Career Center Presentation

Presented by: Kirshani Gunaratnam & Jessica Roman

Jessica Roman
Career Coach: Applied Science &
Research and Graduate Students

Kirshani Gunaratnam
Career Coach: IT/Engineering

Todd Dickson
Career Coach: IT/Engineering

Agenda:

- **Career Center Overview**
- **Job/ Internship Fair Preparation**
- **Resume Writing**
- **Q&A**

Career Center Overview

FAR
BEYOND

What does the Career Center do?

Act as a **guide** to encourage career development by:

1. ***Educating*** students about themselves, the resources and options available to make informed decisions
2. ***Preparing*** students for experiential learning (internships/volunteer), employment, and further education
3. ***Connecting*** students to employers and alumni mentors

CAREER COMMUNITIES

- Healthcare
- Applied Science & Research
- Business
- Government, Law, & Public Service
- IT & Engineering
- Education & Helping Professionals
- Exploring
- Arts & Communications

CUSTOMIZED COMMUNICATIONS
Receive weekly emails with handpicked jobs, internships, and programs pertaining to your career interests.

COACHING
Sign up for individual and group coaching with Career Field Experts.

CONNECTIONS
Participate in virtual networking hours, alumni-student mixers, and Career Center Job & Internship Fairs.

SUBSCRIBE ON HANDSHAKE
Subscribe to one or more Career Communities by updating your Career Interest on Handshake.

Stony Brook University

FAR BEYOND

EXPERIENTIAL OPPORTUNITIES

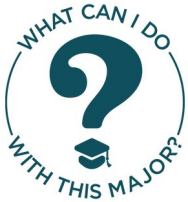| INTERNSHIPS	RESEARCH	ON CAMPUS STUDENT EMPLOYMENT	COMMUNITY SERVICE
LEADERSHIP ROLES	INDUSTRY PROJECTS	JOBS PART TIME & FULL TIME	STUDY ABROAD
EXPERIENTIAL PROGRAMS	EMPLOYER SITE VISITS	JOB SHADOWING	GAP YEAR

RESESOURCES

HANDSHAKE: 2000+ posts for internships, research, volunteer positions, and jobs in all industries

Career Center Workshops/Presentations, Events
Schedule a Career Coaching, Resume/Cover Letter Review, or Mock Interview appointments

WHAT CAN I DO WITH THIS MAJOR?

Forage

U.S. BUREAU OF LABOR STATISTICS

LinkedIn

PARKER DEWEY

GradConnection

o*net

FAR BEYOND

https://www.stonybrook.edu/career-center/about/vendors

Schedule an Appointment with a Career Coach for:

- CV/Resume/Cover Letter Review
- Mock Interview/PhD Interview
- Salary Negotiation
- Job Offer
- Job/Internship Searching
- On Campus Employment
- Mentoring Programs
- Volunteer/Service Projects
- And more!!!!

Job/Internship Fair Preparation

Spring 2023 Job and Internship Fairs

The Career Center will be offering several in-person job and internship fairs this semester and one virtual as well.

- On/Off Campus Job and Internship Fair - Friday, January 27 | 11 am to 1:30 pm | SAC - Ballroom A
- IT and Engineering Job and Internship Fair - Friday, February 10, 2023 | 12 pm to 4 pm | SAC - Ballroom A
- Business and Communication Job and Internship Fair - Friday, February 17, 2023 | 1 pm to 4 pm | SAC - Ballroom A
- Healthcare, Research, and Human Services Job and Internship Fair - Friday, March 3, 2023 | 1 pm to 4 pm | SAC - Ballroom A
- Virtual All Industry Job and Internship Fair - Wednesday, March 8, 2023 | 2 pm to 5 pm | Virtual on Handshake
- Volunteer Fair here

Job and Internship Fair Preparation Events
- Prepare for the Job and Internship Fair - Tuesday, February 7, 2023 | 6:30 pm to 8:30 pm | SAC - Ballroom A
- Prepare for the **Virtual** Job and Internship Fair Drop Ins - Monday, March 6, 2023 | 1 pm to 3 pm | Career Center

FAR
BEYOND

WHAT ARE RECRUITERS LOOKING FOR?

- Business Casual/Professional Dress
- Self-Confidence - First impressions count!
- Coming Prepared
- Knowledge of organization
- Questions
- Sincere Interest
- **AND an Updated Resume**

Three Point Strategy to Ace your in-person fair

- ○ Pre-Fair - How do I prepare?
- ○ In-Fair - How do I engage once there?
- ○ Post-Fair - The fair is over. Now what?

