

A stack of white papers or documents, slightly blurred, set against a light blue background.A blurred image of a clock face, showing numbers and hands, set against a light blue background.

# CAREER PLANNING SEMINAR

Presented by: Sis. Valerie B. Young, M.S.



# SEMINAR OUTLINE

- Résumés and Cover Letters
- Completing Job Applications
- Basic Interviewing Skills
- Post-Interview Etiquette
- Q&A



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# PREPARING THE RÉSUMÉ



# RÉSUMÉ - DEFINED

- A résumé's purpose is to persuade an employer to interview you by demonstrating that you are qualified for a certain type of work. It will also serve as an outline during the interview and a reminder after the interview. It is not a long list of everything you have ever accomplished nor is it a fact sheet of your history. It should contain carefully selected and organized information that shows how your past experiences are related to your future job target or goals.



# RÉSUMÉ - DEFINED

- A résumé is used to
  - to persuade your readers you are the best person for the job
  - to construct a professional image of yourself and establish your credibility
  - to provide a sample of your written communication skills
  - to convince prospective employers you deserve an interview



# RÉSUMÉ CONTENTS - PERSONAL INFORMATION

- Name
- Address
- Phone number
- Email address





## **TOVEL E. YOUNG**

5509 Wrights Endeavor Drive  
Bowie, MD 20720

Home: (301)352-4347

Cell: (301)520-6421

Email: [scarecrow94@comcast.net](mailto:scarecrow94@comcast.net)

# OPENERS

- Summary of Qualifications
  - Focus on KSAs (Knowledge, Skill, Ability)
  - Be precise: short phrases
- Job Objective
  - Make sure it matches job opening





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**Objective:** Seeking an exciting opportunity in digital signal processing/systems engineering as a part of a small team within a small company environment.

# EDUCATION

- Identify educational institution
- Diploma/Degree (Use minimal abbreviations)
- Year diploma/degree received or date expected
- Indicate honors or awards





## **EDUCATION & TRAINING**

**B.S. Electrical Engineering (1996)**

Morgan State University, Baltimore, MD

Several Relevant Courses from the  
National Cryptologic School (NCS)

# WORK EXPERIENCE

- Indicate name of employer clearly
- Indicate address
- Indicate dates of employment in same relative location for each job. Identify month and year.
- Indicate position title or type
- Indicate position responsibilities



# DIFFERENT WAYS OF IDENTIFYING RESPONSIBILITIES

- Begin each phrase with action verbs
- Use a listing format or narrative format





## PROFESSIONAL EXPERIENCE

**2006 – Present Vista Research, Inc., 2231 Crystal Dr. Suite 515 Arlington, VA 22202**

### **RESEARCH ENGINEER** (Jan 2006 – Present)

Served on and eventually lead company's first and only Linux real-time signal processing software development team using IBM Cell multicore-processor based Mercury Computer Systems, Inc. hardware. Acquired working knowledge of statistical methods, Kalman filtering and radar image processing. Completed two successful field tests with U.S. Government customer. This effort assists the company's transformation from a purely research/algorithm company to an implementation/system development company.

#### Deputy Program Manager

*Responsibilities:* management of a 14 person team (7 software/7 algorithm), customer interface, CDRs, tasking, scheduling of meetings, presentations and technical exchanges.

#### Software Team Lead

*Responsibilities:* tasking, enforcing process with CM manager, developing and optimizing new code, designing test infrastructure for non-linear portions of code, communicate with customer software liaison

**1996 – 2006 Department of Defense -9800 Savage Rd. Fort George G. Meade, MD 20755-6000**

### **RF DESIGN ENGINEER** (Aug 2002 – Jan 2006)

Provided several levels of technical support to field sites by: installation of RF equipment including parabolic antennas, demodulators, and receivers for HF, microwave and millimeter wave frequency ranges. Performed RF surveys of signal environments. Designed and wrote User Interfaces for receivers and other RF equipment for the purpose of remote operation. Technical representative for three contracts for demodulators, automatic RF search systems, and other RF specific hardware in which duties included writing statements of work and performing acceptance testing.

# DESCRIBING CONTINUOUS WORK EXPERIENCE

- Place previous dates of employment in consistent position.
- Duplicate format for position and responsibilities





## **SOFTWARE /HARDWARE DESIGN ENGINEER (1996 - 2002)**

Served on team of development engineers tasked in developing real-time embedded systems in support to military operations targeting HF/VHF Push-to-Talk Communications. Interfaced with Army, Navy, and Air Force liaisons regarding field deployments. Served as point of contact to Second Party partners for advanced detection system. Spoke in in-house conferences on unclassified hardware under development and military operations targeting advanced signals. Performed intermediate signals analysis on a variety of signals.

