I'm recording. Yes. So we are now recording. So this is hack your job slash internship search. We are I am with the Arts and Sciences Career Development Office, but this is open to anyone who has interests. This was open to everyone. So whether you're with arts and sciences or not today You are welcome. All right. It's now we're just going to do a little bit of an outline. This is what you can expect for us to talk about today. So we're going to explore some careers and technology. We'll talk briefly about networking. How to find opportunities, timeline for recruiting. A lot of times people aren't quite sure when they should be getting started, what they should be aiming for. We're also talk about application materials, how to prepare for interviews and next steps and we will also have a variety of plugs for different resources available to both Arts and Sciences students, as well as other students on campus throughout. So I am going to ask for those of you with us today. I'd like to know what are some tech related roles, you know of? So if you want to pull up the chat there in your Zoom window and go ahead and plug in. What's a tech related role You know? great data engineer. We've got some software engineers, great data scientists, data analysts, product management, product manager or design product design, web design, awesome user experience. Back end developments. Good UX researcher, yeah, not only on the design side, but also researching content designers. Software developer. Consultants, yes, consulting. Qa tester. Good. Alright, so if you're still typing, feel free to put some things in there that's cool. But on the next slide you'll see there are quite a variety. So depending on what area of Tech you'd like to, and you can see there's quite a variety. It's a good place to start your career because you can kinda do a little bit of anything. Do you want to be more creative? Are you someone who likes maybe interacting with a client? Do you want to be in front of a client, talking with them? Where are you someone who wants to be more behind the scenes? It's important to understand a little bit about what you're looking for, what kinds of roles attract you. Do you want to be more on the creative side or maybe more data orient? Did you want to be more client-facing or more back-end? That way, you can create a strategy. What kinds of keywords you're going to search for people you're going to try and connect with and learn more about what it's like to do those different roles. Once you have that idea of what you're looking for, it opens up those kinds of next steps of what you can do next, who you might want to talk to you, what you can start looking for. So if you're someone who's kinda, on the undecided range, that's cool too. This can be a great place to start or just typing in. What does a user design or user experience designer do versus a researcher, right? What are those differences? If you want to look at software engineering and look more on one end, like infrastructure versus more hardware, software or whatever. It's a great time to explore. The other thing that's great with technology is that there are lots of different industries you can work with. And so you can work within the ever-growing like technology industry, right? The Amazons, the Googles, the names we know, apple, the products we use on a daily basis. But they also need technology folks to work in every industry, health care, media, entertainment, finance, education. These are some of those different areas, right? So media, whether you want to work for Disney, maybe you want to work for NBC, Universal. Maybe you have a passion for movies or TV or streaming. These are different ways you can combine your interests with your technology skills or technology background that you're getting while you're here at Cornell, whether you're looking for health care, maybe you're someone who's always had an interest in medicine medical life, med school, right? Maybe a Johnson and Johnson. Next gen maybe. Sorry. Maybe Telemed which we have seen become more and more popular, which we've seen with COVID-19 and kind of isolation and everything, there's lots of different ways you can get vault. This can be really exciting for those of you who might have outside passions that you're excited about, you can maybe incorporate that into your interests and excitement with technology as well. So definitely you can think beyond those kinds of typical industries within technology or typical companies within technology that we might think of that you use every day and how you can apply your skills elsewhere as well. So let's talk about some research. So we have some different resources here that you can use to do your research to learn more about different roles, what you're looking for. The first one here are the vault guides, which are now hosted on a website called firsthand which you can get access to for free with your Cornell e-mail address as a student. These Vault guides pry it, provide in-depth information about a variety of industries and job titles. So there are everything from tech to medicine to law, if that's something you see yourself in eventually. But with tech, it can be a great resource to explore different roles. See different ideas of what someone in this role may be working on. How might they be used by a company. What kinds of skills can you utilize in that role? And they're very comprehensive. Additionally, looking at company websites that can be great information in larger companies like Google, have extensive information about what it's like to work for them. What are the outside benefits both sides, a salary and maybe health insurance that you can get, such as development opportunities within your role. That you can do is be part of that organization and you can explore how might you fit into this company right outside of your day-to-day tasks, what you might be working on, it can also give you a bigger picture. What might a year working with this company bd what other opportunities would be out there for you within that company? And then informational interviews. So this is an important step as you're researching to really talk with someone who's doing a role you might want to do or who's working at a company. You might want to work for. Conversations with these folks on Who are they working with? What are they working on? What is it like to do their job on a day-to-day basis? You want to ask good open-ended questions to gather knowledge, to ask them about how they got to where they are, where they are, and what it is like to do what they do on a day-to-day basis. And then you can leverage those connections later. In the application process. We will talk a little bit about leveraging your network about a bit later. But those informational interviews and the research part can really help you narrow down your scope. Maybe narrow down some companies that you're interested in working with, working for. So research, excellent. So a little bit more about networking. I know that sometimes that term idea can raise some anxiety. As someone who does tend to be a little bit more introverted myself, networking has not always been like my favorite thing to do, but it has become something that is more manageable when you can kind of shift your focus. So rather than trying to meet with everyone and anyone. And so instead of quantity, we want to focus on quality, right? So you don't need to find 25 people all working at Amazon. In fact, your dream company that you want to talk to you. Instead. One to write, develop a good relationship. With that, it needs to be an ongoing process, not just one and done. But if it can really help you do your research, see what it's like to work in that area, that company, that field. You can learn invaluable insights. They can also give you invaluable resources, right? Maybe check out this class while you're at Cornell. But I took that was really valuable for me when I was looking for a job. You know, read this pad Kakar, read this podcasts, listened to this podcast or read this book. Keep up with this blogger or something, OK, who's in it? Who's dealing and writing with these topics. It can help you expand as well. And so we do have some tips, right? You want to focus on networking with the employees rather than recruiters. Recruiters are very specifically looking for people to fill a role. And the employees have some pull in that application. Process. So in