

Internship Preparation Program: Session 1

November 3, 2022
Lang Liu & Ronak Mehta



Overview

- Searching and Networking
- Resume/CV
- Applying
- Preparing
- Interviewing
- Following Up
- Panel Discussion

Searching and Networking

- Faculty/Students/[Alumni](#)
- [Department employment site](#)
- Email lists such as statgrad, [uw-ml](#), and [ml-opt](#)
- UW resources
 - [Handshake](#) (with [UW access](#))
 - [UW Husky Landing](#)
 - [UW Career Center](#)

Searching and Networking

- General searching.
 - [LinkedIn](#) ([department account](#))
 - [Glassdoor](#)
 - [ASA JobWeb](#)
- Specific company job websites. Examples:
 - [Amazon](#)
 - [Google](#)
 - [Microsoft](#)

Resume/CV

- **Resume**
 - one page.
 - focus on work/intern experiences.
 - flexible, aesthetic, eye-catching format.
 - adjust content/format according to job types (tech, finance/consulting, etc).
- **CV**
 - multiple pages.
 - exhaustive; include publications/arXiv preprints, talks, coursework, etc.
 - used for science roles (Applied Scientist, Research Scientist, etc).

Resume/CV Preparation

- **Resume**

- one page.
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- **CV**

- multiple pages.
- exhaustive; include publications/arXiv preprints, talks, coursework, etc.
- used for science roles (Applied Scientist, Research Scientist, etc).

→ **Do:**

- ◆ Use minimalist fonts, colors, formatting, and text.
- ◆ Use clickable links to GitHub, personal website.
- ◆ Highlight your contributions.

→ **Don't:**

- ◆ Include pictures, quotes, hobbies.

→ **Resources:**

- ◆ [UW tutorials](#)
- ◆ CV advisor on Handshake
- ◆ [LaTeX templates](#)

Bad Examples

COMPUTER TECHNICIAN RESUME

123 YOUR ADDRESS
CITY, STATE, ZIP CODE
EXAMPLE@EXAMPLE.COM
YOUR@EMAIL.COM

Computer Technician with 8+ years of experience in repairing computer hardware and diagnosing and resolving network and software issues. Skilled in maximizing productivity by patching and upgrading various applications, planning, installing, and configuring Windows Server and Workstation.

Professional Experience

- TRINITY INFORMATION SERVICES, LIVONIA, MI**
Computer Technician, September 2015–present
- Manage the installation, design, and network infrastructure of 60+ computers
 - Deliver desktop support and technical training on software, hardware, and network troubleshooting to 50+ end users
 - Coordinate all aspects of helpdesk and ticketing system, including network installation, maintenance, and support
 - Deliver PC and Mac support via phone, email, RDP, and site visits to 100+ customers on a daily basis
 - Utilize effective preventive and predictive maintenance techniques for computer repair and maintenance, improving efficiency by 20% while minimizing downtime by 15%

- OE ENTERPRISE SOLUTIONS, INC., TROY, MI**
Computer Technician, July 2014–September 2015
- Performed a variety of computer repair and maintenance activities, including onsite repairs, replacements of parts, and negotiation of pricing for services with customers
 - Traveled to on-site locations in a 50-mile range, maintaining extended communications with clients to ensure maximum client satisfaction
 - Successfully maintained up to 5 open requests simultaneously, resolving issues within 3 hours of arriving on site
 - Established system performance of 60+ machines to plan and execute software and hardware upgrades across the enterprise
 - Employed effective troubleshooting techniques and process initiatives, which reduced downtime by 4% caused by computer and network issues

Education

- MOUNTAIN WEST COLLEGE, SALT LAKE CITY, UT**
Associate of Science in Computer Science, June 2011
- With Highest honors (GPA: 3.94/4.0)

Additional Skills

- Expertise in Microsoft Office (Word, Excel, and PowerPoint), MS Access, Windows XP/7/8/10, Linux, UNIX, Mac OS, TCP/IP, and LAN/WAN, and technical support

Elliot Malone

1 Main Street, New Cityland, CA 91010
Cell: (555) 322-7337
example_email@example.com

SUMMARY

Analytical Technical Support representative adept at resolving complex network issues. Critical thinker who addresses customer support issues quickly and who consistently exceeds performance standards. Level-headed and calm in stressful situation with well-developed people skills.

