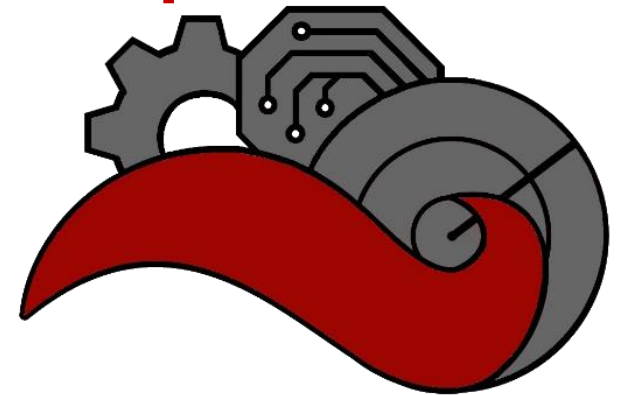


UNDERWATER ROBOTICS TEAM

Career Fair Workshop

September | 2022



OVERVIEW

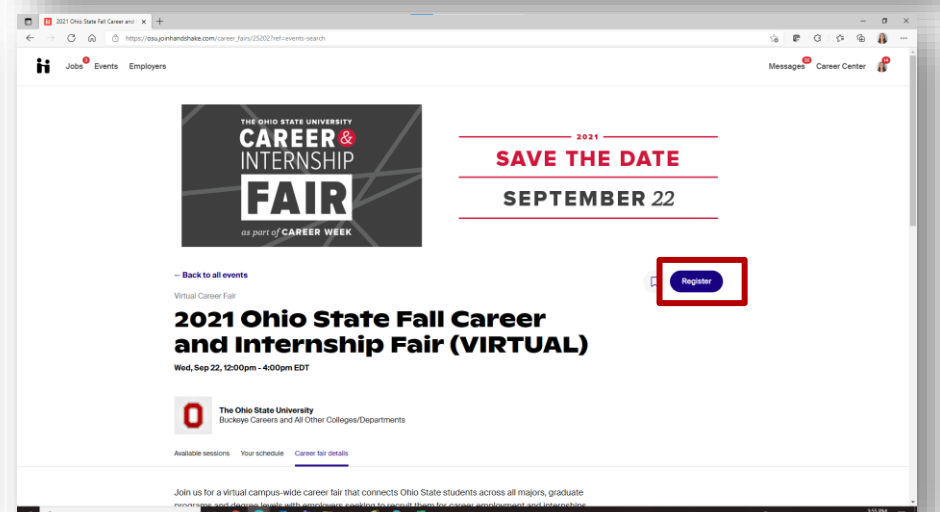
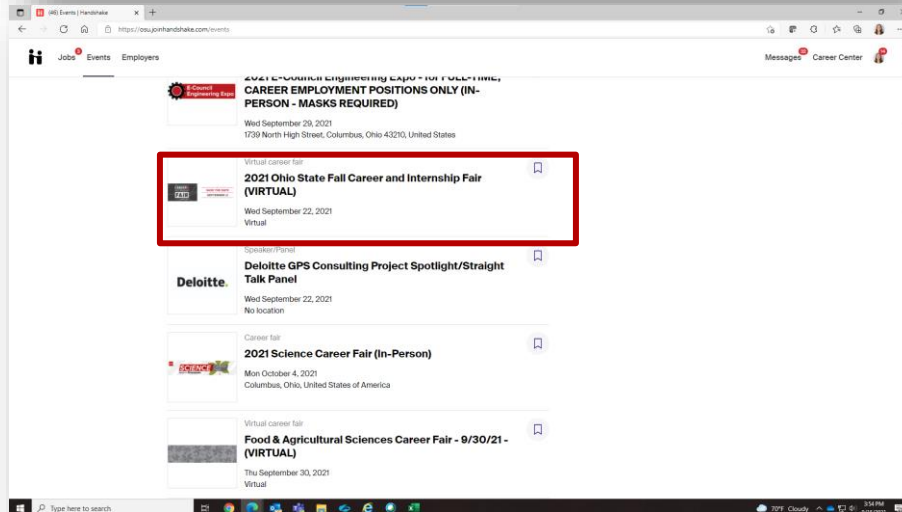
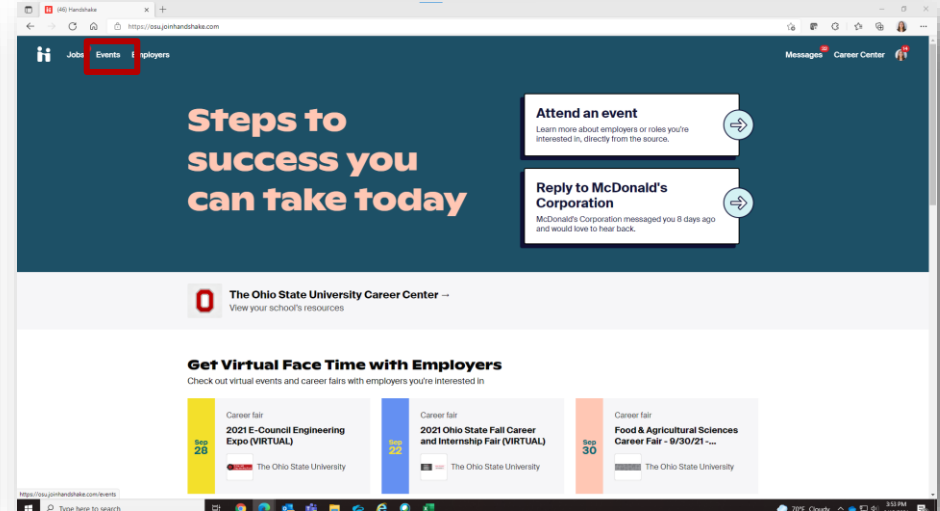
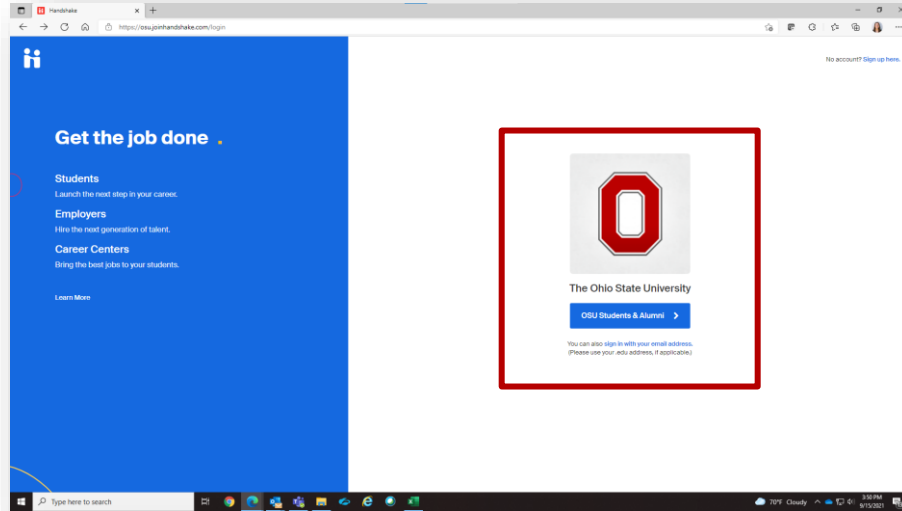
Why should I go to a career fair?

- Connect with recruiters involved in the hiring process
- Learn about companies, professionals, and their responsibilities
- Discover opportunities you may not have been aware of



SIGN UP

How to sign up for a career fair via Handshake?



IN-PERSON CAREER FAIR

What should I bring to an in-person career fair?

- Professional notebook, binder, portfolio, etc.
- 10 resumes
- A pen
- Business professional dress
- Water bottle
- A smile

Expect to have to wait in line at an in-person career fair!





How many companies should I talk to at a career fair?