1. Pre-Fair - How do I prepare?

- **RESEARCH**
  - Handshake – identify, select, review the employers attending the fair
  - **Make your Top 10 list**
  - Look over their LinkedIn, Company Website, and Google them
- Develop questions/talking points/tailored conversation
- **Resume review,** finalize, copy/complete LinkedIn & Handshake profiles
- Ensure voicemail is cleared and professional
- Review map of employer tables– plan for lines and different locations
  - will be up by Wednesday or Thursday on Handshake
- **Role-play your elevator pitch** for the companies you're interested in engaging

FAR
BEYOND

2. In-Fair - How do I engage once there?

- Approach with confidence and purpose
- Adjust your Elevator Pitch accordingly
- Ask intentional questions that reflect genuine interest in the company you're looking to work/intern for
- Ask for their business card

Non-Verbal Communication

1. Handshake
Have a firm yet welcoming handshake.

2. Smile
As you speak with recruiters, smile.

3. Eye Contact
Maintain eye contact to let employers know you're giving them your full attention.

4. Posture
Stand tall and with confidence.

FAR BEYOND

3. Post-Fair - The fair is over. Now what?

- Send a Thank You note to the recruiters; connect on LinkedIn as appropriate
- Follow-up with the recruiter through email or phone call and resubmit your resume and cover letter
- Ask for informational interviews with representatives you connected with

Do

- Always Be Closing/
- Connecting
- Refer!
- Take notes
- Professional Attire/Appearance
- Patience and welcoming

Don't

- Chew gum
- Ask no questions
- Underdress

Resume Writing

PURPOSE OF RESUME

- It is a MARKETING TOOL- you must know your customer and your product
- Its primary purpose is to get an INTERVIEW- not tell your whole story

A GREAT Resume...
- Sells your strongest skills and accomplishments
- Shows how you're a match for a position
- Gets you the interview
- Passes through ATS software

DO YOUR RESEARCH

- Your job target
- Employer needs
- Your qualifications

THINK FIRST – *"What have I done?"*

- **Education/Courses**
- **Honors and Awards**
- **Academic Projects**
- **Activities and Leadership**
- **Community Service/Volunteer Work**
- **Internship Experience**
- **Work Experience**
- **Skills**
- **Interests**

WRITE NEXT

Action Verbs

Action verbs are a great way to help you put your experience into words and sell yourself and your skill sets to employers. In fact, you should use action verbs in all of your resume bullet points!

Try using action verbs and terminology from your field of interest to answer these questions for your job responsibilities – **What did you do? For whom? How? Why? How often?** Lastly, always quantify where possible.

Example:
Ordinary description – Met with students and provided information about our services.
Revised description - Conducted 50+ peer-to-peer appointments with students and coached them through the process of constructing a resume/cover letter, navigating Handshake, and searching for a job or internship.

Helping Skills
assessed
assisted
advocated
clarified
coached
counseled
demonstrated
diagnosed
educated
encouraged
expedited
facilitated
guided
intervened
mentored
motivated
referred
rehabilitated
represented

Teaching Skills
adapted
advised
clarified
coached
communicated
coordinated
demonstrated
demystified
developed
enabled
evaluated
explained
facilitated
fostered
guided
informed
instructed
illustrated

Communication Skills
addressed
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
persuaded
promoted

Reasearch Skills
clarified
collected
critiqued
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
reviewed
summarized
surveyed
systematized

Management Skills
administered
assigned
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
planned
prioritized
recommended

Creative Skills
conceptualized
created
customized
designed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
planned
revitalized
shaped

Clerical/ Detail Skills
approved
arranged
catalogued
classified
collected
compiled
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