HIGHLIGHTS

- Proficient troubleshooter
- Exceptional telephone etiquette
- Patient and diligent
- Vast technical knowledge
- Diverse PC knowledge
- Accomplished with mobile devices
- LAN expertise
- Quality focused
- Organized
- Proactive

EXPERIENCE

Technical Support Representative, 08/2009 to Current

- Provide thorough support and problem resolution for customers.
- Maintain composure and patience in face of difficult customer situations.
- Build and maintain successful relationships with service providers, dealers, and consumers.
- Train new employees and explain protocols clearly and efficiently.
- Assist management with scheduling, service protocol improvements, and quality assurance.
- Achieve consistent #1 or #2 rankings in monthly metrics, including call duration, number of calls per shift, and customer satisfaction ratings.

Technical Support Representative, 10/2005 to 07/2009

- Crystal Clear Technologies - New Cityland, CA**
- Displayed courtesy and strong interpersonal skills with all customer interactions.
- Processed inbound and outbound technical support calls at a 20% faster rate than team average.
- Researched issues on various computer systems and databases to resolve complaints, answer inquiries, and outline solutions.
- Informed customers about issue resolution progress.
- Worked with customers having data connectivity issues.
- Referred difficult issues to upper management while maintaining positive rapport with customer.

Technical Support Representative, 02/2003 to 09/2005

- Yellow Box Support Systems - New Cityland, CA**
- Issued license codes to new and existing customers.
- Managed base level IT support to consumer clients.
- Supported customers with online billing and account issues.
- Resolved customer complaints and concerns with strong verbal and negotiation skills.
- Maintained composure and patience in face of difficult customer situations.

Kayden Zhao

IT Professional

Logical solution focused IT professional with 12+ years of remarkable experience in providing comprehensive technical support to clients and companies. Adept at leveraging superior analytical thinking skills to prioritize, identify technical issues, and provide timely resolutions. Possess impeccable communication abilities to convey innovative ideas to diverse audiences of varying technical expertise.

WORK EXPERIENCE

IT Supervisor NextGen Information Systems Solutions

- Supervisor and lead a team of more than 30 IT specialists responsible for furnishing expert technical support to 3,000 users and 1,000 devices throughout the city
- Research, identify and appraise emerging technologies, hardware, and software to provide strategic recommendations for continuous improvements
- Contribute to the successful delivery of large-scale company projects, such as computer system upgrades and Office365 migration within the specified timeline and budget by collaborating with the technical teams
- Manage the annual budget for IT projects by keeping track of all expenditures to ensure alignment with budgetary limits. Negotiate with vendors to reach mutually beneficial deals, reducing equipment costs by 15%

IT Specialist INITAR Inc.

- Oversee more than 200 computers of the company by monitoring configurations and maintaining all hardware and software systems
- Developed and implemented improved connectivity network configurations which remarkably boosted the overall network capabilities by 12%
- Spearheaded the installation of over 100 desktop computers during the company-wide upgrade
- Monitored and maintained the IT systems to ensure efficiency as well as the safety and security of all data storage

IT Support Specialist InTouch Technologies

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Information Technology Leader Award (2020)

NISS IT Innovative Team Award (2019)

NISS IT Innovative Team Award (2018)

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NISS IT Innovative Team Award (1830

Good Examples

First Last Bookkeeper

Bookkeeper with five years of experience in accounts receivable and payable processes, knowledge of collection and claim procedures with strong communication skills utilized in resolving customer queries.

EXPERIENCE

Resume Worded, New York, NY

Bookkeeper

January 2020 – Present

- Responsible for keeping delinquency under \$4000 monthly, bringing it down from \$300,000 every month.
- Responded and resolved 100+ customer financial inquiries, issues, and complaints.
- Audited and balanced accounts for an 800-bed elite student housing property that is worth \$20M.
- Processed 450+ final account statements annually and collected monies owed after resident leases ended.

Growth+, Remote

Accounting Assistant

July 2016 – January 2020

- Processed accounts payable, receivables, general ledger, bank reconciliations, and financial statements for 30 homeowner associations.
- Assisted 30 associations in preparing annual budgets which reduced man-hour time by 15 hours quarterly.
- Tracked over 150 vendors' W-9s and insurance certificates.

Resume Worded, Boston, MA

Administrative Assistant/Bookkeeper

January 2012 – June 2016

- Processed payroll for 20 employees.
- Managed and responded to non-correspondence and inquiries from customers and vendors monthly.
- Developed monthly, quarterly, and annual profit and loss statements and balance sheets for three companies.

