Job Help Session 3:

Resume and Application Strategy

The
Erdős
Institute

Agenda

- Our Team
- Erdős Job Help & Your Strategy
- Resume Development
- LinkedIn
- Where to Apply: Partner Companies & Your “Hit List”
- Next Steps: Assignment

Job Help Team

We are career coaches, advisors, and industry connectors who take an individualized approach to improve your ability to land a job and help you advance professionally.

Amanda Perrin
Head of Industry Placement
Co-Founder

Roman Holowinsky
Managing Director & Co-Founder

Suzanne Kovacs
Head of People & Sustainability

Donnie Seidle
Head of Behavioral Interviews & Career Development Advisor

Jared Melendez
Career Development Advisor

Lindsay Warrenburg
Head of Technical Interviews & UX Research Bootcamp

Andrew McMillan
Hedge Fund Researcher

Job Help - General Sessions

Wednesdays
12-1 pm

2/7/24
Session 1:
Introduction to Job Help

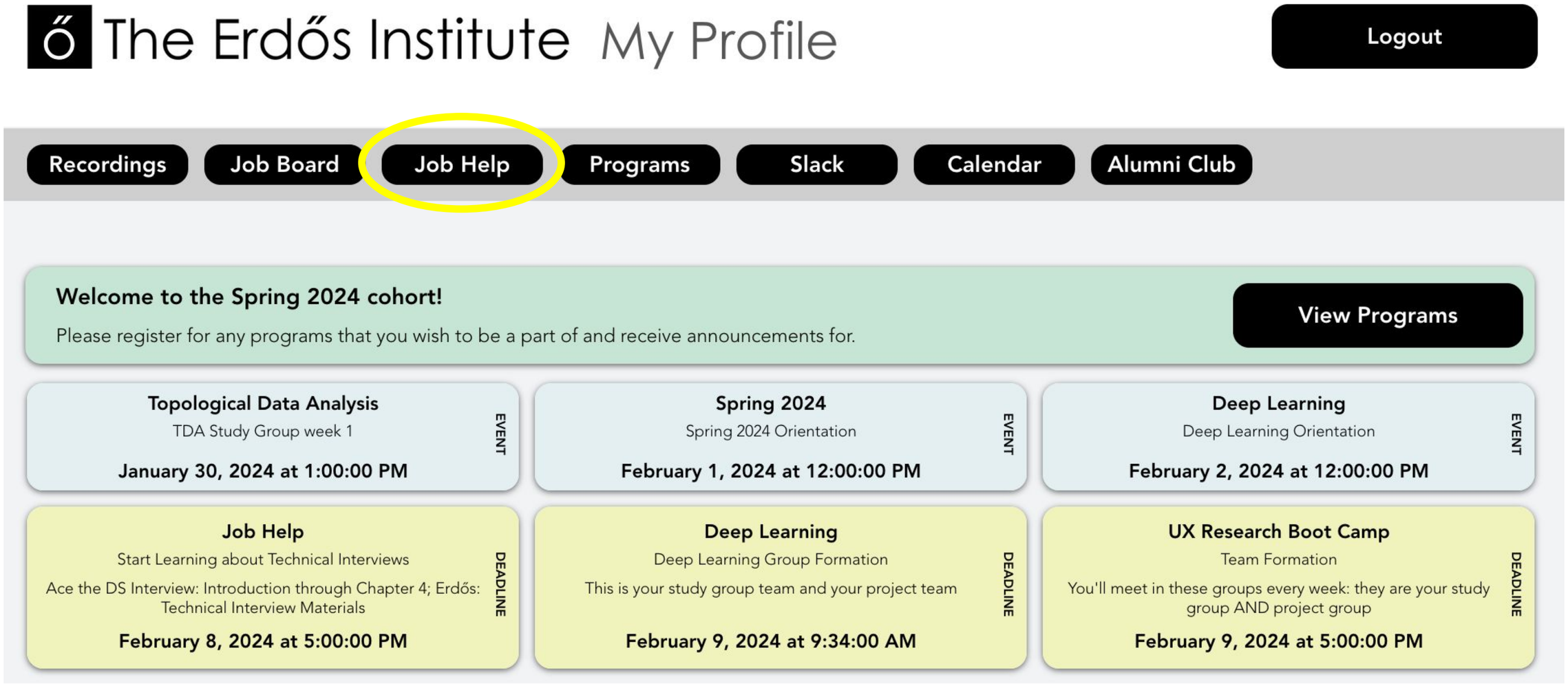
2/14/24
Session 2:
White Boarding & Paired Coding

