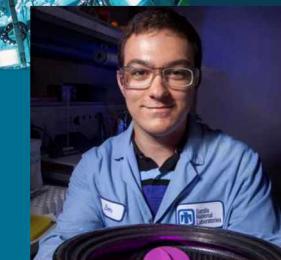
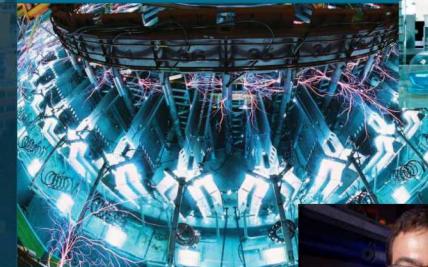


This paper describes objective technical results and analysis. Any subjective views or opinions that might be expressed in the paper do not necessarily represent the views of the U.S. Department of Energy or the United States Government.

Prepare Yourself to Provide NATIONAL IMPACT

World-changing technologies. Life-changing careers.

Rebecca Lopez, PE, PMP | *Physical Security Systems Manager*
Ana Garcia PHR, SHRM-CP | *Senior Technical Recruiter*



All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. Sandia National Laboratories is a multimission laboratory managed and operated by National Technology and Engineering Solutions of Sandia, LLC, a wholly owned subsidiary of Honeywell International, Inc., for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-NA-0003525. SAND #



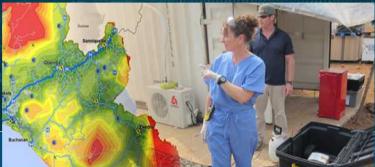
US National Laboratories



Sandia's Impact



Sandia is often called upon to respond to high-profile events, including 9/11 and the Ebola outbreak.



Ebola Outbreak

Sandia contributes to global response of Ebola outbreak by developing a sample delivery system cutting the wait time and potentially fatal exposure.



Cleanroom invented 1963

\$50 billion worth of cleanrooms built worldwide. They're used in hospitals, laboratories and manufacturing plants today.



9/11

Sandia sets contingency plans for release of materials and aircraft attacks on critical facilities immediately after 9/11. Search dogs are equipped with cameras for search and rescue K-9 handlers. The capability allowed search efforts to be carried out in spaces inaccessible to humans.



Detecting IEDs

Combat personnel now have a new tool for uncovering improvised explosive devices: Sandia's highly modified miniature synthetic aperture radar system, which is being transferred to the U.S. Army.

