

FALL 2025



Think Lab: Week 13

Career Fairs and Elevators

Think Team

Agenda

- Announcements
- CS Spotlights (Interleaved)
- Who's Who in Career Services?
- Recruiting Events and Career Fair
 - Prepare
 - Attend
 - Follow up
- Internship Information

Announcements

Think Faire Draft Presentations

- Due on Nov. 23
- Incorporate our feedback on your proposal
- Submit link to slides
- Practice your presentation and exactly what you plan to say
- Submit your script

CS Spotlight:

Dana Moshkovitz

Theory



Who's who?

Get to know the folks at Career Services

Friends of Computer Science (FoCS)

- Companies, big and small, that pay for access to UTCS students.
- Friends of Computer Science (FoCS) partner companies have exclusive access to
 - the Gates Dell Complex (GDC) space,
 - UTCS student organization event collaborations, and
 - invitation-only recruiting opportunities.
- Many FoCS companies also attend CNS Career Fairs.

CNS Career Services

Isabel Tweraser

- Senior Career Coach for CS majors
- FAC 2.236
- [Make an appointment](#)

CNS Health Professions Office (HPO)

HPO provides resources for students on health professions pathway.

<https://healthprofessions.utexas.edu/health-professions>

COLA Career Services

Tatem Oldham

- Director of Liberal Arts Career Services
- FAC 2.236
- [Make an appointment](#)

UT Career Services

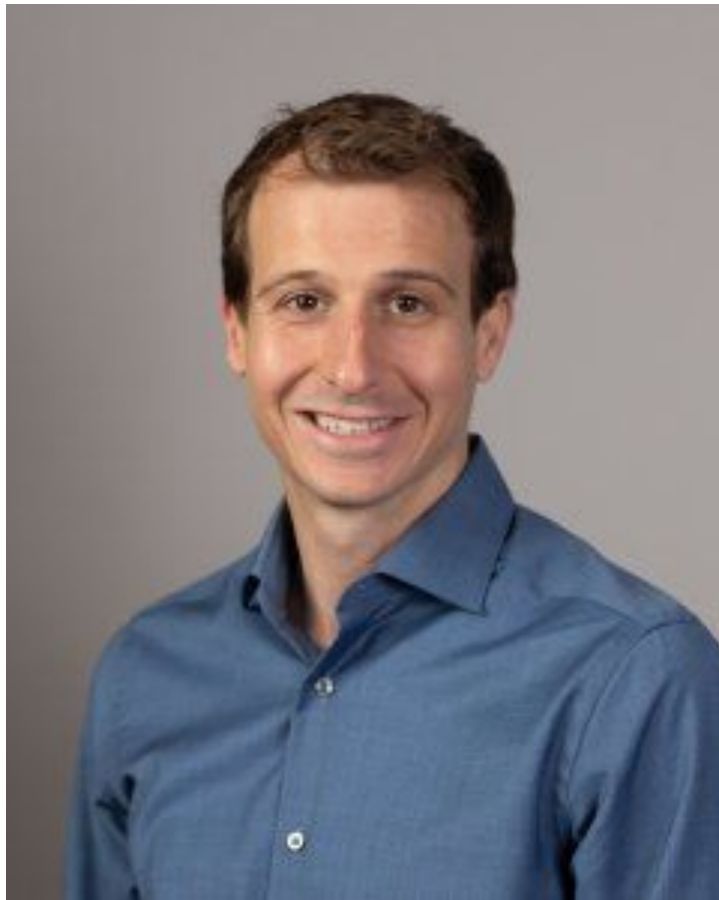
Supports career success for all Longhorns

<https://careersuccess.utexas.edu/>

CS Spotlight:

Kyle Mahowald

Computational Linguistics



Recruiting Events and Career Fair

Prepare

Drivers and Values

Figure out what is important to you

Exercise done during section in Week 11

Resume

- Use the Technical Resume Template
- Education: can add relevant coursework and minors/cert.
- Skills: list all of your technical skills (including software and tools)
- Insert sections next that are strongest: experience, projects, campus involvement, etc. Experience: be sure to add details in your bullet point descriptions
- Add UT student organization involvement