technology, referrals can be really important. So for example, at Google, when you submit your application, your application goes to the bottom of the pile and it can be worked through by the recruiters, they're going through. However, if an employee puts in a referral for you, then your application will be reviewed within seven days. So that can really escalate. You can bring you right up to, up towards the top of that pile. You can hear within seven days rather than maybe hearing few weeks down the line. So that's pretty significant. Again, we want to strive for quality, not quantity. You do not. You're not entering these with I need a job, I need an internship. Hook me up with Apple, it's my dream company. Instead. You want it to be a conversation. You want to learn about someone, about their path, their career, what they're doing. People love talking about themselves. You would be surprised how many people will say yes, I'm going to engage in this conversation with you. I want to help you with this and Our office as well as all of the career services office is on campuses. Are on campus. We're here to help you. If this is something that's really nerve-wracking for you, if you're worried, let us know. We can help you come up with questions. We can help make this more manageable for you. Alright? So a little bit more, how do I Network? So on campus we do have events. I know a lot of them are virtual. as of now with COVID-19 and that may continue. But some company... some alum oop I meant to update that. Oops. But some alum are coming to campus. And you want to prepare for the upcoming virtual career fair. It's not in September, it is February 16. So Wednesday, February 16th is our spring virtual career fair. And so you can already go into Handshake, see what companies had signed up to be there. You can register for time slots with them. And that is some of our on-campus piece. We always recommend taking a look at the events tab as well. In Handshake, some companies will host virtual events on there that you can get to know them outside of the career fair as well. CUeLinks is an excellent resource as well. This is like LinkedIn, but only for Cornell. Cornell Alumni. The alumni do log like they opt into this service. So it's become pretty much a requirement. But almost everyone has a LinkedIn in different industries now. But CUelinks is something that our alumni opted into. They said, Yes, I want to meet with or talk with the available for our current students, other alumni. You can see on there what our alum are doing and message them as similar as you would in LinkedIn. You can also go to LinkedIn. You can go to Cornell University's LinkedIn page. Click on the Alumni tab. And you can search and connect with alum that you're interested in. We do say that if you, so on LinkedIn, you can send a message and you can connect with someone, right? So we do recommend that if you want to connect with someone that you also send a note along with that to explain a little bit why you're reaching out, introduce yourself. Because that tends to be a little bit. Or get more responses than if you were just to click Connect without adding that note as well. The other thing is that your connections do not need to be you cold contacting folks through CUeLinks or LinkedIn or other ways. Think about, you may know who is working in the industry or who you may know who know someone who's working in the industry was working for a company, who's working in a role that you would be interested in. Think about your faculty. Think about older students and your clubs, your activities. Students, you're doing hackathons or other project teams with on-campus. Did they have a really cool internship last summer? Did they get involved with something? Do they know someone they can connect you with? Maybe you never know. Your roommate might have a family member who's working in your dream job for your dream company. And they might be willing to hook you up for that informational interview. So think broader than just, oh, you know, I have to go on CUE links and Linkedin, those are great. You do not need a personal connection to get into these fields. But if you have them, you might as well use. Again, there is a question in the box about the informational interviewing. Should these interviews be more of an informal or a formal manner? That's a great question. So when I hear formal, I hear that, you know, it's almost like an interview and that you need to dress up in like a suit and tie and all that kind of stuff. I would say not that formal. All right. Because my definition of formal might be different. But I would say you do want to be sure that if it is on video, you look clean and composed and maybe you're not wearing a t-shirt with some holes in it or something. So you do want to err on the side of more professional in that way. But I think they can walk a line between like not quite informal, not quite formal. Ray, there is kind of like a scale there. You don't need to be worried that they're like judging you. They tend to be more informal, more of a conversation, you asking open-ended questions. And so tend to be less formal. But I would be prepared depending on who you're connecting with. A president of a company, a VP of a companying might be a little bit more formal than someone who's an entry level software engineer that you reached out to. So I would also be aware of those connections that you're reaching out to. And so keep that in mind as well. But you do want to err on the side of maybe a little bit more professional at first. And you can always relax if you're getting that vibe off someone that this is more of a chill conversation. So I hope that answered that question. All right, so now let's go on to finding opportunities. Those of you who are looking for an internship, looking for a job. I will always recommend handshake. You know, the jobs posted on Handshake are there because people want to recruit with us. They are there. They also give a lot of information on there that we require from employers. Such as if you're an international student who requires visa, sponsorship or they need to take something for your visa in order for you to work there. We require them to put that into Handshake, whereas you may not find all that information on other company website. So that's a perk of Handshake. That is helpful. We do say that you should always start with Handshake because they're looking for Cornell students. There's often especially for those bigger companies, there might be one or two recruiters assigned to look at the applications that come in from Cornell. So there may be more familiar with the clubs, you're a part of the classes, you took, that kind of stuff. So they have a little bit more knowledge about the Cornell applicants and that can really be in your benefit. We do say to also apply through Handshake. If you see it posted on Handshake because you'll get tagged on there as a Cornell and go to that Cornell recruiter. As other opportunities, however, right, There's lots of other places you can look. This is just a snapshot. Some of the ones that you find many students are successful with, but it's definitely not. The only thing. Dice here, which is a technology job, board guru, which includes freelance and side gigs related to tech. I crunch data. It's going to be data related data focus, positions built in has a lot more tech startup roles. So some of the baby startups to more medium startups. So built-in can be helpful. They do have a nationwide one as well as those different cities that are highlighted. Ai jobs if you're interested more in AI and big data tech jobs for good. If you want a tech role that's more social or environmental related. And idealist if you're interested in non-profits. Otherwise, right? You can think about, I'm really interested in working in maybe sports. So writing down different websites, sports teams, whatever you're looking for, if you want a data related role in sports, you can target. Outside of these also, maybe the NFL's website, see what they have posted. Your local teams see what they have posted so that you can target those. Meghan, I'm not sure if you're going to get to this. So I'm going to ask this now. We have a student who wants to know that. They know that a lot of people have applied for internships months ago. Is it too late to apply for summer positions in the field now. It's not too late. And I'm going to push pause