Accomplishments
achieved
expanded
improved
pioneered
reduced
remodeled
resolved
restored
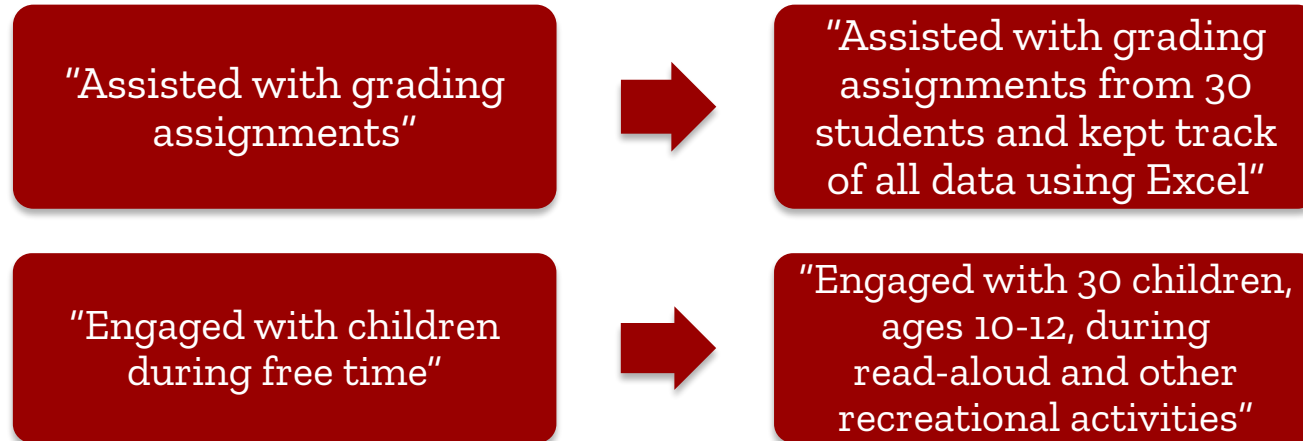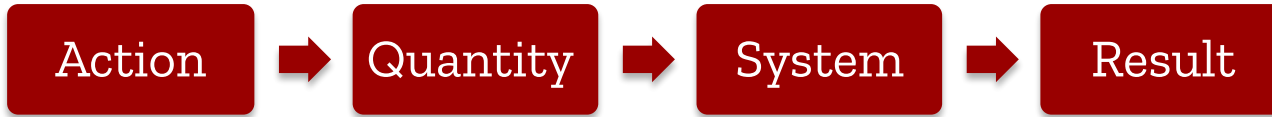transformed
guided
informed
instructed
illustrated

Financial Skills
administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecast
managed
marketed
planned
projected
researched

Technical Skills
assembled
built
calculated
computed
configured
designed
devised
engineered
fabricated
installed
maintained
operated
overhauled
performed
troubleshooting
programmed
remodeled
repaired
retrieved

FAR BEYOND

Bullet Writing Formula

Action ➡ Quantity ➡ System ➡ Result

"Assisted with grading assignments" ➡ "Assisted with grading assignments from 30 students and kept track of all data using Excel"

"Engaged with children during free time" ➡ "Engaged with 30 children, ages 10-12, during read-aloud and other recreational activities"

FAR BEYOND

Is your writing:	Was	Now
Concise	Assisted in tracking accounts in order to be able to answer any customer questions in a timely manner	Tracked several hundred accounts for delivery of efficient client service
Action-Oriented	The device was designed using programs such as AutoCAD	Designed device utilizing AutoCAD
Persuasive	Tutored children aged 8-10 years on a weekly basis	Tutored six students weekly in preparation for SAT, each showing at least a 10% increase in scoring
Targeted (Keywords)	Assisted with training and supervising new hires to join team	Trained and supervised new employees to develop collegial and cooperative teams
Positive	Improved data set which was not collecting correct information	Improved data to reflect updated and accurate information
Flawless	Exceeded sales target by 25% within one month, more then too other competitors in companies history	Exceeded sales target by 25% within one month, more than two other competitors in company history
STAR	Increased client base and advised clients on mergers	Advised clients on mergers and acquisitions of business segments ranging from $500,000 to $1.2M resulting in 95% customer satisfaction and 9 new client referrals.
First Person	I worked on a team of three people to assist seven groups in their coordination of their events so that you were able to see all events clearly.	Coordinated monthly activities for seven groups using Google Calendar
Transferable	Attended professional development workshops during the course of the academic year	Attended two workshops on enhancing communication for team development and for performance feedback

Quick Resume Tips: Format & Writing

Format: **(Traditional formatting is best)**

- One page & single spaced
- Font: Times New Roman, Arial, Calibri, or Helvetica
- Font size: 10 - 12 (can use increments of .5)
- Margins: .5 - 1.0 inch (equal on all sides)
- Reviewers look at top left corner of page
- Add job title, full name of organization/course name, location, duration
- Order your sections based on relevance & in reverse chronological order by section

Writing

- All description points should start with an <u>action verb</u> and should be <u>written in active voice</u>
- All descriptions should be written in <u>past or present tense (and even future in some cases)</u>

Wolfie Seawolf

(123) 456 7890 | Stony Brook, NY | wolfie.seawolf@gmail.com
LinkedIn.com/in/Wolfie Seawolf | Github.com/Wolfie Seawolf | Wolfie.com

EDUCATION

Stony Brook University, Stony Brook, New York — May 2023
Master of Science in Computer Science
Relevant Coursework: Database Systems, Data Science, Artificial Intelligence, Computer Vision

Anna University, Chennai, India — Jun 2021
Bachelor of Engineering in Computer Science
Relevant Coursework: Data Structures and Algorithms, Database Systems, Distributed Systems, Machine Learning, Operating Systems