- **2-3 target companies**
 - 5-10-minute talks
 - Do your research beforehand
 - Ask meaningful questions
- **1-2 reach companies**
 - 5–15-minute talks
 - Learn more about the company



QUESTIONS TO ASK

What questions should I ask at a career fair?

BE SPECIFIC

- Ask about a specific role, hiring process, the professional's experience, growth opportunities, products, services, industry, company culture, etc.
 - *E.g., How does [company] commit to the professional development of its employees?*
 - *E.g., What are some challenges you've faced in your role?*
 - *E.g., I read about [XYZ] on the company website. Can you elaborate more on this?*



WRAPPING UP

The Give & Take

YOUR RESUME

- Leave a copy of your resume with the recruiter, especially when asked for one directly
- Keep this brief exchange organized and professional
- Be prepared to confidently talk them through your resume

CONTACT INFORMATION

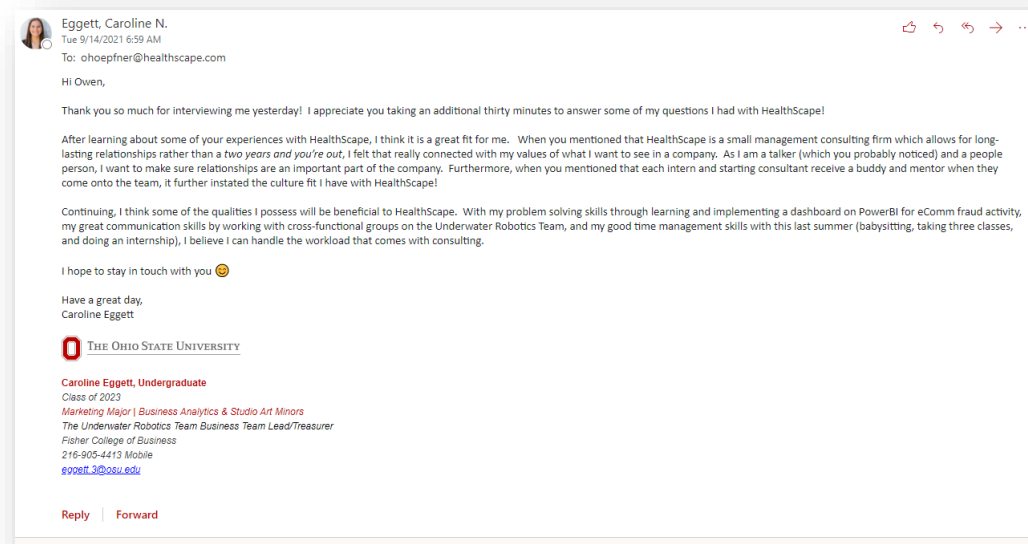
- Always ask for the contact information of the recruiter
- Provided handouts and information are valuable resources

FOLLOW UP

How, and when, do I follow up with the professional I talked to?

- Send a brief, professional email within **48 hours** of talking with the recruiter or professional
- Make the email **unique** to the *individual* (take concise notes after you are finished talking with someone)

Don't forget to have a formal signature!

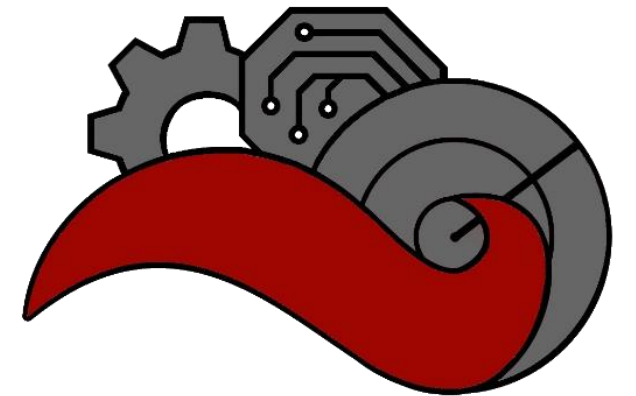


Questions?