because I will talk about the timeline. So yes, it's not not too late as a teaser. And I'm going to talk more. Okay? So something specifically that we often hear that a lot of popular tech roles, a lot of roles are more say that they're looking for junior students, they're looking for more advanced students. So we did want to highlight some roles, some programs that are specific to first year and second year students. Some of these have already passed on their deadlines, you can always look them up. I don't know the deadlines off the top of my head. But if you're currently a first year, you can always look out for some of these for next year. But these can be some good kind of entry points, especially to some of these bigger companies. If they're interesting to you. The other thing you can look up any sort of leadership or rotational programs. Those are often focused for identity-based Recruitment, typically for sophomore level students to get in. And so oftentimes we will hear first-year students kind of freaking out because they can't find an internship. That's okay. I'll talk about that more. It's okay to not have an internship that first summer. Same thing with your second summer. If it's software summer and recruitment doesn't work out, we just want you to do something purposeful career wise in your summer. So if a formal internship, is not in the cards for you in first or second year, you can do other things. So if you're a coder, you can build your skills on websites like lead, code and hacker, rank where you can develop your skills. I will talk about this soon as well, but you can develop your portfolio as well. So whether you're more user design focused, data science focus, coding focus, all of these tech careers can benefit from you developing a portfolio, whether that's a GitHub or a personal website. So you can showcase the skills you have. Employers love to see things like personal projects on your resume. They love to see that you took it upon yourself to design an app or run, create a game or do something else with your skills. So summer is a good time to do that and you can put it on your portfolio. The other thing is that there may be some other opportunities like doing research with faculty related where you can use your skills. You can also look at other opportunities through clubs, organizations, maybe volunteering with a non-profit and you can use some of your coding or design skills. And then there are some free opportunities that you can look at as well as some like conferences and things that you can check out. So the point is to do something purposeful. Build those skills so that you can go into the next application cycle. More prepared with a robust portfolio and examples to really showcase your skills and experiences that you do have. Megan, when you're talking about a building portfolios are building skills as a question on how can data science oriented person build their portfolio. And so oftentimes, that can either be maybe a hackathon, that can be data science focused. There are some that are out there. If you just search data science hackathon, there's actually a number of them. There are some that look at like, let's say climate change and kind of using some data that's out there, making models, running code and things. You pull up data or to make some data predictions. So that's something that you can do. Other students have maybe run like within their area of choice. Like I said before, maybe a sports is a passion of yours. Maybe you can do some number crunching of your favorite TM. Lot of their numbers kind of make a model for future just to kind of flex those skills and used. So those can be examples. Again, anything with, there are those data science hackathons out there. There are clubs, activities, project teams that value that data science focused. There's research with professors and other programs that value that data focus. And those can all be applicable for portfolios. There's also things that are out there that you can do short-term projects alongside folks that are working in industry places like the forage, which is an online this that you can do so shorter project. And we can always help you connect with some of those in the career office. Yes. So if you want more resources specific to you, I'll say this again later, but make an appointment with either your college career office or the central career office. So we can talk about more specifics for you and what you're looking for. So the application process a little bit about the ins and outs. So I'm going to push on pause again about the recruitment. And so a lot of roles do open early. Specifically some of those big companies those big software engineering at Amazon and Google will see those open in August. A lot of those are full. You probably won't find them on Handshake and whatnot for this summer. But that doesn't mean there are not opportunities out there for you now for the summer. So for those of you who are thinking about summer 2023, which feels really far apart. You'll want this august summer 2022 to be applying. Applications still going in September and interviews will start. October is usually when those early applications, those big tech companies, will be continuing interviews, but we'll start to see offers come in. So that's the timeline and the future for some of those big companies. This does also count for full-time jobs, not just internships. So if you're a current junior who's maybe miss this junior internship, that's okay. This is your timeline for now full-time job searching, if you know, those are the goal. We do in spring, still see lots of positions posting. They just might be in different industries. In February, now end of January, they're still Software Engineering, their data science, their data analyst. There are user design, user research. There are lots of these roles still in Handshake on, built in. They just might be with companies and different industries. So in maybe media, in a startup, in a government role. So thinking beyond the kind of big name tech companies that maybe the goal at some points, it's just a little too late now for this. Then in March, we do see a lot more education related tech, opportunities start to recruit. So even into March, there will be opportunities around Tech, again in software engineer developing all of that. Just related to education. And then april is when a lot of non-profits will start recruiting for those types of roles. So throughout this spring semester, there will be opportunities posting and a handshake posting on built-in posting on those other websites. Indeed, idealists, all of these. So if you're looking for that summer 2022 internship, there are still opportunities. There will still be opportunities. But if you have not landed an opportunity by April, it might be a time to also think of what else might you want to do this summer? You can still, of course, there will be roles of like opening and so we want you to apply to those. But April might be a good time to think of. What else can I do? What else can I get involved with that might be adjacent to what I want to do eventually. So I can still showcase skills and develop those. I do have a note here at the bottom that right, like COVID-19 has complicated some things. You know, historically, different sectors had been a little bit more predictable. We are finding that this timeline is still pretty accurate. But if you're someone who's really recruiting hardcore for that summer 2022 internships. Still, keep looking, keep checking. Things are being posted every day. So that's a little bit about the timeline. So now we'll talk more about the materials that you need to have ready and prepared for submitting to these roles. So the big one, the resume, some do's and don'ts for resume stuff here. So things to highlight, your coursework counts as experience. You are students who are taking these classes, these class projects you're doing, these are all valuable experience that we want you to showcase on your resume. The one note here, as we only want coursework that's relevant. You don't want to put your history class on there. If it's not relevant to the role. At the role doesn't require or mention. Maybe Python maybe don't put that class on there and maybe focus on other classes that are more relevant. more salient to the role. Same thing with the course number. Not everyone knows what that is. That's a very Cornell's things. We