

Exceptional service in the national interest



USC Viterbi Career Conference

The Successful Job Search!

Margaret Quinn

Manager, Recruiting and Student Intern Programs
Sandia National Laboratories



Sandia is a National Laboratory



Fulfilling Our National Security Mission



Modernize the Nuclear Deterrent



Work to Solve Global Security Challenges



Secure America's Energy and Environmental Future



Address National Cyber Security Issues



Deliver Advanced Solutions to Our Military



Key Elements of Your Job Search

- Research
- Preparation
- Work your network
- Apply
- More preparation
- Interview
- Land the job of your dreams!





Research

- Viterbi Career Services Office
- Job Fairs
- Online job boards
- Company websites that align with your career goals





Job Boards

- InternMatch, Internships.com
- AfterCollege
- Indeed, SimplyHired (job board aggregators)
- LinkedIn
- DirectEmployer .jobs domain
 - internships.jobs, electricalengineers.jobs, etc.
- Monster, CareerBuilder
- Discipline related – ASME, IEEE
- Forbes List of Careers websites



Preparation – Part 1

- Update your resume
- Create LinkedIn profile
- Build and practice interviewing skills



Your Resume: You have 15 seconds...

- Update it! Most important info at the top!
- Feature college information
 - High school info goes away or takes on much less prominence
 - List your fantastic cumulative/major GPA
- Include key words
- Skip the fluff, the fancy fonts, the colorful graphics templates
- Make sure it's mistake-free



What do companies look for?

- Strong academic achievement
- Relevant internship experience
- Research projects/experience
- Relevant (tech/eng'g) club participation and leadership
- Relevant “discretionary time” projects or hobbies



Network Like Crazy!

- Professors
- Professional organizations
- Upperclassmen or Alumni
- Parents and their friends





How do you work your network?

- Informing your contacts that you are looking for a job, and graciously seeking their help
 - Personal phone call
 - Letter with your resume
 - Attending events and conferences
 - Online presence
- If you don't ask...
- *Follow up with a personal thank you note*



Apply Now!

- For most companies, you must apply online.
- Apply early, apply often.
- Tailor a cover letter to address the job posting criteria.
- Keep a copy of the job posting/job ID #
- Set up a job agent/email notification.





So you scored an interview...

Preparation – Part 2

- Research the company
- Why is it of interest to you?
- Prepare for the interview
- Prepare your questions for the employer





Some additional resources

- **General interview tips**

<http://career-advice.monster.com/job-interview/careers.aspx>

- **So tell me about yourself**

<http://www.youtube.com/watch?v=xrVUog9yAj0>

- **Behavioral interview tips**

<http://www.youtube.com/watch?v=qKBubKO-798>

- **List of behavioral interview questions**

<http://jobsearch.about.com/od/behavioralinterviews/a/behavioral-interview-questions.htm>

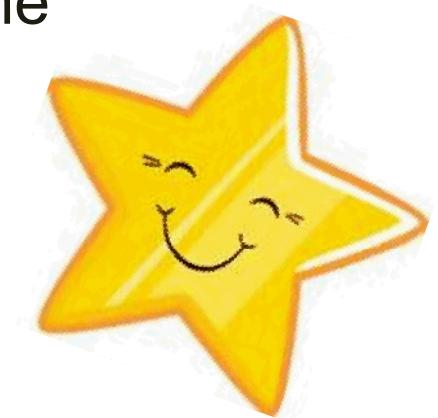


This list does not represent an endorsement by Sandia National Laboratories or by the University of Southern California



How should I follow up with interviewer?

- Thank you email
- Add personal touch/comment reflecting upon the interview
- Express your enthusiastic interest for the company and the job!





It's your turn.
What do you want to know more about?

- Company application systems?
- Interviewing?
 In person, telephone, virtual
- Resumes?
- Networking?





Thank you.

FIGHT ON!

[Careers at Sandia.gov](https://careers.sandia.gov)