2/21/24
Session 3:
Resumes & Application Strategy

2/28/24
Session 4:
Case Studies, Data Challenges & Finance Interviews

3/6/24
Session 5
Networking, Behavioral Interviews

Job Help website: https://www.erdosinstitute.org/programs/spring-2024/job-help



Where are you in the process?

Keep your Erdős personal journal up to date!

- ❑ **Submitted your resume into your Erdős profile?**
- ❑ **Received feedback from your Talent Advisor?**
- ❑ **Completed a one-on-one with one of our Talent Advisors?**
- ❑ **Finalized your resume and submitted to partner companies via “Job Board”?**
- ❑ **Been contacted by a recruiter?**

Resume Development

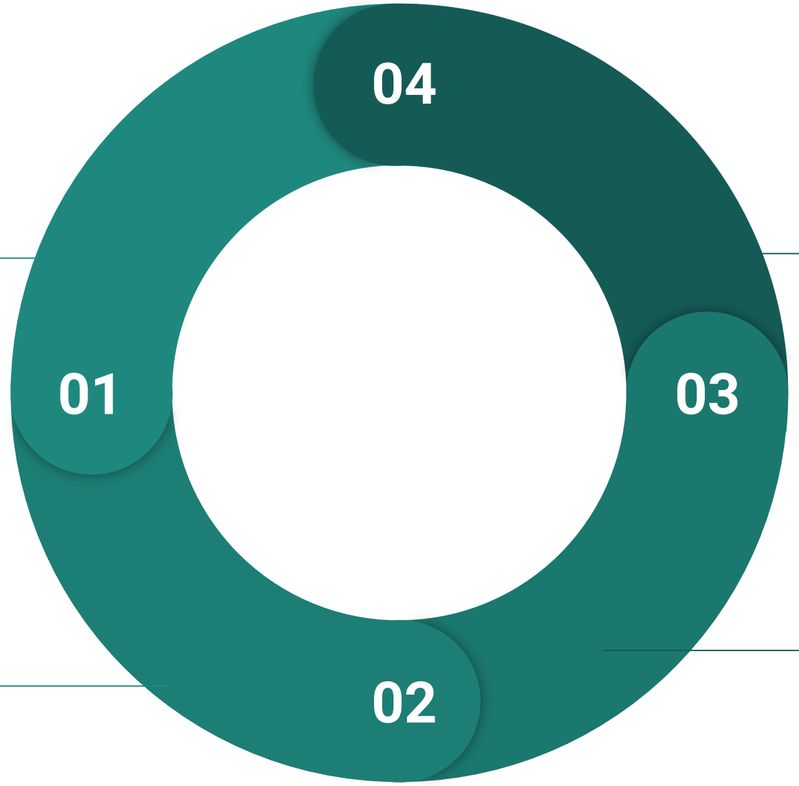
What Are Hiring Managers Looking For?

Aptitude

- Fit to the Job Description

Your Value to their Company & Job

- What will you bring to them (Profile Statement)



Personality

- Teamwork, leadership

Impact

- Experience, transferable skills

Industry Resume vs. Academic CV

Industry-Facing Resume

- **One Page**
  www.erdosinstitute.org/job-help
- A Profile/Summary: Key facts about your professional experience, educational background, and skills; include only the information that is most relevant to a specific opportunity.

Academic CV

- **Multiple pages**
- Details the full course of your career.
- Used for academic purposes (programs, grants, fellowships and research or teaching positions).
- Use as your “Master” to build a resume.

Building Your Resume

- Profile → Job Help → using our Resume Templates.
- One Page
- List impacts and metrics as well as descriptions of experience.
- A recruiter cares about the target job and has roughly 30-60 seconds to review it.
- Incorporate keywords used in the job description.
- Create a “Master Resume”, and customize per job application.