want the actual course name. We want to know what it is you're doing in the class. So that a non Cornelian will know what You're doing We also write class projects. These are irrelevant, these are salience. And that kinda goes into our project experience. For a tech resume, a project section that is perfectly okay. In fact, it's very, very common on a tech resume to have a project section. And these do not need to be projects that you did in an internship or that you did in a more formal experience. They can be self-directed, independent projects. Can be projects you get with clubs and activities. They can do projects you did through something like another virtual experience, a hackathon excuse me. So in that project section, we want, excuse me, to highlight two to 4 relevant projects. Again, we want them to be relevant. So you want to comb through that position description. If it talks about Python, include a project with Python. If it talks about figma them, I include a project with Figma. If you have it. You don't want to clutter this up too much. Many of you will have many, many projects. Those can be great. But this is where we talk about tailoring your resume to the job position, the job you're applying for. These should be the most relevant positions. And you can use the job description, internship description to tailor and highlights based on what they mentioned. And so it's important for recruiters to see that you were working on these skills that you're doing design, that you're doing coding, that you're doing doing data analysis. However, that is, again, formal internships, great. But so are other opportunities both on campus and off. So then our skill section here in the skills section should always be on our resume. You do want to focus on those hard skills to software. You know the coding languages, spoken languages, you know, the software you use. That's what should be on there. We don't really want to see communication, public speaking, other soft skills. Those are valuable, but you can showcase them on your resume in other ways. This skill section should really be relevant skills, technical skills to the role you're applying. The other thing is that if it's on your resume, it's fair game. They they could ask you about it. They could ask you to show an example of it. So please don't put something on it, you're not comfortable enough to do that with. The other thing is sharing your experience level. So right, like beginner, proficient, expert, intermediate, these are all good things to put with us so that an interviewer will know, okay, this person's a beginner with C plus plus. Not going to ask them to do an intense, more advanced example or challenge with C plus plus. You don't want to be on the spot and you don't want to be called out in that way. Megan, there is a question in the box of our first-year student who might not have more than two related classes under their belt, Can they display those relevant skills? Are that potential? Yeah. Great question. So first, your resume does not only have to be college related things, especially if you're a first year student. Even as a sophomore, students come talk with your career services office. But this can include things you've done in high school. Again, personal projects, you've done things you might be doing on the side, even in-progress things. Sometimes students are hesitant to put something they're doing on the side that they might not be very far along in. You can still put that on a resume and market is in progress and put what you've currently done there. These are things you can do for more specifics, right? Again, getting involved in anything you can, whether that's a project team, a club activity, a virtual experience like Kate said before, like the forage.com, which are virtual experiences to work on a task. They're free for students to do. You get a snapshot of kind of what's it like to do that job. And you should talk to Cornell career services or your college career services office to learn more about it if you're interested in that. But there's lots of ways to do that. The other thing is that they will see that your first-year students, they often won't expect you to have right, like years of coding experience that you've been involved in 20 different projects. Instead, we want to make the most of what you have done, make the most of what you have been involved with. Really teasing out those tactical skills. And any of our career services offices can help make sure you're doing that so that they're nice and strong. All right, so some more on resume. You do want it to only be one page, so keep it to one page. In the tech industry, cover letters are often not required and sometimes there's not even an option to include it. I always recommend that you do a cover letter if you have the opportunity, even if it's not required. But know that some companies don't even offer the chance to add a cover letter. So then really everything's on that resume. You want it to be perfect as possible. So you want it to be tailored it to the role that you're applying to. You want to highlight those experiences that you do have. Teasing out the most important information, making sure it's clear that you're using. Excuse me, that you're talking about the actions of what you did rather than explaining the experience as well. Me. Another way to tailor that resume is to try and get the most relevant information in the first half of your resume. Oftentimes folks are just kinda glancing at your resume quickly. They might have a 100 resumes to look through for one position. And so by putting those most relevant things at the top, nice and strong, then you're putting that most relevant salient experiences at the top so someone can see it right away. Which can be helpful. The other thing, right? So tailoring those descriptions wherever you have details, right? Accomplishments, deliverables, results, you increased user interaction by 30 percent. You saw an increase in or a decrease in error messages by 10 percent or whatever you have. Those are great things to focus on. The formula here accomplished acts by implementing y, which led to z and focusing on the accomplishments, what you did to get there, and what that result was. Okay, so another question we often get is what should my resume look like? And so we will take a quick poll here. So I'm going to launch a poll. And we've got resume A here. And resume B here. Let me know which one you prefer, which one you think is better. Which one would you rather see if you were recruiting for a position coming through? All right. Give me another few seconds here. Okay. So I am going to end the poll and share the results. So overwhelmingly here, most people have said option a, which I will say I agree with. And here's why. Let's break this down. I know a lot of people really like option B because it's pretty, it's colorful, especially maybe those of you more creative and design focused. However, there are few things on here that are a little bit of a red flag, things we would not suggest. So the first is a picture. A picture of you is not typical, not recommended for US based resume, it's just not common. And we don't recommend that. The other thing is that you're wasting some valuable space here with a profile or a personal summary, right? So those are great for your personal website though. Great. Maybe snippets to include in a cover letter if you're able to submit one or as part of your interview answers later. But the contents of your resume should kinda, you know, answer some of these, right? Like Clarissa here is talking about skills as an illustrator. I should be able to tell that from their work experience or their other experiences rather than having it in a profile format. The other thing is that we know her job titles and when she worked for these companies, we don't know anything else. We don't know what Clarissa did in these roles. You don't know what software they use, what illustrating, graphic design, whatever else that they did. And that's when I really missing here. The other thing is that this skill section, there's no key. We have no idea what, you know, all these dots, whether 34 or whatever, what do these mean? Do they need more proficient, less proficient? Who knows? So it's a little hard to tell what Clarissa has done in these roles, what skills they are bringing. So I'm not sure what the scale is related to. You can have a creative