Fulfilling Our National Security Mission



Nuclear Deterrence



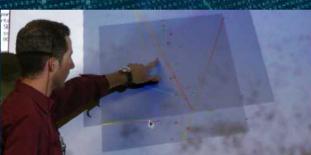
Defense Nuclear Nonproliferation



National Security Programs

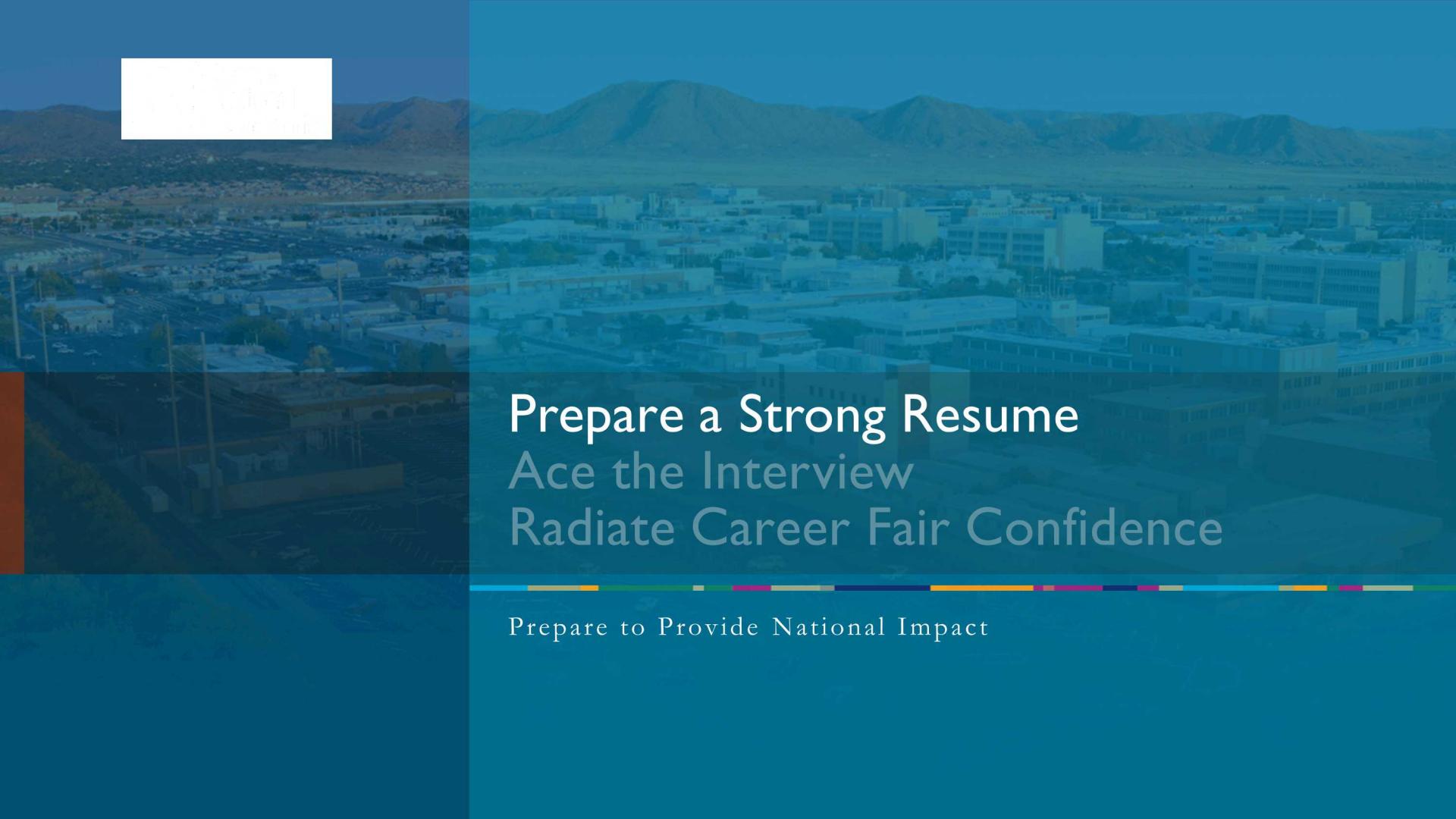


Energy & Homeland Security



Advanced Science & Technology

Such opportunities should be seized for the better testing of theories and for the development of principles of prevention and control in agriculture, veterinary, and public health, and for the promotion of equality of life.



Prepare a Strong Resume
Ace the Interview
Radiate Career Fair Confidence

Prepare to Provide National Impact

Prepare a Strong Resume

Include the following sections

- Summary or Objective
- Education
- Projects
- Work Experience
- Extracurricular Activities/Awards
- Special Skills/Technical Skills
- References

**Tailored
Resume vs
General
Resume**

Summary vs. Objective

Summary

A short, but detailed summary of the resume which includes key qualifications, experience, and skills.

- **Example:** “A highly organized and detail-oriented Computer Science Student with proficiency in Java, Python, and C++ and experience working in a laboratory setting.”

Objective

A concise statement of what kind of position you are seeking. This should include a brief summary of the applicant’s career goals.

- **Example:** “Computer Science student seeking to apply analytical skills to an R&D internship at a national laboratory.”



School Name

Expected Graduation Date

G.P.A.

