

Practical Guides to Job Search

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Prepare Resume & Cover Letter

- Adopt a nice professional look format
- Use other people's resume as reference
- School resume service
- Prepare two types of general type resumes & cover letters
 - ◆ Resume for Industry: 1-2 pages, only representative publications
 - ◆ CV for research labs: include publications, research activities etc.
- Build website to sell yourself



Distribute your Resume

■ Use your network

- ◆ Professors', friends', relatives' referral

■ Distribute to all job sites

- ◆ monster, dice, hotjobs, linkedin, craigslist ...

■ Attend job fairs, work with recruiters

■ Apply individual jobs

- ◆ Customize your resume & cover letter according to each job descriptions
 - Emphasize those are listed in the required & additional skills
 - Remove irrelevant contents
- ◆ Keep track of all jobs you have applied



Review & Refresh your Knowledge

- Your own work: thesis, papers, interns, course projects
- Review all basic knowledge as if to prepare another screening exam
- Some interviewers will ask you to solve puzzles or quiz, so prepare for it
- Broaden & deepen knowledge
 - ◆ Take/Sit-in courses
 - ◆ Read papers
 - ◆ Attend EE seminar
 - Study the instructor's related papers before it
 - Catch the point during it
 - ◆ Pay attention to group members' research
 - Ask questions during group presentations
 - Find something in common





■ HR phone interview: general screening

- ◆ What is your ideal job
- ◆ Salary expectation, starting date
- ◆ Referred company size, relocation, immigration issue...
- ◆ Other behavior questions, e.g. prefer team work or individual work, your weakness, your strength etc.



■ Technical phone interview: technical screening

- ◆ Introduce their company, their group, their project & the position you are interviewed for
- ◆ Ask you to introduce yourself, your previous work & your expected ideal work
- ◆ Ask some fundamental technical questions and/or small quiz



Homework Prior to On-Site Interview



- Read job descriptions carefully
- Get basic idea of what you don't know but is listed in the required skill in the job description
 - ◆ Search internet
 - ◆ Read papers, books
- Know about the interviewer (if you can get that info in advance), their research interest, previous projects etc.
- Know about the company & their products
- Prepare questions to ask the interviewers
- Prepare behavior questions that HR may ask
- DO NOT schedule and interview before you think you are ready

homework



On-site Interview



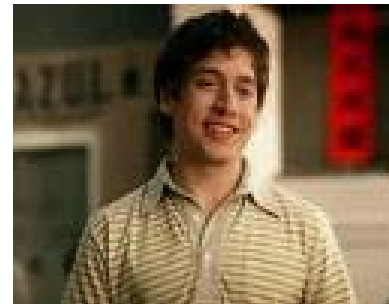
- Dress code: business formal
 - ◆ Suits or dress in navy, dark blue, dark gray or black
- Be confident (eye contact, think aloud)
- Be honest : do not pretend to know everything
- Admit & explain your fault
- Show the way you think
- Do not give up a problem before thinking
- Remember all questions
- Have all your questions answered before you leave



Keep in Mind



- Many companies are not looking for best person, but the person who best fit the position
- You may be rejected because you are over-qualified
- They are not only looking for someone to do the job, but also someone as a co-worker
 - ◆ Show your nice personality throughout the interview



■ Negotiate offers

- ◆ Negotiable: salary, title, sign-up bonus, stock option ...
- ◆ Standard: benefit, pay day off, sick leave ...

■ Accepting & rejecting offers

- ◆ Consider all aspects carefully before making decisions
 - Job, company, family, location ...
- ◆ If you can't make your decision before the deadline, talk with the company and get an extension
- ◆ DO NOT accepting an offer and then rejecting it later



Working Permit



- OPT application
 - ◆ OPT workshop
 - ◆ 90-120 days procedure
 - ◆ Expire 14 months after graduation
- H1 applications
 - ◆ Starts April 1st every year
 - ◆ Limited quota: 65k+20k
 - ◆ Usually running out of quota before August
 - ◆ Have your OPT cover the period before your valid H1 visa
- Security clearance

International Students

US citizen