resume. So for those of you who are concerned, especially InDesign, you can have a creative, pretty resume, but still talk about what you did in these roles. You still want those descriptions, those focuses on what it was you did so that someone can see what you'll bring to the role you're applying for. But we want this function. We want a clear scale for skills. We want to be able to find the salience information, what skills you have that you'll bring to these roles. So that is why we prefer or I prefer resume a. It tells me a lot more. I can immediately point to you what kinds of experiences this person has and how they might apply to the hypothetical role that they're flagged. And of course, all the career services offices offer resume reviews. Highly encourage that you get your resume reviewed by another person who doesn't know you and can read it as another person, you know, and let you know. Are you being as clear as you want to be? Are you highlighting the amazing, awesome things you have done, you are doing to the best level. So again, right, we've got option a and then we've got another one. Either one of these works, right? So this is more of like a standard black and white, not as pretty. This one has still some colors, some design up here. But the function of the resume to tell us who you are, what you've done, what experiences you have are still here for both at the right, I have descriptions of strong bullet points that tell me what someone did. So this is just another example of a resume. This one's more disciplines for like a coding role, whereas this one is for user experience and design. So another sample of what that could look like. If you're struggling with the resumes. Again, please make an appointment with an office for career for us to review that. So I've talked a little bit already about a portfolio or a personal websites. They do want to see samples of your work for those coding heavy roles. This could be a GitHub that you put independence or open source projects. Or sometimes you can put right project team things, clubs, activity things. Just make sure you chat with your group to make sure your, you can post that. The other thing is right for those. For there's more design-oriented roles that you're posting samples of your design, that you're posting different things. Again, they can be self-directed, they can be things that you've just, you're, you're redesigning your favorite website for fun. Or you're creating a potential website for a company you wish existed or something. Just something to showcase a little bit of your style and your skills. It is important if you're making a personal website that, you know, it kind of links with your personal brand reflects you as a whole. You want it to be another showcase of you, how you want people to know you. And I want to keep it simple. You don't need super extravagant projects on here. But a few samples of what you do, what you've done, what you're working on now, to highlight some of those skills and then have that available. Excuse me, you can link it on your resume. You can include it in your applications. But so that someone can get to know you a little bit more beyond what's on your resume and actually CC of your work. So this is part of some, are some things to consider while you're building your portfolio, again, creating your brand. What does this say about you? Is it consistent with the person you're trying to portray to folks, right? So if your resumes more creative and have certain color scheme, maybe that should match your personal website as well. To try and keep that consistency. Next, you want to make sure it's relevant. Again, quality over quantity. You don't need a million things, but some relevant salient projects. And then of course, your contact info. Yes, you may not want to put like your personal phone number on the Internet like that because I've gotten that question before. But hopefully are comfortable putting your e-mail on there so that someone can contact you? That would be appropriate. I know some folks prefer that and that would be okay. And then save your own personal your personal phone number for like the resume you submit to and give some context on the project, right? You want to talk a little bit about what were you trying to accomplish with this project? What you specifically contributed to if it was a group project, how you made decisions, the results wherever you can. These are all great things. Showcase and show off. And then get some folks to look it over. I have some friends, have some family, you have some faculty. Take a look at it for you. And if you're able to connect with someone who works in the industry and alarm or someone a little bit. You can ask if they'd be willing to check out your portfolio or personal website, your GitHub, so that you're putting your best foot forward So again, if you put in the work to do this, make sure it's on your resume link that because it'll only add to your application. And if you're interested more in learning about portfolios and kind of some websites to use or whatever. There is an awesome portfolio module on the Career Development toolkit available in Canvas as well. It talks about all sorts of portfolios. So not just related to tech that there are some good examples in there related to tech roles. Megan, there is a question about cover letters in the box. Option to add a cover letter, should we always do it? I recommend it, yes. So when I talk about a cover letter with a lot of people, I usually use it to supplement your resume, right? So your resumes kind of like the teaser trailer to a new movie or a new, new TV show, right? It's just like 10 seconds to kind of get you hooked. The cover letter is kind of like that longer trailer to tell a little bit deeper of a story. So the cover letter is your opportunity without meeting with someone to say, to sell yourself, right? To say, why should you be hired for this internship, this job? Why would you be a good fit? So why you're interested? And then to Highlight, maybe two experiences that are relevant to the job. That you can go more in depth. You can tell them more about what you did on that project. Why you did the things you did, What was it you were accomplishing? We're trying to accomplish what was the outcome, the result. You can go more in depth without waiting and hoping for that interview to kind of help you hook them in and hopefully get an interview offer. So it's another opportunity to make your case to prove why you would be the best candidate for the role. And so if you have the opportunity, I always suggest doing it. If you do submit it, you do want to make sure it's tailored as well. Just like you're going to tailor your resume, you're going to tailor your cover letter. You're going to make sure you're only including relevant examples, relevant projects, et cetera. And also just like you can get your resume reviewed, any career services office on campus will review your cover letter as well. We will help you craft that. So let us know how we can help. So now we're going to talk a little bit more about the interview process. So typically, specifically for those software engineering software developer roles, you will often start with a coding challenge before you even get to like the screening interview. This is usually like a self-directed, kinda like take-home challenge. It often is true or one of the popular sites that it's through my project if you're HackerRank to do a coding challenge. And so if you pass that, you often go on to the screening interview. For most tech roles are that are not coding for guests. Then the screening interview might be that first interaction. And so that screening interview, it's usually the first time you're talking to a person, right? An employee at that company, you can expect questions about your resume that you submitted fit with the overall company, the overall position, why you're interested in working for that company, working in that role. As well as maybe some easier technical questions about fundamentals. For an example. Then the next round can be a technical interview, usually performed by someone on that team, someone who has more knowledge than that screening interview about the technical aspects of the role. So this might be a whiteboarding or K's style question where you're given a problem to solve something, to code, something to do there. And I'll talk a little bit more about