Major/Minor

- Focus Area

Special Accolades

A

A+

B

A-

Work Experience – Relevant Experience

Company Name

Dates Of Employment

Position Title

How You Made An Impact

- Quantify experience/job duties
- Keep consistent tense
- Relevancy is key

Don't have work experience?

- Use other experience like projects or volunteer work

***Meat &
Potatoes***
*[of your
resume]*

Extracurricular Activities/Awards

Clubs / Sports Teams

Volunteer Work / Youth Groups

Academic Awards / Special Recognitions

Leadership Positions

- Team Captain, Class President, etc.

GO AHEAD
BRAG
... a little

Skills Section

List skills relevant to the position

- Soft skills
- Technical skills – include proficiency level

Can be bulleted or listed

Easy to find

Examples

- “Proficient in Microsoft Word”
- “Bilingual (English, Spanish)”



References

Great References

- Previous managers, teachers, coaches, mentors, church leaders

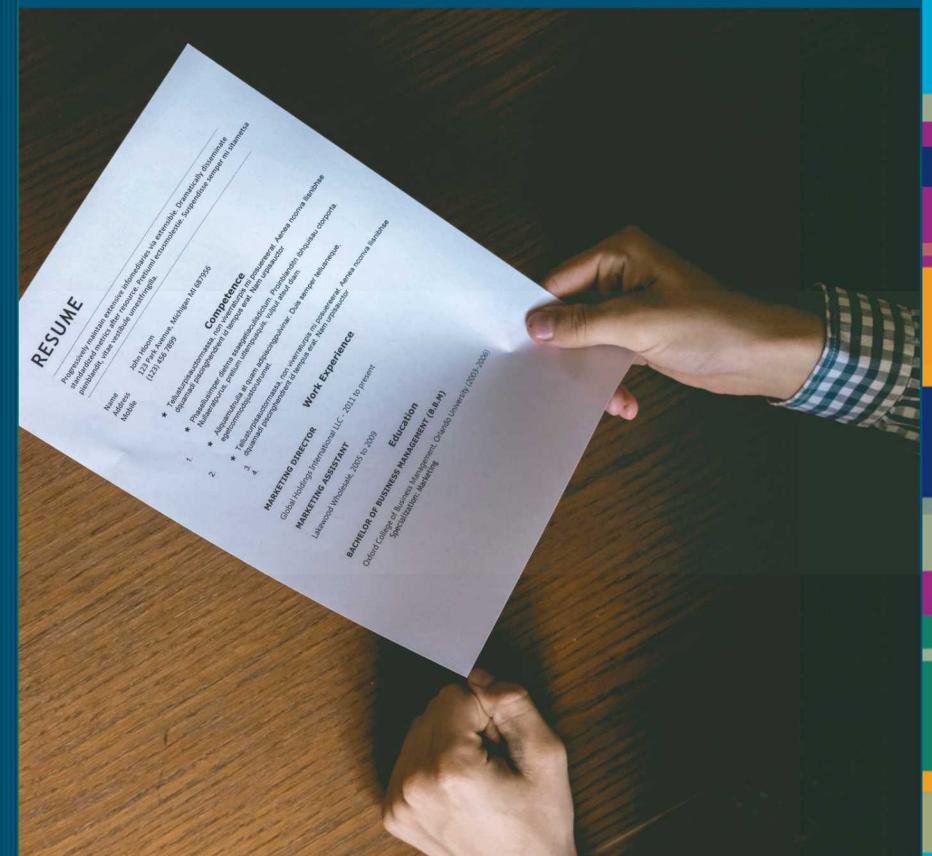
Do not include

- Relatives, friends, or peers

Ask permission before citing someone as a reference

Place at the end of the resume

Acceptable to list “References available upon request”



Additional Resume Tips

Read the job posting

- Highlight qualifications in your resume that match posting
- Use keywords and phrases

Emphasize your most relevant skills and experience

Keep it Concise

- 1 page
- Skip the fluff
 - No fancy fonts, colorful graphics, pictures, special paper