San Francisco, CA 12345
+1 234 567 890
firstlast@resumeworded.com
<https://www.linkedin.com/in/resumeworded/>

SKILLS

Microsoft Office Suite
QuickBooks
Accounts Payable/Receivable
Invoicing
Data Entry
Customer Service
Payroll

EDUCATION

Resume Worded University

Bachelor of Science, Major in Accounting

January 2012

New York, NY

- Awards: Resume Worded Accounting Fellow (only 3 awarded in class), Dean's List 2013 (Top 10%)

OTHER

- Volunteer 15 hours/month at the ABC foundation, leading office projects
- PMP-certified (2020)
- Certified Internal Auditor (2019)

Doe John

01234567890123 | john.doe@university.com | github.com/ResumeExample | www.linkedin.com/in/ResumeExample/

Personal Profile

A recent graduate at the University of Leeds, understanding the Data Science and Analytics career. Passionate about software engineering and with 12 years of experience specializing in cloud computing, system development, algorithms, and full stack web development. Strong focus for Machine Learning Data Engineering Python Database tools.

Education

University of Leeds

- MSc in Data Science and Analytics Leeds, UK (Sept 2021 - Current)
- Head of School International Exchange Scholar
- Working as MLN Member
- Course: Data Science, Programming for Data Science, Knowledge Representation and Reasoning, Statistical Theory and Methods, Learning Statistics through Case Studies, Artificial Intelligence, Machine Learning, Statistical Learning

Maths Institute of Technology and Science

- BSc in Information Technology Geelong, India (Sep 2018 - May 2021)
- Completed with Distinction
- Selected for Institute 100 among the top 1% of the class

Atomic Energy Central School

- High School Indore, India (Apr 2017 - Jun 2018)
- Passed with Distinction
- Specialized in Physics, Chemistry, and Maths with Computer Science

Work Experience

Indian Institute of Technology

- Software Engineer (Sep 2019 - Aug 2021)
- Collaborated with a full-stack team to develop a CRM model that utilized H2O as a foundation to improve the accuracy of customer lifetime value predictions in the Moba-Set architecture
- Implemented and optimized the data handling process for traffic logs, working with Ubuntu, H2O, Hadoop shell scripting, and employed other Cloud tools
- Used TensorFlow to build the model's accuracy by 50%, which was pending an accuracy of 70-75% under Indian stock logs. The model makes had an accuracy of 81-85%
- Worked closely with Python, NumPy, Matplotlib, Pandas, Scikit Learn, C++, Ubuntu Linux, Linux Bash, API, Scikit-Learn, Git
- Soft Skills: Teamwork, Time Management, Communication, Presentation skills.

Big Data Analytics Center for Advanced Technology

- Completed one-year study abroad with Monash University (Apr 2019 - Jun 2019)
- Multi-award winner of three that works with a Genetic algorithm and a parallel for scheduling scenarios that is a leader for school, 2019 International Research Competition
- Produced research from scratch and published the library on PyPI
- Worked closely with Python and Cloud services (AWS, SaaS, TensorFlow, Linux, Java, Kotlin, Git)
- Soft Skills: Leadership, Time Management, Communication, Logical Thinking.

University Projects

- The Relation between GDP and INR** Leeds, UK (Feb 2021 - Jun 2021)
- Analyzed data from 1960 to 2020 and discover patterns in the data that show trends between Gross domestic product, inflation, money supply, life expectancy, and regional development.
- Study cross countries, longitudinal, and among various countries to find variations in trends and get the historical data back at the change in the trend of our data.
- Specific case studies were used to track trends seen in the data and how they affect the GDP and INR.
- Technical Skills:** Tableau, Overleaf, LaTeX
- Soft Skills:** Time Management, Teamwork, Presentation skills, Report writing.

Resume Worded 2022

First Last

Investment Banking Associate

Investment banking associate with 10 years of experience executing transactions and providing analytical client service. Proven track record of M&A, leveraged finance, and capital markets. Key achievements identified ways to streamline cost savings with 17 Asian issuers, leading to a 90% increase in monthly revenue. Delivered marketing pitches to 17 C-suite members of 12K large corporate clients in the first six months of employment.

WORK EXPERIENCE

Investment Banking Associate

Resume Worded, New York, NY

- Delivered marketing pitches to 17 C-suite members of 12K large corporate clients in the first six months of employment.
- Prepared 172 PowerPoint decks based on materials submitted by 12K clients.
- Designed and gave presentations evaluating appropriate capital structure, debt capacity, and liability management opportunities for 21K clients in Q1 and Q2 2018.
- Coordinated with the risk management team and delivered services to 17K clients, contributing to a \$1M fee revenue.