these different kind of interview styles in a moment. And then the last process is that on-site interview, which many of them are virtual this year. That's not unusual. But these can be right like a day long process, three to six interviews, one of which might be over lunch. And you're meeting with various folks on the team. And so I would expect for those to be virtual. You might need to block off a day or a couple halves of days in order to fit those, then. And if you're concerned about finding like a quiet, non-distracting place to take those YOU can reserve interview rooms with various career services, offices. So you can check with central Cornell Career Services or your own college career services to see if you can reserve and interview room for your interviews. So now behavioral interviews. So these are always something to be prepared for in tech and with a lot of students who were surprised that they should prepare for this. They think it's going to be heavier on the coding, heavy on the technical pieces. But these behavioral based questions, they're utilized in order to get to know you better and to get to know your performance. Or so past performance and how you performed in the past is a better indicator of how you will perform in the future in similar situations than if you were to just say, I think this is what I would like. So that's why people will often ask behavioral questions. These are those questions that start with like, tell me about a time when or describe a time when. These, again are to show an example, you want to give a specific example briefly about a time that fits that question. And so we recommend this star method that's outlined there where you talk about the situation, task, action, and results. So you're going to do a short example and it can help to brainstorm those in advance to think about maybe some of these questions that are there on the screen. But to think about examples that might fit those questions. So maybe tell me about a time you worked with a team. Okay. So I'm sure many of you can think of a few times whether in a class project, a club activity, hackathon, a team sport, something where you worked with a team. And so you can break it down. What was the situation? I was working on a class project. What was the task we had to do? X, and action. This is what you did, should be kinda the bulk of the answer, what you specifically did you accomplish things and then the results. What was the outcome? Were you successful? What happened? This can be helpful to show how you make decisions, some of your logic behind things, as well as again, showcasing some of those skills. And so you can think of those, you know, those things I'm in there with like where their challenges were there, mistakes made? What what would you do differently in the future if you could go back and change something? And then some questions there at the bottom right that you should always be prepared for an every interview you go into. Why are you interested in this company? Why are you passionate about technology, about software engineering, about user design, about data analysis. Why this role over other tech roles? And why you, why are you awesome? Why should we choose you? Again. Cornell Career Services. We have a Canvas module all about interviewing that can help with this, as well as some other styles of interview. And we can do practice interviews with you to help you get ready. Okay? So for those of you who have more of a coding focus, there's the coding interview. And so you, this is to showcase your logic, how you walk through the coding challenge. So they want to evaluate your ability to solve the problem that you might have never seen before, right? They're meant to be challenging. So we don't want you to panic. If it feels really challenging. If it's hard for you, it's likely hard for many other people, if not everyone. You should expect. We're going to talk through the problem and explain your thought process. Explain why you tackled in a certain way why you made this decision to use this piece of code instead of something else? What is your thought process and why? This can be new for folks, right? We're not often used to explaining why I made this decision, why I made this choice, or to have to come up with that on the spot there in front of someone. So this is good to try and practice wherever you can. So again, websites like HackerRank, you can do sample coding challenges. You can connect with friends in your classes, friends and clubs activities. Older students, you might know, alumni, you might know to see if they can do a sample coding challenge coding interview with you. And I will say that, you know, you might be asked to write this out so someone can see, I'd say as like on a whiteboard or sharing through your screen on a document, you should be prepared for that. And then also when on a virtual interview, please be aware that the interviewers can hear you typing. So if they hear you typing, but they don't see typing on the screen, assume that you are Googling the answer or doing something you shouldn't be doing during an interview. So please make sure that do your best, work through the problem as best you can. Make sure you explain your logic. And that will get you further than trying to google the answer. Again, as it says here, they're assessing you on your analytical skills, your coding skills or knowledge, and computer science fundamentals, your experience, and then also that cultural fit and communication skills. And so everyone who ever candidates given the same question. So again, if it's tough for you, It's tough for other people. Try your best. You might not be able to write perfect code and that's okay. They're not expecting that perfect code. But instead, you want to write as clean as code as possible. You want to avoid using pseudo code. And you want to make sure again, you're explaining your decision-making, your logic behind these things. The other thing is, that they the interviewer is usually let you pick the coding language. So don't freak out and think you have to choose something that you're less familiar with. Go with the code that you're most comfortable with. Because again, they're assessing you on more than just your coding skills. It's kind of a whole package. So you want to put your best foot forward and use the coding language you feel most comfortable with. There are other kinds of technical interviews for those of you who are less coding focus. So don't think you get off without having to do a technical interview. These are often more case study focused technical questions. And so they might be asking you things like, how would you design an alarm clock for the blind? Or critique this app or website? Again, they want to think through your process, your decision, and you know, on the spot, what are you thinking looking at this, what are the thoughts that are coming to mind? And you want to walk through that logic, explain it. Again. You might be asked to show your work if there's anything that you're pointing out, you know, like whiteboarding. It might also be write something on the spot in an interview, or it could be a take-home assignment where you're given screenshots of a website and told you ticket or asked how would you improve that? So you should be prepared for these things. You do want to focus on, right? Like the task at hand, focus on the customer or the person in front of you. What are their needs? If you have questions, ask them. If you are trying to clarify something, ask them, they might have additional information for you. And it shows your process. It shows that you're thinking these different things through. Even if the answer is, don't worry about it. You might get a little plus in the interview because you were thinking on that and they can see you in front of maybe a client and the way you would act in that way. And so you do, again, want to talk about your approach, your initial assumptions, why you made your process that you went through in this technical question. And then what are your final results? What are your final outcome recommendations? Critique, design. What have you. So again, this can be helpful to practice with friends in your major, friends in classes, friends in clubs, activities, whomever you know, the industry. Just to practice walking through this and thinking this through out loud, because that can be very strange for us. So we've talked about a