DO NOT include sensitive info

- date of birth
- social security number
- **DO STATE** if you have a Security Clearance or are eligible for one (US Citizen)

Proofread

- Use spell check, have someone peer-review, seek out multiple reviewers

Living Document (Master Resume vs. Target Resume)

- Your resume will evolve over time



Prepare a Strong Resume
Ace the Interview
Radiate Career Fair Confidence

Prepare to Provide National Impact

Ace the Interview



Purpose of an Interview

Assess your knowledge, skills, and abilities against the requirements of a specific job:

- Do you have the technical skills and expertise needed to be successful in the position?
- Are you passionate about the company and excited about the type of work you will be doing?
- Will you be a good fit for the team and company culture?

Interviews are a two-way street

Think of it as a conversation

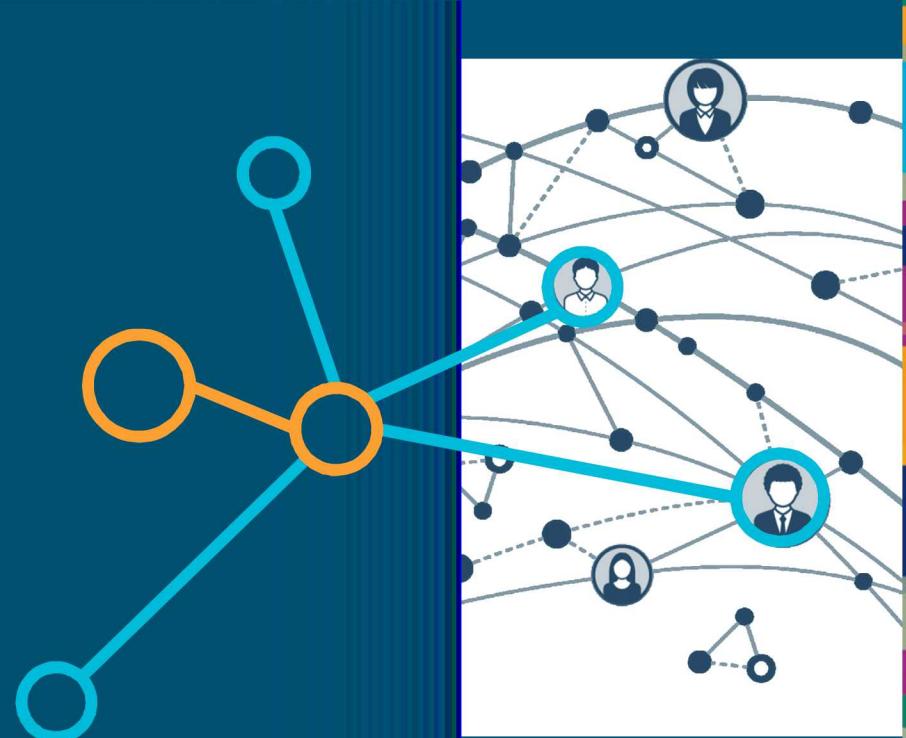


Ace the Interview



Preparation is Key

- Strong Resume
- Prepare Documents
- Review Posting Criteria VS Your Qualifications
 - Personal Critique
- Mock Interviews
- Research The Company
 - Website: Values, Mission Areas, Department Description
 - Social Media



Sample Job Posting



Job Details

Job Title R&D Cybersecurity (Senior or Principal)

Job ID 651050

Location Albuquerque, NM

Full/Part Time Full-Time

Regular/Temporary Regular

Favorite Job

About Sandia

Sandia National Laboratories is the nation's premier science and engineering lab for national security and technology innovation. We are a world-class team of scientists, engineers, technologists, post docs, and visiting researchers all focused on cutting-edge technology, ranging from homeland defense, global security, biotechnology, and environmental preservation to energy and combustion research, computer security, and nuclear defense.