Resume Guidelines

- **Summary:** 2-4 sentences

- **Skills** - *Check your grammar!*
  - Technical languages, packages, tools, and quantitative techniques

- **Experience:**
  - The first bullet of each position held should be a short summary of what the position entailed.
    - High-level responsibilities
    - Use powerful action verbs (e.g., Created, Developed, Designed, Executed, etc.)
    - What was the problem, action and result? P.A.R. (e.g., increased optimization by 20%)

Resume Guidelines

- **Projects and/or Licences & Certifications**
  - Short term projects where you've applied **relevant skills**
  - Include **Erdős Institute Data Science Boot Camp**
  - Include **final bootcamp project.**

- **Education: School names should only be listed once.**

- *If there is room,* include **Publications** if **relevant to the role(s)**
  - Better placed in personal website or LinkedIn
  - Include a link as opposed to a list

Resume Guidelines

BEWARE…

- Resume Templates
  - Misread by Applicant Tracking Systems
  - Difficult to locate relevant information
- Chat GPT
  - Similar output to other applicants

LinkedIn

LinkedIn: Getting Started

- **Create your own "brand"**
- Your LinkedIn profile is *live*
  - Extended version of your resume, aspirations and goals
- Use for networking, job and company search, and much more!

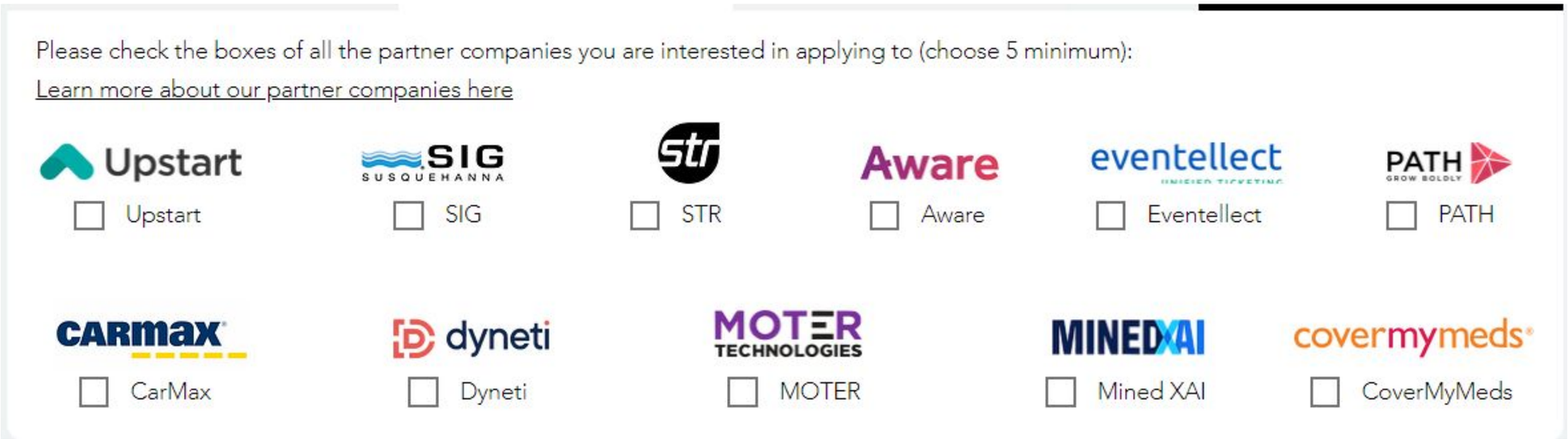
LinkedIn: Getting Started

- Profile picture.
- Byline (e.g., PhD Candidate at [university]).
- **Profile Statement**
- Resume
- **Include Erdős Data Science Boot Camp and courses.**
- Link publications, website, GitHub
- **Connect with other members of the Erdős Institute!**

Our Partner Companies

& Building Your Application “Hit List”

Apply to Our Partner Companies



- These Companies are interested in you!
- They support our Boot Camp
- Check out their job postings and i2i

Corporate Partners & Hiring Partners

The organizations below support us and are interested in hiring candidates affiliated with our program.