lot of information. This was meant to be more of like write an overview of the whole thing about finding and applying and interviewing through for tech roles. So I wanted to get some like next steps. Some things are areas that you can start working on immediately. And so the first would be your Handshake account. If you haven't already, make sure you go in and edit that profile. Upload your resume, add some experiences, but mostly make sure you tailor your interests section to show that you're looking for an internship, that you're looking for a job. These are the industries you are looking to work in. These are the roles you are looking for, these are the cities you are looking for. This will start to pull you up and some employers searches, but also help tailor your results on the jobs have on handshake. The other thing is that if you haven't already, you'll want to complete the OCR on-campus recruiting short tutorial. So that for employers that do come to campus that are doing in-person interviews, you can partake in most of us. You do have to complete the tutorial before you're able to do that. And the tutorial is in Canvas in the Career Development toolkit. We also recommend, right? There's that career fair coming up February 16th. It's already posted in Handshake. You can register for it and see the companies that are already coming that have signed up to come there, already posting their one-on-one sessions and group sessions. And you do have to sign up for those. So if you're someone who your favorite company is posted on there, you want to sign up for one of their time sooner rather than later. Because with it being a virtual career fair, you do have to register in order to meet with them at the fair. It's not like the previous in-person fairs where you could wait in person and talk to them eventually. So that's something to start looking at nice and early some more employers may be joining. So definitely keep an eye out on it. But you can absolutely start reserving your space to speak with various employers. And then of course, apply for opportunities. As we looked at earlier, there are still opportunities in tech being posted, posted right now. If you need help finding them, contact your college or the Central Career Services Office and we can help you find them. So then that leads into Schedule a Meeting, meet with one of our career advisors. If you're in Arts and Sciences. Hello, I'd love to meet with you. I'm sure Kay would love to meet with you. Any of us would love to. If you're not an arts and sciences, you're welcome to meet with your college career services office or central Cornell Career Services. But we're all here to help. Again, have your resume and cover letter if you have one reviewed, work on those materials so that they're ready to go on Schedule a practice behavioral interview. Arts and Sciences, as well as other offices on campus, provide behavioral practice interviews. Arts and Sciences. We do not offer practice, coding or technical interviews. So that's one thing to keep in mind. For those you will want to rely on other resources. Kay correct me if I'm wrong, I believe the engineering career services, their students do provide practice coding interviews that are open to all CS majors. So if you want to practice coding, the College of Engineering Career Services offices has that resource. But there are also resources online that anyone can use, like HackerRank, et cetera. And the networking. So reconnect with any existing network you have. If you had a previous internship, maybe reconnect with a supervisor or colleague, someone you really enjoyed there. Let them know what you've been up to. Maybe let them know what you are looking for for the summer. They might have someone they can connect with, reach out to alumni working in your target organizations, working in roles you're considering to learn more about them. Again, CUelinks, LinkedIn, those can be valuable resources for that. And then prepare your personal pitch for the career fair or information sessions. Who are you, What are you interested in? Let them know in that short snippet of time so that you can be prepared for that. All right. I did highlight some upcoming events throughout this semester. These are all posted on Handshake. You can register for any of them that look interesting. There is an event on February 3rd that's more general about searching for summer jobs or internships. If you want to talk more about just the job search course and in general, getting organized, all of that stuff. If you want to focus on resume and cover letters. There's also an event on February 4th. On that. Again, the career fairs highlighted there, it is Wednesday, February 16th. It is virtual. So again, take a look at those organizations that are going to be there. If you're someone who again, it's nervous for you or you think that working it makes you nervous. Then these last two I highlighted for that to hopefully make you feel a little bit more comfortable. We have some upcoming sessions later in the semester focusing on those pieces. And again, any of this, you're welcome to meet with your college career services office or Central Career Services, and have a one-on-one meeting to talk through any of these topics. All right. So now we'll take some time for some questions. And I just want to shout out that for arts and sciences, we do have my Calendly link on there as well as our email address that you're welcome to reach out to us if you have specific questions as an arts and science student. And now I'll open the floor for some questions if we have more and we do have one so far. Are there any on-campus position that the person would recommend that would benefit a resume for an internship? Oh, that's a great question. So some students I've worked with have gotten involved in various faculty research. A lot of research nowadays, whether it's in biology or CS, or economics or whatever. Involve coding, involve data analysis. And these can be some great pieces and skills that you can pick out in getting involved in research. And so if you're interested in doing that, you do have to go through the process of finding projects that look interesting and kind of cold emailing those professors. Because that's most often help folks get involved in research with faculty during the semester. But if that's something you're interested in, I recommend you take a look at what faculty across campus are working on and reach out and see how they can utilize your skills. That then you can put on your resume. Another thing to think about too. If you have work, study money, there is a program that you can get involved with where you can work with entity, Non-profit, any paid through the work study funding. That could be something that you could always look into to see if anyone has tech needs, especially for those of you who are doing more kind of design work. Maybe somebody needs and what design happening or experience research done. So kind of thinking outside the box and that way can be helpful too, if that's something that's interesting to you, your career office can fix you up with the link to get involved with that. Yeah, Good point. I will also say checkout entrepreneurship at Cornell, they have a lot of resources both with hackathons, which can be short-term, right? One weekend where you can really utilize and develop some skills quickly. Also put it on a resume. But they also have a link or a database of Cornell startups that maybe you could get involved with through there to showcase those skills I have stuck the link for that into the chat as well. Thank you. What kind of information should be included in a cover letter? Great question. So again, we're going to tailor it to the role. So depending on what the roles looking for, it might be a little different. But in that introduction you're going to say a little bit about who you are and why you're writing a cover letter, right? I'm so-and-so I am a sophomore at Cornell studying computer science. And I'm applying or I'm writing to apply for your software engineering internship at Insert company name here, right? Then you want to take a little time to explain or demonstrate this company why this, right? So you want to do some research on the company. Why are you excited to potentially work for that? What attracts you to working for them? So that you can kind of showcase that you've done a little bit more than just read their job