Minimum Qualifications

- Master's degree in Computer Science, Computer Engineering, Electrical Engineering, or a related discipline plus two years of relevant experience; or a bachelor's degree in Computer Science, Computer Engineering, Electrical Engineering, or a related discipline plus five years of relevant experience.
- Experience in one or more of the following: cyber vulnerability assessment, intrusion detection systems and countermeasures, network protocols and monitoring, network traffic analysis, emulation of large-scale computer networks, modeling and simulation, hardware (HW) security systems, control systems, critical infrastructure security.
- Software development competence in at least one programming language (e.g. C/C++, Perl, Python, Ruby, Java, or a related language).
- Ability to obtain and maintain a required US DOE security clearance and SCI clearance, which may require a polygraph test.

Desired Qualifications

- Thorough knowledge of and experience with designing, planning, and executing research, design, and development projects.
- Ability to conduct independent technical projects or scientific research.
- Excellent communication skills, demonstrated ability to develop and present technical ideas and results in oral and written form.
- Ability to perform effectively in a highly collaborative and team-oriented environment is particularly important.



Before the Interview



Research The Company

Be On Time

Dress

- Wear Appropriate Attire
- Good Personal Hygiene

Take Only What You Need

- Do Not Bring Others With You

Practice Positive Self-talk and Relaxation
Techniques To Calm Nerves



During the Interview

First 10 seconds

- Smile
- Direct eye contact
- Introduce yourself
- A firm, but gentle handshake

Basic Etiquette

- Wait to be asked to sit
- Do not eat or smoke
- Do not chew gum or your pen



Additional Tips

Be Mindful of...

- Nervous habits
- Body language

Panel Interview

- Smile and make eye contact with everyone

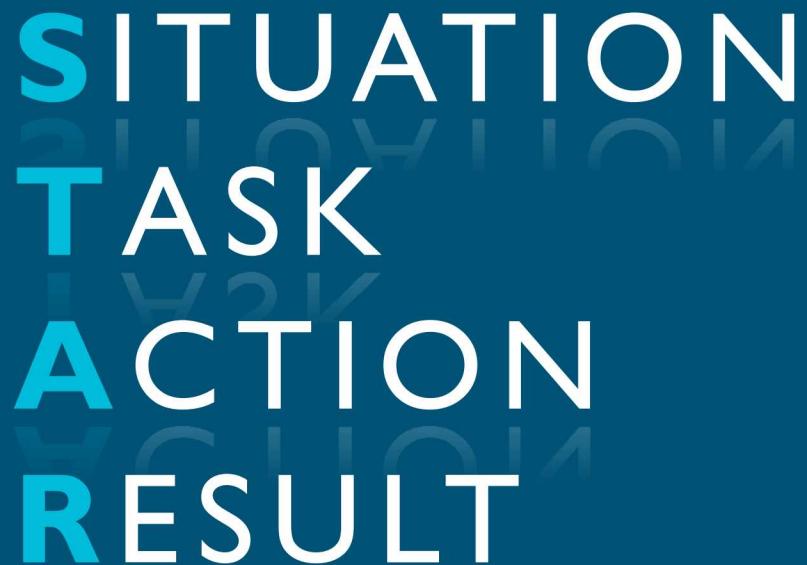
Meals

- No alcohol
- No messy food
- Follow their lead



STAR Method

- Provide specific and detailed context
- Describe the challenges and expectations
- Provide specific actions and responsibilities
- Quantify and share accomplishments or lessons learned



SITUATION
TASK
ACTION
RESULT



STAR Example

SITUATION

- Our team was working hard to complete a deliverable.
- We had just suffered a production setback at the company.

✓ **There were new government regulations that required our engineering firm to adjust our safety procedures in order to remain compliant.**

TASK

- I figured there was something better that we could do.
- My supervisor told me to come up with a way to track everything.