TERESA TECHNICAL

teresa.technical@utexas.edu | linkedin.com/in/teresatechnical | github.com/ttut512
Austin, TX | (512) 555-5555

EDUCATION

The University of Texas at Austin, Austin, TX May 2020
Bachelor of Science in Computer Science

- GPA: 3.3

TECHNICAL SKILLS

- Fluent in Java; Familiar with C, C++, and SQL; Exposed to Python and Javascript

RELEVANT COURSEWORK

- Object Oriented Programming, Artificial Intelligence, Algorithms, Data Structures, Operating Systems, Computer Architecture, Data Mining, Database Management, Declarative Programming, and Cryptography

EXPERIENCE

Pros – *Software Development Intern* June 2019 - August 2019
Denver, CO

- Designed a REST API call in Java that allows clients to simultaneously update multiple interdependent elements within a large SQL Server database, resulting in significant performance increases for both client and server.
- Used a topological sorting algorithm on a DAG in order to correctly resolve data dependencies.
- Refactored existing API calls to use XML Serializable objects and new API backend methods.

Indeed – *Online Marketing Intern* May 2017 - August 2017
Austin, TX

- Designed Web Application from scratch using Django and MySQL that allows Indeed's employees to query, compare and store various marketing statistics across different groups of companies for purpose of A/B testing.
- Used a Naïve Bayes classifier to determine the significance of each metric and displayed custom graphs corresponding to the most relevant metrics of each query.
- Implemented an LDAP system to allow users to log in and save custom charts, graphs, information, and queries.

PROJECTS

- **Twitlist** - Creates a Spotify playlist from the hashtags used by a given twitter account. Uses Flask, Mako templating, and Requests, along with the Spotify and Twitter APIs
- **APEX Applications** (Completed, Fall 2015) Using combined knowledge of JSON, SQL, and Cypher, made online applications that exercised permissions and a mobile application that fetches radio IP streams.
- **Compiler** – Computer architecture project; Built compiler for a script language interpreting basic arithmetic and Boolean operations

CAMPUS INVOLVEMENT

- Association for Computer Machinery – Member August 2016 - Present
- UT Competitive Programming – Member May 2017 - May 2019
- Microsoft Coding Challenge June 2017 & 2018

Resume Tips

- Resumes should be one page only, but a full page
- Highlight anything computer science related, then STEM related activities
- Add employment (even part-time, high school) until you have CS-related items to add
- High school activities fine for now, replace with college activities over time
- Add any personal projects and technical skills, but be prepared to talk about them
- *Use a professional email address!*

Elevator Pitch

A quick synopsis of your background, experience, and purpose.

We will practice in a bit!

Know Your Options

- Research options:
 - Which companies are coming?
 - What job postings do they have online?
 - Let's you know what they might be recruiting for at UT
- Check out the [Occupational Outlook Handbook](#)

Set a Goal

Set a specific goal to keep yourself accountable.

For example, some SMART Goals:

- I will talk to 3 company representatives.
- I will ask 2 questions related to the specific company or my specific values

Attend

Dress Professionally

- It's always better to err on the side of professional
- Don't Have Anything Professional to Wear?
 - UT Outpost career closet

Business Casual

Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, a dress or skirt at knee-length or below, and loafers or dress shoes that cover all or most of the foot.



Business Casual Is

- Collared, button down shirts tucked in
- Blouses or shirts with a conservative cut
- Sweaters or cardigans
- Khaki or dark pants with a belt
- Skirts or dresses that fall below the fingertips

Business Casual Is NOT

- Flip flops or sandals
- Gym/athletic attire
- Jeans
- Shorts

Business Formal

The professional standard is to wear a two-piece, matching suit in gray, navy, or black.