Upstart

FinTech - Fair Lending
Columbus OH, San Mateo CA, Austin TX, or Remote
Data Science/ML

Upstart's AI lending models help more people get loans. The Erdős Institute started working with Upstart in 2019 when they were in the first year of growing out their Columbus HQ2 office. The Columbus office was initially led by Grant Schneider, an Ohio State Statistics PhD alumnus. They look for individuals with strong math & stats research skills for their full-time **Research Scientist** position which they have also offered as an internship option in the past.

https://www.upstart.com/

Erdős Alumni & Video

Kung-Ching Lin
Julian Rosen
Po-Kuan Wu
Eric Oden

Submit Resume

eventellect

UNIFIED TICKETING

Sports Ticket Pricing & Inventory Management
Houston TX or Remote
Data Engineering/Data Science

Eventellect is your unified single game strategy partner. Eventellect is one of the Erdős Institute's newest partners and is looking to fill several internship and potentially full-time roles. Eventellect partners with over 50 professional and college teams to manage, merchandise, price, fulfill, and distribute their single game ticket inventory.

https://www.eventellect.com/

Erdős Connections & i2i talk

Sean Meehan

Submit Resume

covermymeds

Health IT - Prescription PriorAuth
Columbus OH (HQ) and Other Locations
Various Data Roles

CoverMyMeds automates the prescription prior authorization process to help more people get the medicine they need. CoverMyMeds was our very first corporate partner and their support helped us with the creation of our first boot camp in May 2018. Several of our graduate alumni (from a wide range of disciplines) have started and/or developed their careers at CoverMyMeds. They have a gorgeous campus in Columbus.

https://www.covermymeds.com/

Erdős Alumni & i2i talk

Andrew Castillo
Jessica Wheeler

Submit Resume

Expand Your List of Target Companies

- WHAT DO YOU LOVE?
- WHAT ARE YOU GOOD AT?
- WHAT CAN YOU BE PAID FOR?
- WHERE DO YOU WANT TO LIVE?
- DO YOU REQUIRE A VISA?

Am I a Good Fit? - Assess

- ❑ **Job Requirements, Skills and Qualifications** - Meet them?
- ❑ **How** have others made the transition?
- ❑ **What you can do** for the company?
- ❑ How can you impact the **strategy of the organization?**
- ❑ **Research** the company.
- ❑ Read job descriptions and **use their keywords** in your resume.

Additional Considerations

- Consider ways to differentiate yourself as an applicant.
- Is your “target job” practical for you at this time? **Should you broaden your search for “right now” vs. “right”?**
- What is your timeline? (This is especially important if you need visa sponsorship or are currently in a contracted role.)
- **Technical assessment requires significant preparation - Attend the Technical Interviewing Workshops.**
- Allocate appropriate time to **learn about companies prior to interviewing.**

Next Steps: Assignment #3 and What's Ahead

Assignment #1: Resume & “Hit List”

Before we meet again for Session #2 next month:

- ❑ Upload Resume to your Profile (Profile –>Job-Help).
- ❑ Complete Your LinkedIn profile.
- ❑ Develop a List of Target Open Roles, including Partner Companies.
- ❑ Talk with an Erdős Career Development Advisor.

Meet With Your Advisor:

Our team will help you!

Meet your Advisor (Getting Started)

Milestone Touchpoint (Pre-Interview, Job Offer, etc)

Schedule a 1-on-1

For Resume Reviews, Interview Preparation, Career Connections, and Navigating Your Job Offers

Once you have completed the **First Steps** above, you are ready to **Schedule a 1-on-1** with our Career Advisors and Industry Placement Team. They will meet with you to review your application materials and can also help you with interview preparation and help you navigate full-time job offers.

For resume reviews & behavioral interview prep:

Donnie Seidle
Career Development Advisor
Schedule 1-on-1

Jared Melendez
Career Development Advisor
Schedule 1-on-1

For introductions to alumni and employers:

Roman Holowinsky
Managing Director
Schedule 1-on-1

For navigating job offers, conversations with HR, negotiating salary, & advancing your career:

Amanda Perrin
Head of Industry Placement
Schedule 1-on-1

Questions?

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