

Computer Science Opportunity Preparation and Application Guide

Career Connection Center & Department of Computer Science and Math
Amended from: Land IT Tips & Tricks on Landing an Internship in Tech

Application Process at a Glance: Application process will usually consist of

- Resume
- Application/Interview: some combination of some the following:
 - Pre-recorded behavioral screener (Hirevue)
 - Online Coding Challenge (Hackerrank)
 - Recruiter Phone Call
 - Face-to-Face Interview Round
 - Behavioral or Coding
 - Final Rounds / Onsite
 - 2+ interviews covering coding, behavioral, company fit, etc.
- Offer
- Acceptance

THE RESUME: As your First Impression to the Recruiter. Refer to the below guides and tips for tech industry resumes (Esp. from current recruiters at companies).

Example: Clark Sophomore with no prior internships:

- [View](#)
- [Download and Edit \(Docx\)](#)

Orientate Yourself: Recruiter's and employers provide around 6 - 10 seconds to skim the resume and decide whether to pursue next steps.

Understand Fundamentals:

- Experience: Internal and External Work
 - Must be tech specific! No professional experience? Change the section to "Relevant Experience"
- Academics/In class experience: List your coursework along with any projects from coursework. Inclusive of TA experience
- Personal/External experience: List what you have done independently from Clark. This could have been a structured project with an organization or something completed on your own.
 - Plenty of [online tutorials](#), follow and make your own (and push project code to Github)!
 - Hackathons: Attend them, pick up new languages, have a project to demo
- Skills:
 - This can include: Programming languages (python and Java are frontrunners), frameworks (Node.js, React), and databases (MySQL, NoSQL).



- Should not include: Operating systems section and a PC software section (i.e. Windows and Google or Microsoft Suite) is fluff and recruiters will look down on these (supported by data cultivated from: Google, Splunk, Facebook, Datadog)
- Design/Format
 - 1 page
 - Include GPA if 3.5 or above
 - Design: Colors are okay, but keep it cohesive and nothing too bold to distract from the content

THE COVER LETTER: For tech (especially computer science) roles, cover letters are usually NOT part of the application process.

- Do not submit one unless specifically requested
- If you need it, refer to [this resource](#)

THE INTERVIEW: Ongoing preparation, referrals/references, once you get an interview, following-up

Ongoing Preparation:

Software & DevOps Positions: Practice for coding interviews

- [Leetcode](#)
- [Study Guide](#) with Links to Leetcode problems by topic
- Coding Interviews usually consist of problems you can answer in the language of your choice, and rarely exceed the scope of your data structures and algorithms courses (CS 121 and CS 160)
- You should keep up with your coding problem-solving ability until you've secured an offer.
- In addition to coding problems, general technical questions may be asked.

Examples:

- Object Oriented Programming principles
- What is Polymorphism?
- Inheritance vs. abstraction
- What are the key differences between Java and Python?

Data Science Positions: Your coding questions will likely look a bit different:

- A good [thread](#)
- Know SQL queries, some modeling, etc.

Cyber Positions: You may get selected for the coding track (like the first section on Software & IT) for the initial screening. Later interviews will likely cover topics more directly related to cyber, rather than to coding.

Referral and Reference:

- Applying early is a competitive advantage. Either have a referral ready beforehand or just apply without one (as soon as it opens).
- If you have your eyes set on a company and their applications haven't opened yet, look up the company on LinkedIn, and see if you can connect with an alum who works there, or even connect and introduce yourself to a recruiter at that company.



Once You Schedule the Interview:

- Research: Why do you want to work at the company?
- Behavioral Questions: Prepare to answer the [common behavioral questions](#).
 - Structure answers using the [STAR Method](#)
- **Tip:** Prepare a document that includes aspects that you think will be included in the interview
 - What to include: [Example Document](#)
 1. Company background
 2. Position description
 3. Potential questions and their answers
 4. Your statement of explanation as to why YOU are the best choice (extract from elevator pitch)
 5. Behavioral and technical questions
 6. Questions for the interviewer, about 3 – 4 that should be geared towards the interviewer (I.e. HR would be different than a supervisor)

Follow-Up: Reach out to recruiters and employers to demonstrate a soft touchpoint of your interest in the role. After you apply to an opportunity, it is a good idea to connect with a recruiter at that company on LinkedIn. Attach a note to the connection request.

Example Note:

"Hello __, I recently applied to the open position of _____. This is an opportunity that I am very excited about given my unique skill set and experience, and I feel I would be an excellent asset to _____. I look forward to your review of my application and from hearing from your hiring team. Should you have any questions regarding my candidacy, please reach out to me at _____".

CLARKTECHAPPLY: clarktechapply.com

- Listings sourced from LinkedIn, Glassdoor, Jumpstart, Wayup, Company Career Sites, Compilations are updated daily
- By cultivating fresh opportunities, the site provides a competitive advantage to apply before opportunity is widely publicized
- Progress tracking through interview stages
- Based on Spreadsheet model, of getting internships first
 - **Spreadsheet Results from Last Season:** Google, Oracle, Intel, National Grid, Markel, TIAA
 - Done by finding opportunities first, before they were posted to LinkedIn, and other places