✓ **I took the opportunity to recommend that we evaluate our current processes in order to create efficiencies. I created a database that would allow us to track this information in an automated way.**

Another STAR Example

SITUATION

- I suggested that we make changes to our procedures.
- We stayed late every night to complete our assignment in time.

✓ I took the initiative to evaluate our processes at several locations, and identified the areas that need improvement. I analyzed my findings and created a plan of action.

TASK

- The situation became much better.
- It was challenging, but we accomplished our goal.

✓ As a result of my actions, the company realized a 10% decrease in defective parts. My department's director recognized me for this contribution.

Interview Conclusion/ Next Steps

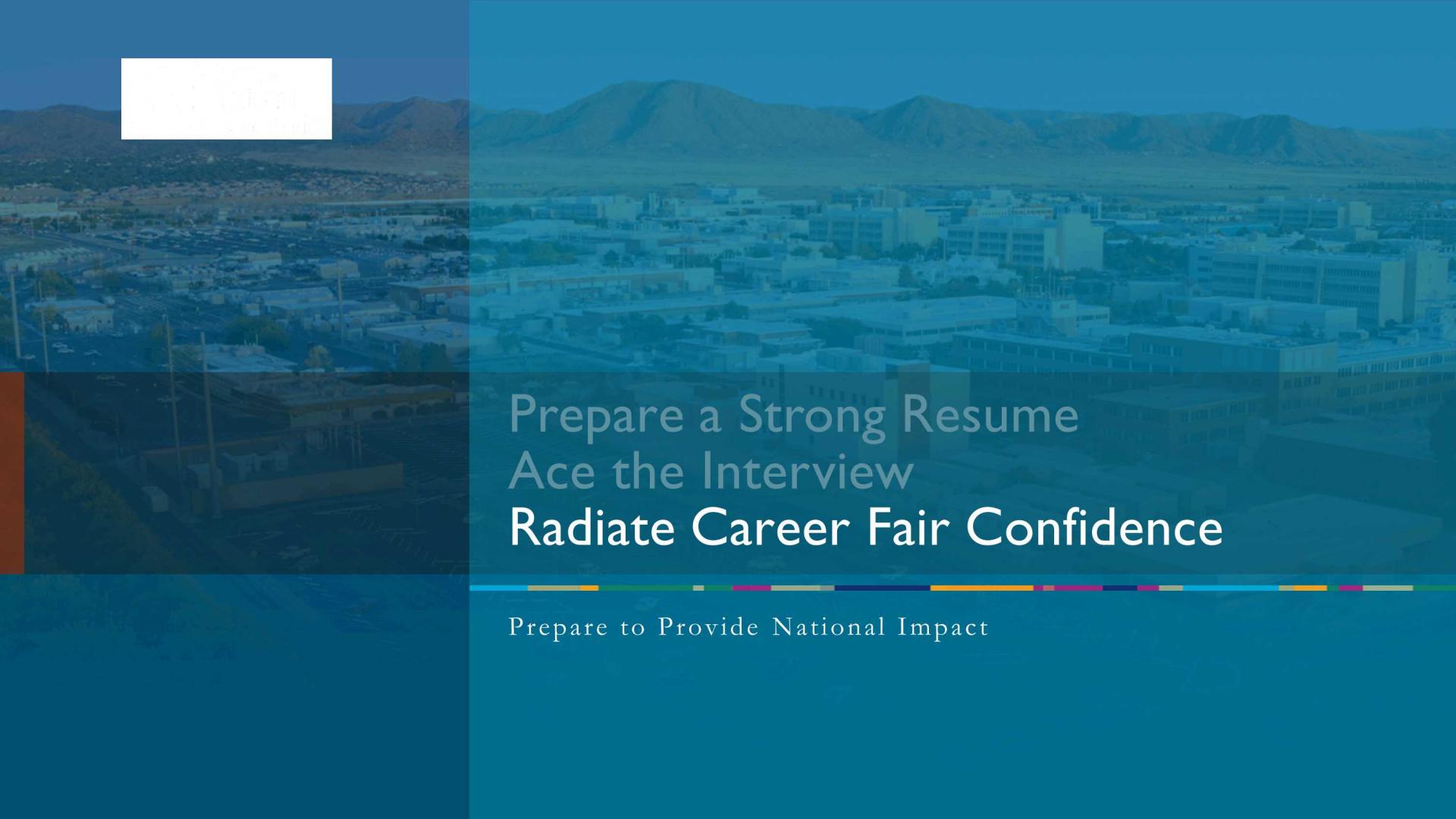
Last chance, Sell Yourself!

