

*Exceptional service in the national interest*



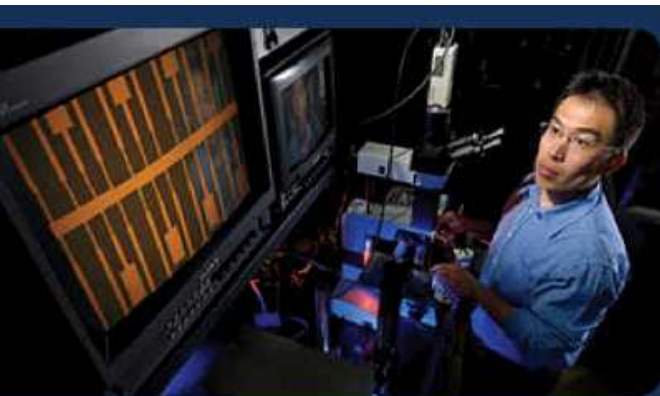
## USC Viterbi Career Conference

### *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



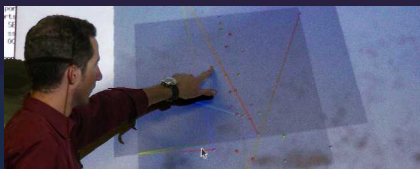
*Modernize the Nuclear Deterrent*



*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)