Senior Financial Analyst

February 2013 – October 2015

- Identified ways to streamline cost savings with 17 Asian counterparts, resulting in a 90% increase in monthly revenue.
- Evaluated administrative costs and created a firmwide cost saving measure using an organization-wide budget review producing monthly savings of \$10K.
- Optimized Corporate Financial analysis methods, boosting accuracy by 20% while decreasing time spent number crunching from 48 hours to 45 minutes work.
- Championed a procedure for evaluating and improving liquidity ratios across 21 divisions, leading to annual growth of \$200K.

Investment Assistant

June 2010 – January 2013

- Researched credit rating of FIVEC to AA by reducing accounts receivable and maintaining a minimum debt-to-equity ratio of 1:1.
- Exceeded department KPIs by making a 20% return on a client's \$700K investment portfolio, holding their interests in the highest regard.
- Privileged funds in bond over stocks due to market fluctuation, preserving assets of \$3M within 10 weeks of implementation.
- Overhauled the company's payroll system to reduce the processing time by 84% with no reduction in accuracy.

CONTACT

- Connect: 94 (Open to Remote)
- +1 234 567 890
- john.doe@resumeworded.com
- <https://www.linkedin.com/in/resumeworded/>
- github.com/ResumeExample

SKILLS

Technical Skills
• Financial Modeling (Advanced)
• Valuation (Expertise)
• Financial Analysis
• Financial Marketing
• Investment Banking
Industry Knowledge
• Mergers and Acquisitions
• Leveraged Buyouts
• Bond Issuance

Tools and Software
• Bloomberg Terminal
• SAP (Advanced)
• Microsoft Excel
• Lucidchart
• Moody's RiskCalc

• Don't forget to use [Resume Worded](#) to save your resume before you send it off! It's free and proven to get you more jobs!

EDUCATION

Resume Worded University

Bachelor of Science

Business Administration

Reserve MA – May 2010

Awards: Reserve Market Training Fellow (Awarded/Selected Issues List 2010 (Top 10%)

OTHER

- Certified Financial Planner (CFP)
- Senior 1 Candidate
- Chartered Financial Analyst (CFA)

SHERMAN FINNEY

example@sherman.com | 555-555-5555 | Cincinnati, OH

PROFESSIONAL SUMMARY

Skilled financial professional offering six years of creating metrics, tracking projects and collaborating on development of optimal budget requirements. Excellent relationship-building, problem-solving and communication skills with analytical and adaptable nature.

SKILLS

- Bookkeeping
- Strategic financial planning
- GAAP and statutory reporting
- Audit coordination
- Advanced financial analysis
- Account reconciliation
- Financial statements expertise
- Forecasting trends

WORK HISTORY

Jul 2017 – Current
Financial Analyst
Quantifit Technology Inc. | Cincinnati, OH

Nov 2013 – Jun 2017
Junior Financial Analyst
Rumpke – Cincinnati, OH

- Analyzed financial information related to payroll, capital projects, operating expenses, professional service contracts and office supplies and equipment to assemble budget needs
- Reviewed weekly and monthly budget performance reports, ensuring all departments and agencies exceeded within allocated budgets and investigated excessive expenses and reporting discrepancies
- Led monthly meetings with directors to analyze spending and provide financial recommendations
- Solved complex problems for senior leadership to evaluate on-line and under-budget projects
- Identified budget variances and recommended corrective actions, avoiding overruns and maintaining positive cash position
- Collected data and developed detailed spreadsheets to identify trends and create revenue, profitability and expense forecasts

EDUCATION

Jun 2013 – Sep 2013

Bachelor of Science: Finance
Balsamore Resources, LLC | Cincinnati, OH

EDUCATION

May 2013

Bachelor of Science: Finance
Kaiser University | Cincinnati, OH

Applying

- Send CV/resume to recruiters/hiring managers directly.
- Apply on company website.
- Apply on general platform like LinkedIn Jobs.
- Get formal/informal referrals.

Preparing

Computer Science and Coding

- [LeetCode](#)
- [Cracking the Coding Interview](#)
- [UC Berkeley Data Structures & Algorithms](#)
- [CSCareers.dev](#)

Machine Learning

- [Hastie, Tibshirani, & Friedman](#)
- [ML Interview Repo](#) (in progress!)

Probability/Statistics

- [Casella & Berger](#)
- [StatQuest](#)
- [Heard on the Street](#)
- [A Practical Guide to Quantitative Finance Interviews](#)

Research Presentation

- UW community!

Interviewing

Next session!



Following Up

- Send emails to interviewers, recruiters, hiring managers, and references.
- Maintain contact; send your own references, meet for coffee chats after internship, etc.

Panel Discussion