Business Formal Is

- Matching suit
- Dark colors
- Closed-toe shoe/low heel
- Button down shirt
- Formal blouse

Business Formal Is NOT

- Open-toe shoes
- Khaki pants
- Short Sleeve jackets
- Low-cut clothing

Take Notes

- Ask for their business card or contact information.
- Immediately after chatting and getting a business card write down details about your interaction with the representative.
- You can make notes on the back of the business card.

Take Breaks

Breathe.

Follow up

Think/Reflect

- What did you learn?
- How does this impact your career/internship interests?
- What steps should you take with this new information?

Follow Up

- Use details from your business cards/notes to personalize your thank you email
- If there is nothing specific to say send a general follow up and thank you note
- [Professional Correspondence](#)

Professional Email Message Guidelines

Subject Line:

Concisely convey your purpose for writing

Greeting

Always include a greeting

Font Style

~~Aa~~ ~~AA~~ Aa

Avoid ornate, playful or colored fonts

Subject Thank You-Assistant Account Executive Interview

Dear Ms. Doe:

I enjoyed speaking with you today about the assistant account executive position at the Smith Agency. The job seems to be an excellent match for my skills and interests.

The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strongwriting skills, assertiveness, and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,
John Smith

Send



Length

Keep it as concise as possible

Emoticons



Avoid in professional emails

Spelling & Grammar

Edit carefully before sending

Internship Information

Offers and Timelines

Exploding Offers - CNS Career

Services expects all employers to refrain from such practices when recruiting our students. Students should not feel pressured to accept offers “on the spot” or within a quick turnaround time.

Please contact CNS Career Services if you’ve been given an exploding offer.



Offer Timelines

- CNS Career Services recommends that employers give students a sufficient amount of time to accept an offer, which we believe is two (2) weeks minimum.
- We also urge employers to be open to feasible student requests for additional time.
- Offer evaluation and salary negotiation tips and templates can be found on the [CNS Career Services website](#).

Ethical Recruiting Guidelines

All UT Austin CNS students are expected to:

- Follow through with all event RSVPs
- Provide 48 hours notice of any canceled interviews when possible
- Be on time for all appointments, on-campus interviews, and recruiting events
- Present qualifications in a truthful manner
- Understand hiring and offer policies
- Accept job and internship offers in an ethical manner
- Stop interviewing once an offer has been accepted
- Honor accepted job and internship offers

Reneging

Reneging refers to accepting an internship/job offer and then later declining it for a different offer.

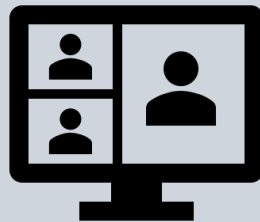
Reneging can carry serious repercussions at the University and can negatively impact your professional reputation. Instances of reneging that are reported by an employer will be investigated by CNS Career Services and may result in loss of recruiting privileges for the student.

Consequences for Violating These Guidelines

- Any or all of the following consequences may occur:
- Handshake account deactivated for one year
- Exclusion from on-campus interviews with employers
- Banned from recruiting events, including department-sponsored events with company partners
- Mandatory meeting with the Career Services
- Notification letter will be sent to your department chair

What are C S internships like?

- Typically full-time, 40 hours per week in summer
- Well paid
- Actual programming work, not administrative
- All types of companies



CS Spotlight:

George Pavlakos

Artificial Intelligence



Elevator Pitch – Let's Practice

Tips for a Strong Pitch

- Keep your elevator speech short and sweet, aiming to deliver your message in 60 seconds or less.
- Say who you are, what you do, and what you want to achieve.
- Be positive and persuasive with your limited time.
- Practice!

Pitch Template

Hello, my name is _____. I'm a ____ (*year*) completing a degree in _____ (*fill in major*) at the University of Texas at Austin. I'm interested in careers in _____ (*job title and/or industry*). I've been involved in _____ (*relevant experiences from your resume*) and I've developed skills in _____. I've also had an (*internship/job*) with _____ (*company*) where I discovered I really enjoyed _____. Can you tell me more about _____ (*something you're interested in*)?

Thank You!

Enjoy Thanksgiving Break!

See you at Think Faire!