UNDERWATER ROBOTICS TEAM

Resume Workshop

September | 2022



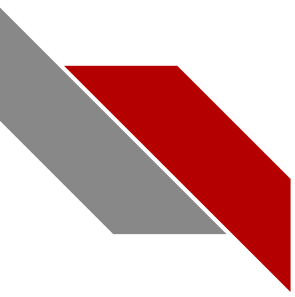


OVERALL RESUME TIPS

Rules to follow

- Exactly one page long
- Chronological order
- Consistent formatting
- If you are a freshman or first semester sophomore, it is okay to have relevant high school experience
- Use **key words** from the job description
- ***Quantify, quantify, quantify***
- Keep a rolling resume

Recruiters spend an *average of 7.4 seconds* reading a resume, make it count!



OVERALL RESUME TIPS

Important Details

LIMIT WHITE SPACE

- One-line bullet points take up at least $\frac{3}{4}$ of the line
- Two-line bullet points take up at least $\frac{1}{2}$ of the bottom line

REMEMBER THE 3 C'S

- Clarity
- Consistency
- Concise

EXTRACURRICULAR EXPERIENCE

Underwater Robotics Team, The Ohio State University
Lead Financial Analyst, Professional Development Chair

Columbus, OH
August 2022 – Present

- Forecast and oversee a \$45,000 yearly operating budget to allocate funding to each subteam accurately and effectively
- Design a 5-week program comprised of cutting-edge professional development activities, presentations, and resources for students of all majors; understand how to best communicate within a unique cross-disciplinary environment of engineering and business students
- Deliver presentations and workshops; facilitate widespread engagement, greater skillsets, and career readiness for members
- Identify and provide professional opportunities for 65+ organization members specific to individual career goals and interests

Buckeye Professional Advancement & Development, The Ohio State University
Member

Columbus, OH
January 2022 – Present

- Chosen as 1 of 27 new members from pool of over 200 students after an extensive application, networking, and interview process
- Completed an 8-week new member process developing professional skills such as project management, team building, resume writing, interview preparation, goal setting, networking, time management, cross-functionality, consulting, etc.
- Work closely with other organization members of diverse academic and professional interests; recruitment committee seat holder

HEADER

How should my header look?

- Full Name
- Primary Email
- Phone Number
- Address
- Optional: LinkedIn, GitHub

Parth Parekh

(630) 636-0509
prth.2000@gmail.com
2291 Cheshire Dr.
Aurora, IL 60502

Anden Acitelli

(724) 810-1773 | andenacitelli@gmail.com
linkedin.com/in/anden-acitelli | github.com/aacitelli

Matthew B. Ferguson

8420 Meadowmoore Pl | Pickerington, Ohio 43147
Ferguson.1051@osu.edu | (614) 270-1607

EDUCATION, HONORS, & AWARDS

What does this look like?

- Honors and awards associated with Ohio State and your degree can go within the school section of your resume
- Awards outside Ohio State can go at the bottom of your resume all in one bullet point or can each be expressed individually; if expressed individually, make sure they are formatted the same as work experience

EDUCATION

The Ohio State University, Max M. Fisher College of Business

Columbus, OH

Bachelor of Science in Business Administration

May 2023

Specialization: Marketing

GPA: 3.87

Minor: Business Analytics and Studio Art

- **Honors/Awards:**

- **Dean's List:** all semesters
- **Recipient of Maximus Scholarship:** awarded to the top 3% of students based on academic achievement
- **University Honors Program:** intellectual and personal development through co-curricular programming
- **Fisher Emerging Consultants:** 1 of 17 students admitted into a highly selective program that develops a student's consulting portfolio and immerses a student in the consulting industry

WORK EXPERIENCE

How should my work experience look?

- Includes company name, location, your specific role, and dates
- If you have too many past work experiences, prioritize the most relevant ones to the role that you are applying for
 - It is okay to have multiple resume versions

Work Experience

JPMorgan Chase & Co.