### Relevant work experience:

Providing Quick Reaction Capability (QRC) support in the field and from remote operating facilities to military air reconnaissance platforms as lead project manager of forward deployments, training, integration, and support for advanced signal search and detect system.

Development of real-time embedded systems on VMEbus architecture using Texas Instruments C6000 and Analog Devices SHARC based DSP architectures.

Developing software for detection of advanced signal emitters on Pentek C6000 and PowerPC architecture.

# VOLUNTEER EXPERIENCE

- Noting volunteer experience can be done in work experience or in a separate section on volunteer work depending on type and extent of activity.





# HIGHLIGHTING OTHER SKILLS & ABILITIES





## **TECHNICAL SKILLS**

Proficient programming skills in C for UNIX/LINUX, Java, VxWORKS Operating Systems. Proficient in programming embedded processors such as the PowerPC, Texas Instruments C6000 and Analog Devices SHARC DSP (Digital Signal Processing) chips for the VME and PC/104 bus. Intermediate level experience in Signals Analysis. Satellite Tracking. FPGA design via schematic capture and VHDL. Substantial experience with the Eclipse IDE, JIRA program management system, and Subversion version control system. Extensive MATLAB programming including C mex software.

## **CLEARANCES**

TOP SECRET (TS)/ Sensitive Compartmented Intelligence (SCI)/(TK) with Full Life-Style Polygraph and Background Investigation



# References



## REFERENCES

Available upon request.

# REFERENCES

- Reference lists, which should not normally be sent with the résumé, need to include at least three names. For each name you should include how the individual is related to you, i.e., supervisor, manager, coworker, etc. It is best not to include any that are "personal" references. Be sure to obtain each and every one's permission to use them as a reference. After listing their relationship to you, list their position in their company, the name and address of the company and the phone number(s) at which they are willing to be reached. For each number, indicate whether this is a business or home phone.




# SAMPLE REFERENCE LIST

## Reference List



Karen Smith  
Human Resources Manager  
ABC Company  
Address  
City, State Zip  
Phone  
Email



George Brown  
Manager  
789 Company  
Address  
City, State Zip  
Phone  
Email



Jane Dolan  
Personnel Administrator  
123 Company  
Address  
City, State Zip  
Phone  
Email



**FINISHED PRODUCT**



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Home: (301)352-4347

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Email: [scarecrow94@comcast.net](mailto:scarecrow94@comcast.net)

**Objective:** Seeking an exciting opportunity in digital signal processing/systems engineering as a part of a small team within a small company environment.

### **Design Engineer Cross-Functional Experience & Expertise**

Highly qualified and motivated Design Engineer with over 11 years of combined experience in Software development, Digital design and RF systems and infrastructure.

- Embedded Systems Programming
- FPGA design
- DSP Programming
- System Integration & Installation
- Image Processing
- Graphical User Interface Design
- Radar Data Collection
- Advanced Signal Detection
- Digital Demodulators
- Antenna Installation

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*Responsibilities:* tasking, enforcing process with CM manager, developing and optimizing new code, designing test infrastructure for non-linear portions of code, communicate with customer software liaison

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## CLEARANCES

TOP SECRET (TS)/ Sensitive Compartmented Intelligence (SCI)/(TK) with Full Life-Style Polygraph and Background Investigation

## REFERENCES

Available upon request.

# REMEMBER!

- No typographical errors
- Be clear and concise
- Make it easy to follow education and work background
- No more than 1 page (length may vary based industry standards and/or years of experience)
- Use good quality paper



# SUMMARY

- No misspellings
- Work chronology should be clear
- Opener should emphasize your qualifications
- Résumé should demonstrate your organizational abilities and ability to communicate clearly





# PREPARING THE COVER LETTER



# COVER LETTER - DEFINED

- A well-written cover letter is as important as the résumé. In the process of creating your résumé there were probably things you left out when you were fitting it all onto one single page. Some of these items can be incorporated into this letter. The purpose of the cover letter is to be sure the résumé goes to the correct person, office or division and to make the person reading it attracted to and more comfortable with you. This is also where you indicate how much you know about the company and how you see yourself fitting in and bringing value to them.