description. Hopefully some of their and maybe mission and values align with yours and you can talk about that. But maybe they do some awesome work in a specific area. And you can shout that out and say this really connects with me and that's why I'm interested in working for you. Then we want to highlight the skills that you have that would make you the perfect fit for this role, right? So nice little summary of I be perfect intern because and then in the body that cover letter, you're going to explain more. So you're going to highlight one or two experiences. Usually like one skill, one experience than another skill another experience. And you're going to talk a little bit more in depth. So again, we're going to go or I suggest using the star method like we did with the behavioral based interview questions. Where you're going to concise, excuse me, concisely talk about the experience, what you did. So showcasing your coding skills, your design skills, your logic, the research you did, whatever went into that. And then the results. You do not want to just restate what time your resume, you want to go a little bit more in depth. So again, the resume descriptions should be fairly brief and now you're telling the story about them. And then at the end of that, you're going to just summarize, right? I'd be a great intern because of X, Y, and Z. I hope to talk to you more about this opportunity. Thank you for your consideration, the end. So that's kinda like a run down. The Career Services Canvas toolkits does have a module on cover letters, what to put in a cover letter? What not to put in a cover letter. Cover letter should only be a page. I don't think I sent that. But so that can be really helpful and then bring a draft to a career services office so we can help refine it and make sure you're talking about a relevant detail to that position description. If you're not sure if it's relevant, read the position description, right? What are they talking about? Are they talking about Python? Are they talking about stigma? Are they talking about teamwork? Are they talking about research? And then highlighting those skills in those examples. Any other questions? And if you have a question that feels like a little longer than typing, you're welcome to raise your hand in the Q and a, and we could allow you to talk as well. I did just get a question in the chat box about if we want to connect with recruiters on platforms like LinkedIn, how should we reach out to them without being too forward about a position? And I would say with the recruiters, their job is to recruit. You can be a pretty direct with folks. If you're reaching out to recruiters, let them know you're interested in the company a little bit about why. You're always welcome to ask them if they had some time to talk with you about your interests and what areas might be a good fit for you within that organization to start that conversation. You can be pretty direct when you are talking with a recruiter. yes. Absolutely. This is their job. They're looking for the best, most qualified, most promising employees in terms of, you know, almost no limit, right? It's like how direct I wouldn't be like, Hey, hire me, right, but explaining a little bit about who you are, why you're interested, and I'd love to talk to you more. Sounds great. Again, a question is what would be a good strategy to study and practice The code question? I'm sorry, what code questions? Lead code. That's a great question. So oftentimes practicing them, doing them, right practicing through them. Sometimes I've had some students kind of take the same question and a couple of different people will do them on their own and then gather together and compare notes, give each other feedback on that. That can be really helpful. If you have a group of friends, classmates that you feel comfortable doing that with. That's something I'd recommend as you develop connections. You, if you get on that kind of level where you're really connected with someone in particular, they may be willing to do something like that with you as well. we're gonna give you like a practice coding interview in that way. But that would be my recommendation. I don't. Okay. If you have any time yeah. You can do like there's like leetcode.com that have sample questions that you could be looking at, even just Google searching sample questions. A lot of times you'll find one or two here or there that you could work on and then look at the answer key, but definitely working with others and be helpful. Connecting with alum, connecting with upper-class. a stem coach, you if random recruiters connect with us on LinkedIn Should we send messages to introduce ourself? Or is this not normal practice? Yes, go ahead. If you're interested, send them a message. And so some of these are like mass messages that will go out to kinda anyone who selected these things are who has the skills they found in the search bar. But not everyone replies. And so if you're interested, absolutely introduce your self and say I'd love to hear more about this opportunity. Can we connect? Can we chat? Because right, they might send a message to a 100 people, but maybe they get five to 10 messages back of people who are genuinely interested. And so absolutely, I say leverage that if you directly connected with a recruiter so that you can learn more and put another face to that name and talk more about your skills and your interests in working for that company, working in that role. And then we did have another question. What other tech networking or information sessions are hosted at Cornell? Sure, yeah, So we do have companies that will post events, information, sessions, coffee chats on the handshake Events tab. So that's good to keep an eye out on. I didn't highlight any on our events slide previously because you don't have any on there at the moment. But that doesn't mean they're not coming. So check the events tab occasionally. And then I know, at least with arts and sciences, we do host alumni panels. We have career conversations with Arts and Sciences alum will speak about their career path, what they'd been doing, how they've gotten involved with it. We did this past January and we will have another one this summer and I believe July, where we have a committee of alum in various industries that do networking event and they kinda do like a little mini panel and then break off and do networking with students. I know this January it was virtual. I'm not sure if the plan is to be in-person or virtual this summer, I'm going to guess virtual but too early to say. But that's an opportunity specifically for Arts and Science students that I'm aware of. Sometimes some of those like career conversations where alumni groups Do get open up for everyone And that will be advertised through Handshake so you can keep an eye out for that. But specifically for arts and science students, those are some additional pieces that I'm aware. You will see those HIT have near the events and things like that. The coffee chats with we've had Google come or facebook come do coffee chats with folks. Those usually happen in the fall and the heavy recruiting cycles. So keep an eye out now, but also really heavily watch it in the fall. For those opportunities. I had a couple questions about where this would be posted, this resource, you will get an e-mail with these slides than in that we will also put a link to the media library where you can go back and look through difference recorded presentations from the past. So we will link that too. Yes. We will, I believe, transcribe that first. So it might be a little bit a week or so before it's posted up on that media library. But it will be there. Okay. Any other questions there? Okay. It looks like we are we've finished answering. Ok. Well, it is a couple of minutes before six. I'll hang out here for another moment or two if anything comes through. But that is the end. I'm going to hit Stop Recording. But thank you all for coming and joining us. And again, please utilize your resources. We're all here to help at the Career Services. So please let us know how we can help.

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From [Samantha Stafford](https://vod.video.cornell.edu/createdby/eyJpdiI6IjF4MjB1eGJ5ZHUzcWhnMDAwNDlIQWc9PSIsInZhbHVlIjoiY1wvSzVFTVNldWhucEZLV2FZMm1DS1E9PSIsIm1hYyI6IjJkMWNkMTM0ZTk2ZTNiMDE2ZTA5YjZjZjk4MjZjMzYxYTQ1OTZkOTI0OTkwZTg5MGVlOTI0ZGVjN2UzZGQyMjYifQ__) February 16, 2022