Columbus, OH

Software Engineer Intern

Jun 2021 – Aug 2021

- Built a search system to streamline document retrieval and detect duplicates in a high-scale, trillion-document environment using **unsupervised machine learning** (clustering) and **Elasticsearch**.
- Interpreted document meaning, semantic information, important words, and document similarity using **Python**, **Natural Language Processing** (using spaCy), and the TF-IDF statistical technique.
- Created **Elasticsearch** and **Kibana** deployments on a **Kubernetes** cluster using **Docker** containers.
- Analyzed a dataset and modeled a distribution using **pandas** and **Scikit-learn**, identifying transactions that should be split. Project placed 2nd place out of 10 hackathon teams and was submitted for a patent.
- Managed project scope and delegated work in an Agile environment using **JIRA** and **Confluence**.

OSU Center for Design & Manufacturing Excellence

The Ohio State University

Software Engineer Intern

Sep 2020 - Present

- Programming **Python**-based infrastructure for an experimental, metal-based 3D printing system.
- Won **\$56,400** in prize money for an industry-wide competition focused on optimizing scan paths, personally writing four of the team's six code submissions (written in **C++**) and assisting with the other two.
- Identifying and speeding up inefficient **Python** code using cProfile and Snakeviz.
- Communicating progress to a non-technical supervisor using detailed documents and visualizations.

WORK EXPERIENCE

How should my work experience look?

- Be as specific as possible—use numbers, figures, percentages, etc. when possible
 - E.g., Increased the efficiency of XYZ process by 45%
 - E.g., 1 of # accepted into XYZ program out of # applicants/students

Work Experience

JPMorgan Chase & Co.

Columbus, OH

Software Engineer Intern

Jun 2021 – Aug 2021

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EXTRACURRICULAR EXPERIENCE

How should my extracurricular experience look?

- Same formatting as work experience section
- This is another place where you want to be considerate about what roles you are applying to and what experiences you want the employer to know about
- For engineering students:
 - Indicate all projects from UWRT in this section
- For business students:
 - Indicate all extracurriculars in this section

ACTIVITIES & INVOLVEMENT

The Underwater Robotics Team

Columbus, Ohio

Treasurer, Business Team Lead

April 2021-Present

- Managing a team of 5 students to increase income sources for purchases; to date, received \$13,000 from sponsorship
- Leading and planning 3 on-campus recruitment events to increase team membership count by 50% from last year
- Coordinate an outreach program to teach 20-30 underprivileged students STEM curriculum in Columbus area
- Identified weaknesses in the onboarding for the business team; created an onboarding training for new members

Business Team Member

January 2021-April 2021

- Built and developed relationships with sponsors to secure required funds for team projects
- Engaged with a third-party vendor to organize and execute a bulk product purchase for 50 team members
- Communicated with team leads to coordinate 4 video productions to upload to our social media pages

PROJECTS

How should the projects section look?

- Formatting is consistent with work and extracurricular experience sections
- This is where you can showcase both projects you have done on your own time and competitions you have competed in

PROJECTS

The Underwater Robotics Team

Technical Advisor

- Planned software architecture and implemented controls, perception, localization, and autonomy.
- Supervised electrical design and manufacturing of acoustics, cabling, power electronics, and microcontroller systems.
- Managed project planning and documentation as member of the team leadership for 3 years.

The Ohio State University

Aug 2017-Present

Tinkering and Programming

Various Software & Electrical Projects

- In my free time I do little projects involving home automation, robots, high tech backpacks, and neat gadgets.
- You can see some things that I have made on my E-portfolio: blaine.dyndns.biz or my LinkedIn: [linkedin.com/in/blaine-miller](https://www.linkedin.com/in/blaine-miller)

Columbus, OH

Dec 2010- Present

What does this look like?