# COVER LETTER – CONTENTS

## PERSONAL INFORMATION


- Name
- Address
- Phone number
- Email address





Valerie B. Young  
5509 Wrights Endeavor Drive  
Bowie, MD 20720  
(301)352-4347  
valeriebyoung@yahoo.com


January 19, 2008



Patricia Smith, Director of Human Resources  
XYZ, LLC  
1775 Eye Street, NW  
Washington, DC 20004

Dear Ms. Smith:

I was excited to read about the administrative assistant job opening at XYZ, LLC in The Washington Post. I have several years of experience in a variety of fields including insurance and finance. Enclosed, please find my résumé.




In addition to my extensive office experience, I have strong communication, customer service, and administrative skills. My broad background makes me an excellent candidate for this position.

Thank you for your consideration. I look forward to hearing from you to arrange an interview.

Sincerely,

*[Your Signature]*




Valerie B. Young

# GREETING

- Date
- Specific name and title if possible
- Address
- Salutation should be business-like






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5509 Wrights Endeavor Drive  
Bowie, MD 20720  
(301)352-4347  
valeriebyoung@yahoo.com

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Thank you for your consideration. I look forward to hearing from you to arrange an interview.

Sincerely,


*[Your Signature]*

Valerie B. Young

# OPENING PARAGRAPH


- Identify specific job and where it was located
- Indicate if résumé is enclosed






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Sincerely,

*[Your Signature]*




Valerie B. Young

# IDENTIFYING YOUR KSA'S


- Indicate how your educational and work background and experience qualifies you for the job
- Unique experiences and training should directly relate to job requirements





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Sincerely,

*[Your Signature]*



Valerie B. Young

# CLOSING COMMENTS

- Thank the employer
- Sign letter





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**Thank you for your consideration. I look forward to hearing from you to arrange an interview.**

**Sincerely,**

**[Your Signature]**

**Valerie B. Young**

# REMEMBER!

- Only chance you have to control the information collected
- Be clear and concise
- Grammar and punctuation should be perfect
- Leave white space
- Paper should be good quality



# SUMMARY

- No typographical errors
- Perfect grammar and punctuation
- Text should not be crowded
- Make clear why you are qualified for the position
- Show a positive attitude: how can you contribute to the organization





# COMPLETING A JOB APPLICATION



# JOB APPLICATION

- When you apply for a job you are typically asked to complete an application for employment. You may be asked to complete a job application even if you have already submitted a résumé and cover letter. That way, the employer has a record of your personal and employment history, verified and signed by the applicant.
- It is important for your job application to be complete, correct (no errors) and accurate.



## TIPS FOR COMPLETING A JOB APPLICATION

- Read through the entire application before beginning to complete it.
- Read the application instructions and follow the directions.
- Complete application in black ink if not told otherwise.
- Copy the application and use the copy as a rough draft.
- Type or write slightly above the line. Never cross the vertical lines.
- Answer every question; don't leave any line blank. Answer truthfully.
- Write N/A (not applicable) or a dash (--) if the question does not apply to you.
- Abbreviate only if necessary; but, if you must, abbreviate correctly.
- When you write your last name first, use a comma after it.



## TIPS FOR COMPLETING A JOB APPLICATION – CONT'D

- When writing an address on a line, separate each part with a comma.
- Give the complete address, city, state, and zip code.
- Use the area code in telephone numbers.
- Use work or educational references. Give the complete address of the person's job, including their job title and the company name.
- Proofread and correct errors; check for completeness.
- Insert a blank sheet of paper between sheets of the application if it is a folded sheet or behind it if it is a single sheet to prevent printing through on the reverse side.
- Proofread for a final time.
- Remember to date and sign the application with a pen.





# BASIC INTERVIEWING SKILLS



# JOB INTERVIEW - DEFINED

- An interview is a screening process in which you are given the opportunity to learn more about an organization at the same time the organization has the opportunity to evaluate you as a prospective employee. The interview is an exchange of information between you and the interviewer to determine whether there is a match between your interests and qualifications and their job requirements and needs.



# WHAT ARE INTERVIEWERS LOOKING FOR?

- Knowledge and skills
- Ability to get along with others
- Reliability/honesty
- Enthusiasm
- Business-like appearance



# WHAT IS THE PURPOSE OF AN INTERVIEW?

- To predict job success.
- You must convince them that you have the greatest chance of performing successfully.



# PREPARING FOR THE INTERVIEW

- Review the job description and/or job advertisement.
- Review your own résumé and make connections between your résumé and the job requirements in the advertisement.
- Practice interviewing
  - Have a friend listen to your responses and comment.