- Ask them any questions you have about company or job
- Thank them for their time
- Collect business cards
- Ask about next steps and follow up as appropriate

Send thank you e-mail

- Make it personal, not generic
- Demonstrate your enthusiasm
- Reiterate why you are the best candidate

Thank
You



Prepare a Strong Resume
Ace the Interview
Radiate Career Fair Confidence

Prepare to Provide National Impact

Career Fair Confidence

Smiles & Handshakes

Short Introduction

Resume

- State your objective or summary

Have Questions Ready

- Research the company beforehand

**COME VISIT OUR
BOOTH TODAY!**



Final Thoughts

Build your network

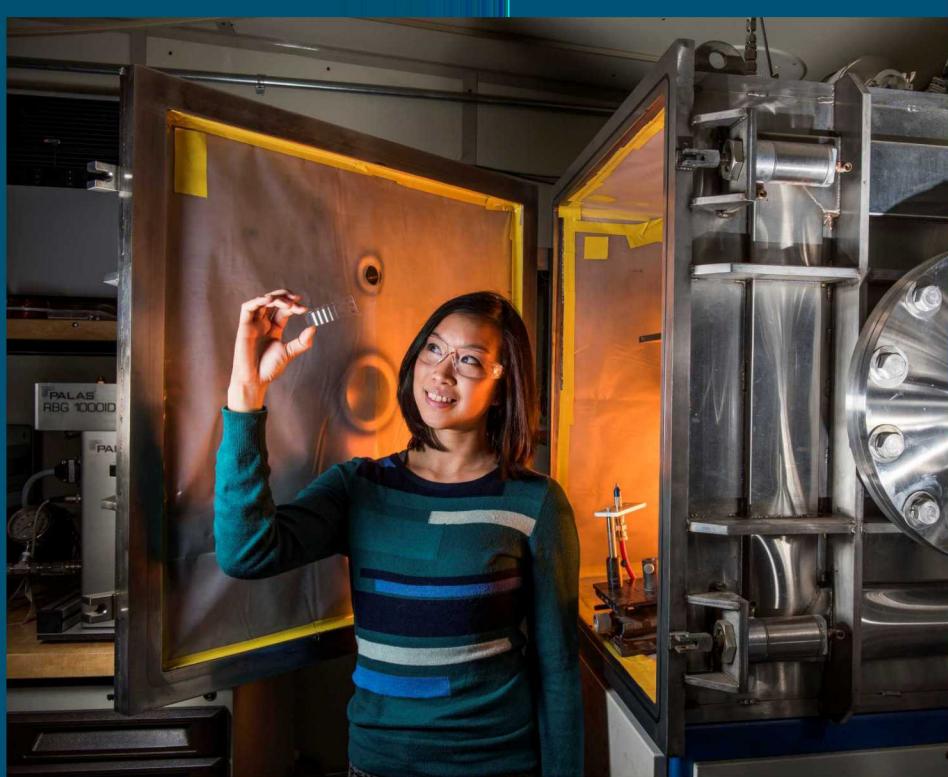
Get as much varied **experience** as possible

Participate on teams, especially in leadership roles

Find a **mentor** who you can trust

Focus on and take **ownership** of your own career

Be **Happy**! Strive for professional and personal excellence.





Questions?
Thank you!

Prepare to Provide National Impact