- The end of a resume may list various technical skills and interests
- Format each bullet point identically, organizing items into their respective areas

Technical Skills

- **Areas of Expertise:** Software Engineering, Scripting, Robotics, Web Development, Database Design
- **Languages:** Python, C, C++, Java, JavaScript, HTML/CSS
- **Frameworks & Libraries:** numPy, pandas, spaCy, Elasticsearch, Robot Operating System (ROS), React
- **DevOps & Dev Tools:** Kubernetes, Docker, Git, GitHub, Bitbucket, Visual Studio Code
- **Project Management:** Agile, Scrum, JIRA, Trello, Confluence

What grammar is needed in a resume?


- Use **past** tense for **past** experiences
 - Lowermost bullet points
- Use present tense for current experiences
 - Uppermost bullet points
- Use **action verbs** like... created, transformed, spearheaded, achieved, mentored, cultivated, resolved, pioneered

The Underwater Robotics Team	Columbus, Ohio
<i>Treasurer, Business Team Lead</i>	<i>April 2021-Present</i>
<ul style="list-style-type: none">• Managing a team of 5 students to increase income sources for purchases; to date, received \$13,000 from sponsorship• Leading and planning 3 on-campus recruitment events to increase team membership count by 50% from last year• Coordinate an outreach program to teach 20-30 underprivileged students STEM curriculum in Columbus area• Identified weaknesses in the onboarding for the business team; created an onboarding training for new members	
<i>Business Team Member</i>	<i>January 2021-April 2021</i>
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SKILLS & INTERESTS	

If I use GitHub, how do I incorporate that?

- Make a profile readme (tutorials online) and update it occasionally
- Include resume link and any relevant contact info

Overview Repositories 40 Projects Packages



Anden Acitelli
aacitelli

Follow

CS @ Ohio State, SWE Intern
@osu-cdme, Technical Advisor
@osu-uwrt

3 followers · 3 following · 18 stars

The Ohio State University
Columbus, OH
<https://linkedin.com/in/anden-acitelli>

Achievements


aacitelli / README.md


Hey! 🙋

I'm Anden, a senior at Ohio State studying Computer Science & Engineering. Check out my [resume, portfolio website](#) (may be a little out of date), or just read through this for a quick overview of what I'm about. I'm graduating Fall 2021 and am actively interested in roles that are either Columbus-based or remote; get in contact via the email listed below!

- **Resume here is** a better overview of my experience, but in terms of what I'm actively working on:
 - [Developing](#) structural, Python-based 3D printing software for the [Ohio State Center for Design & Manufacturing Excellence](#). You can check out what we're working on on GitHub at github.com/osu-cdme. I plan to keep working here part-time until I graduate.
 - Serving as a technical advisor and software developer for the Ohio State Underwater Robotics Team ([website](#) or [GitHub](#)). I contributed significant technical and leadership work my first few years on the team and plan to spend the rest of my time with the team serving in a support role to help the team deal with growing pains.
 - Putting the majority of my time towards making sure I pass classes and have fun with my last semester. I try and check my [LinkedIn](#) (Email at least every few days, so if you don't hear back from me just bear with me and give me some time!)
- **Get in contact at andenacitelli@gmail.com.** I should get back to you within a day or two.
- ⚡ Outside of work, I love to play guitar ([songs I know](#)), cook, work out, run (currently training for a half marathon late October!) and occasionally paint.