# PREPARING FOR THE INTERVIEW – CONT'D

- Identify problematic issues
  - Job gaps
  - Involuntary termination
  - Lack of experience
- Have questions for the interviewer
  - Priorities of service
  - Professional activities that are encouraged
  - Never ask about what the organization can do for you





# DURING THE INTERVIEW

- **Dress appropriately and comfortably.** First impressions are important and include how you look. Look professional.
- **Be punctual.** It is recommended that you arrive about fifteen minutes early.
- **Be aware of your nonverbal behavior patterns.** Communication and how you manage it during your interview is critical. Nonverbal communication makes up as much as 65% of all communication so don't neglect it. How you dress, stand, sit and listen, all work together to provide your interviewer with information about you beyond what you say.
- **Play the part.** Your evaluation begins as soon as you walk in the door. Maintain good posture, have a firm handshake, use eye contact, show enthusiasm, control any of your nervous mannerisms. Be polite and respectful to **EVERYONE** you come in contact with.

# DURING THE INTERVIEW - CONT'D

- **Sell yourself.** This is your opportunity to prove that you are the best candidate for the job. All your preparation will now pay off. Remember, the interviewer's job is to determine whether or not you are a good fit for the position, and organization.
- **Be a good listener.** Focusing on the interviewer and the questions being asked will lessen your nervousness and enable you to answer questions more directly and succinctly. Although you are the one being asked most of the questions, YOU have total control of all the information your interviewer receives. When you are prepared and you listen carefully, you can make sure you answer each question with the information about yourself you want the employer to have.



# DURING THE INTERVIEW - CONT'D

- **Be prepared to ask questions.** Remember the interview is an exchange of information. You can ask for additional information or clarification of information. You can also ask questions that will help you to decide if the organization can meet your goals and work needs. Your questions will demonstrate both your understanding of and interest in the position.
- **Be honest and enthusiastic.** The interviewer wants to learn about your background and abilities. Don't just give yes and no answers. Use specific examples whenever possible to illustrate specific skills and accomplishments and stress the positive rather than negative.
- **Show you are likeable.** Employers hire people who they like as well as those who they believe can do the job. Smile, be friendly, and maintain your composure no matter what.
- **Know when the interview is over.** Signs from your interview such as looking at a watch, putting papers in a pile, and moving back a chair are your cues that your interview is over. At this point you can help your interviewers by providing them with a summary of your qualifications, expressing your interest and desire to work for them, and thanking them for their time and consideration.



# OTHER THINGS TO DO

- Speak clearly
- Shake hands
- Say “Good morning” or “Good afternoon”.
- Say “Thank you”
- Be upbeat
- Be sincere



# SUMMARY

- Make the job easy for the interviewer
  - Give them information they can write down easily
- Be logical, concise and organized
- Emphasize a few key points that meet their needs
- Make them happy
  - “Candidate likeability” is key





# AFTER THE INTERVIEW



# AFTER THE INTERVIEW

- **Analyze the interview.** How did it go? What did you learn? What was your impression of the organization, the interviewer, and other people you may have met?
- **Write a thank you note.** This remains one of the most neglected parts of the interview process. You can get an edge simply by being one who **ALWAYS** sends a note. Reaffirm your interest and include any pertinent information you may have neglected to provide during the interview such as a response you felt was incomplete or needed to be expanded upon. If additional information or materials were requested, verify that it is being forwarded. E-mail thank you notes are now acceptable.
- **When appropriate, follow up.** If you are told you will hear about a position by a specific date but do not, call the organization and ask about the current status of your candidacy.





# PREPARING A THANK YOU LETTER



# THANK YOU LETTER

- A thank you note after an interview is a demonstration of your communication skills. It gives you an edge over candidates who did not bother to respond with a thank you note. You can use this letter to confirm your understanding of the topics that were discussed so as to avoid misunderstandings later. This simple gesture can convey a lot!



# SAMPLE EMAIL THANK YOU LETTER

## **Subject Line of Email Message:**

Thank You – Administrative Assistant Interview

## **Email Message:**

Dear Ms. Smith:

It was very enjoyable to speak with you today about the administrative assistant position at XYZ, LLC. The job seems to be an excellent match for my skills and interests.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness, and the ability to work cooperatively within the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,

Valerie B. Young

[valeriebyoung@yahoo.com](mailto:valeriebyoung@yahoo.com)

(301) 352-4347





# QUESTIONS



## ...ABOUT THE PRESENTER

Sis. Valerie B. Young, M.S. obtained a Bachelors of Science degree in Marketing from Morgan State University in 1996, and a Masters of Science in Business degree with a concentration in Human Resource Management from The University of Maryland, University College in 2006. She has extensive knowledge of human resources, and was previously employed as a HR Manager for a small organization.