SKILLS

- **Programming Languages:** Python, Java, SQL, C, C++, JavaScript, TypeScript, PHP, HTML5, CSS3, Shell scripting
- **Technologies:** Spring Framework, Flask Framework, AWS, Heroku, Streamlit, REST, Bootstrap, Django Framework, jQuery
- **Databases:** MySQL, PostgreSQL, OracleDB, MS SQL Server, Amazon RDS, Amazon DynamoDB
- **Tools and IDE:** Git, Selenium, VS Code, IntelliJ, Eclipse, Netbeans, JUnit, Mockito
- **Platforms:** Linux, Windows, macOS

EXPERIENCE

Amazon.com Services LLC — Bellevue, Washington
Software Engineering Intern — May 2022 - August 2022

- Built a service to compare the buying plans for inventory procurement generated by legacy system and new system to validate the performance of the new system before release to production.
- Implemented a design to set up **Amazon SQS** and transfer generated plans from the two systems to comparison API.
- Engineered an API design to receive the generated plan data, parse it and store the data **Amazon DynamoDB** table
- Incorporated **JUnit** and **Mockito** unit testing frameworks to achieve line coverage of 95% and branch coverage of 98%.
- Developed the comparison logic to compare the plans and send them to **ElasticSearch** for visualizing it using Kibana.
- *Technologies: Java, Spring, TypeScript, NoSQL, Amazon DynamoDB, Amazon SQS, Amazon OpenSearch, Elastic Stack*

Wolfie Group of Companies — Chennai, India
Software Engineering Intern — Dec 2019 - Jan 2020

- Implemented web scraping module to extract Twitter data to identify and connect with potential real estate buyers.
- Engineered **Python** scripts to scrape data from Twitter using **Twitter API, BeautifulSoup** and clean the data using **NLTK**
- Designed a multi staged approach for data extraction, ranking the prospective buyers and scraping their contact information.
- Optimized **execution time by 40%** by leveraging multithreading and parallel processing using tools like **Google Colab**.
- *Technologies: Python, SQL, Twitter API, Pandas, Numpy, NLTK, Google Colab, BeautifulSoup, REST APIs*

Seawolf Group — Bangalore, India
Software Engineering Intern — Aug 2019 - Oct 2019

- Developed a URL classification system using Python for scraping data to classify URLs as benevolent or malicious.
- Performed preprocessing and feature engineering using **Numpy, Pandas** and trained machine learning models using **Sklearn**.
- Built a web crawler to scrape target URLs using **BeautifulSoup** and deployed it on **AWS** by leveraging **Flask** on the backend.
- Enhanced performance of feature generation by implementing caching and multiprocessing to speedup execution by 30%.
- *Technologies: Python, AWS EC2, Flask, Numpy, Pandas, BeautifulSoup, Sklearn, NLTK*

Wolfie & Seawolf Infotech — Hyderabad, India
Software Engineering Intern — May 2017 - Jun 2017

- Worked in an Agile team of .NET developers and designed an **e-commerce website** for Handicraft products.
- Implemented a live visit counter to identify the number of daily unique visitors on the website using **HttpCookie**.
- *Technologies: ASP.NET, HTML5, CSS3, jQuery, Bootstrap, MS SQL Server*

PROJECTS

Socialis (Link) *Python, Streamlit, Matplotlib, GeoPy, SQL, Twitter API, Heroku, AWS EC2, Amazon RDS*
- Built a real time social media analytics tool by streaming tweets from Twitter for brand analysis based on the tweet text and location to plot intelligent brand insights.

Blog Website (Link) *Python, Flask, SQL, HTML5, CSS3, Heroku, PostgreSQL*
- Launched an online blog that allows users to create, update and delete posts. Utilized Heroku cloud storage and compute to implement and deploy features such as user authentication, session management, image upload and email verification.

PUBLICATIONS

- Seawolf, W., Amarnani, L., & Doshi, D. (2021, July). Social Media Intelligence for Brand Analysis. In *2021 12th International Conference on Computing Communication and Networking Technologies (ICCCNT)* (pp. 1 7). IEEE. (Paper) (Code)
- Seawolf, W., Khan, A., Raikar, S., & Zantye, A. (2020, July). Twitter Data Mining for Targeted Marketing. In *2020 Second International Conference on Inventive Research in Computing Applications (ICIRCA)* (pp. 44 50). IEEE. (Paper)

Partnership Council

Foot of the
Zebra Path

Melville Library

Hours: Monday – Friday
8:30am - 5:00pm (Fall & Spring)
8:00am - 4:00pm (Summer & Winter)

Career Coaching, Mock Interviews, & Resume Review by
Handshake Appts

www.stonybrook.edu/career
@SBUCareerCenter

FAR
BEYOND