news



STAR Method to Answer Interview Questions

Situation: Set the scene. Specific event or situation. Who, what, where, when...

Task: What was it you had to complete, obstacle to overcome, task to complete?

Action: Describe the specific actions that you took to complete the task, or overcome the obstacle.

Result: Close with the result of your effort, how the goal was met, or task was completed.

Assess Yourself

What are the employer's desired skills from the job posting?	When I have demonstrated those skills (projects, extracurriculars, etc.)?	Plan for communicating using the STAR format.
		Situation Task Action Result
		Situation Task Action Result
		Situation Task Action Result



Example:

Tell us about a time when you performed well under pressure.

When I was an intern at Company A, one of my fellow interns needed to miss work for some time due to a family emergency. They had a significant deadline coming up and the project needed to be completed because it was for a high-profile customer. My supervisor instructed me to take on the project, and there was no leniency on the deadline; I had days to complete a project that they had spent weeks preparing and I had had no part in because it wasn't part of my task responsibilities. To be able to dedicate the necessary time and energy to this project, I requested and was granted reduced weekly goals for my other tasks, which gave me more time to finish the special project. I was actually able to delegate some of my other, smaller tasks out to teammates. With my reduced tasks, I was able to dedicate more time to the special project. This allowed me to finish it on time and with complete accuracy. My supervisor appreciated my attitude and drive and praised my willingness to step in when needed.

Sample Questions

- **Tell me about a time when you encountered a challenge; how did you overcome it?**
 - **What has been one of your biggest accomplishments?**
 - **What strengths can you bring to our company?**
 - **Tell me about a time when you dealt with a poor performing team member.**
 - **Tell me about yourself and why you're interested in the position.**
 - **Tell me about a time when you made a mistake. How did you handle it?**
-

Have *YOUR* Questions Ready

- **Your chance to interview them! Assess your fit with the company.**
 - **Prepare ~5 questions at the end of all interviews**
 - Specific duties, managerial styles, training, immediate goals for the person hired
 - Ask about next steps
 - **Possible question examples:**
 - What is the biggest challenge facing the person your hire for this position?
 - What are some major projects or initiatives the company is working on this year?
 - What do you like best about working for this company?
 - **Stay away from anything that can be easily found!**
-

General Etiquette

Arrive early (10 mins in person, 2-3 mins virtual)

Bring a copy of your resume

Organize notes in a professional folder

Do not discuss salary...unless they do first

Get in Touch

Contact us to get more info



ecs@engineering.illinois.edu



3300 Digital Computer Lab (DCL)



(217) 333-1960



ecs.grainger.illinois.edu



DIGITAL COMPUTER LAB
ECS IS LOCATED ON THE
THIRD FLOOR

W SPRINGFIELD AVENUE

CIF

GRAINGER ENGINEERING
LIBRARY

TALBOT
LABROTARY

BARDEEN
QUADRANGLE

MECHANICAL
ENGINEERING
LABROTARY

WRIGHT STREET

SOUTH MATHEWS AVENUE



Individual Appointments

Monday - Friday
9:00 am - 4:00 pm



ECS Resumé Labs

Thursdays
4:00 pm - 6:00 pm

Saturdays
1:00 pm - 3:00 pm



Drop-In Advising

Monday - Friday
1:00 pm - 4:00 pm

4th Floor Grainger Library



THANK YOU

ANY QUESTIONS?