Pinned

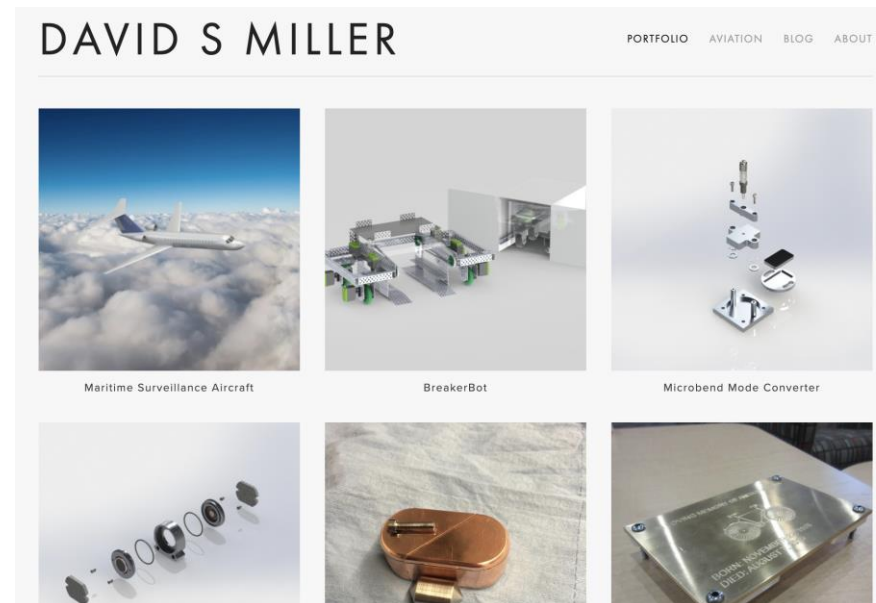
 [Legend-of-Zelda](#) Public
An implementation of the original Legend of Zelda game in Monogame, a C#

 [TheBackpackersJournal](#) Public
Nature exploration game currently in development. Built in Unity Engine for

PERSONAL WEBSITE

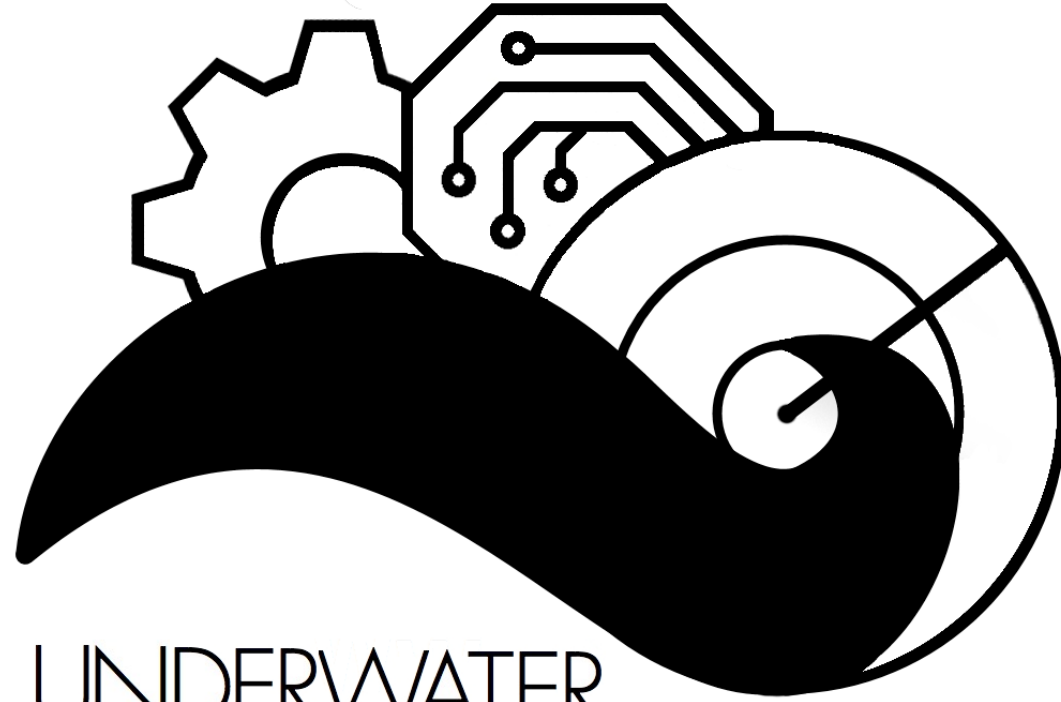
If I have a personal website, how do I incorporate that?

- Include link on your resume—best suited for online viewing (LinkedIn, GitHub)
- The first page is the most important, don't make it hard for the recruiter to find your information and projects



Award-winning engineering portfolio design from 2016

Questions?



UNDERWATER
ROBOTICS