

## **CSC-450, Résumé and Mock Interview Assignments**

For the first assignment, you will submit a résumé to the Office of Career Success at Eastern who will review it and provide feedback.

In order to submit your résumé, you can walk in during their walk-in hours (see below) or submit through their website. If the latter, you will need to first create an Eastern Career Network (ECN) account from <https://www.easternct.edu/career/career-exploration-resources/career-exploration-tools.html>. Once an account is created, you can upload your résumé so that you can get feedback. I will get a list of students who have submitted résumés. If you would like additional feedback, you may optionally submit your résumé to me (to [dancikg@easternct.edu](mailto:dancikg@easternct.edu)).

You are welcome to select a résumé style that works for you, and are encouraged to follow the examples covered in class. Your résumé should include the following sections:

- Your contact information
- An objective, tailored to a specific job
- Your educational information
- A list of relevant skills and/or projects
- Your employment history / experiences
- NO spelling or grammatical errors!

Additionally, you may include relevant courses, volunteer work, leadership positions, etc.

For the second assignment, you will participate in a mock interview with the Office of Career Success.

*Please stop by or schedule a mock interview through the Eastern Career Network page (see below). You will be interviewing for one of the following three jobs (you select which one):*

- Software Developer, [https://healthcare.wd1.myworkdayjobs.com/en-US/Search/job/US-Connecticut-Hartford/Software-developer\\_R01108733](https://healthcare.wd1.myworkdayjobs.com/en-US/Search/job/US-Connecticut-Hartford/Software-developer_R01108733)
- Cybersecurity Co-Op, [https://searchjobs.libertymutualgroup.com/careers/job/618495880076?microsite=libertymutual.com&domain=libertymutual.com&utm\\_source=Job+Board&utm\\_campaign=Indeed+Organic&xtcmp=indd-orgn](https://searchjobs.libertymutualgroup.com/careers/job/618495880076?microsite=libertymutual.com&domain=libertymutual.com&utm_source=Job+Board&utm_campaign=Indeed+Organic&xtcmp=indd-orgn)
- Data Engineer, <https://careers.tiktok.com/position/7202761583655127355/detail?spread=XKM9ZXE>

*Your interview will be 15 minutes in length and will be formally recorded when completed. You will receive feedback on how to improve your interview performance in the future at the conclusion of the*

*interview (if needed!). You should take this opportunity seriously as interviewing well is an important life-long skill.*

**Walk-In Hours in the Career Studio (Library Rm 144) (no appointment needed for resume review/mock interview)**

**Monday - Friday (9:00am - 5:00pm)**

**Office of Career Success Appointment Booking Instructions:**

- Go to: [What type of user are you? \(symplicity.com\)](https://symplicity.com)
- Choose student (this should be single sign on)
- Choose *Advising and Career Success Appointments*
- Request New Appointment*
- Choose *Career Success Counselor*
- Choose preferred date, time frame and the option of Chris/Jacky/Karen
- Choose the time