



# College Internships & Co-Ops

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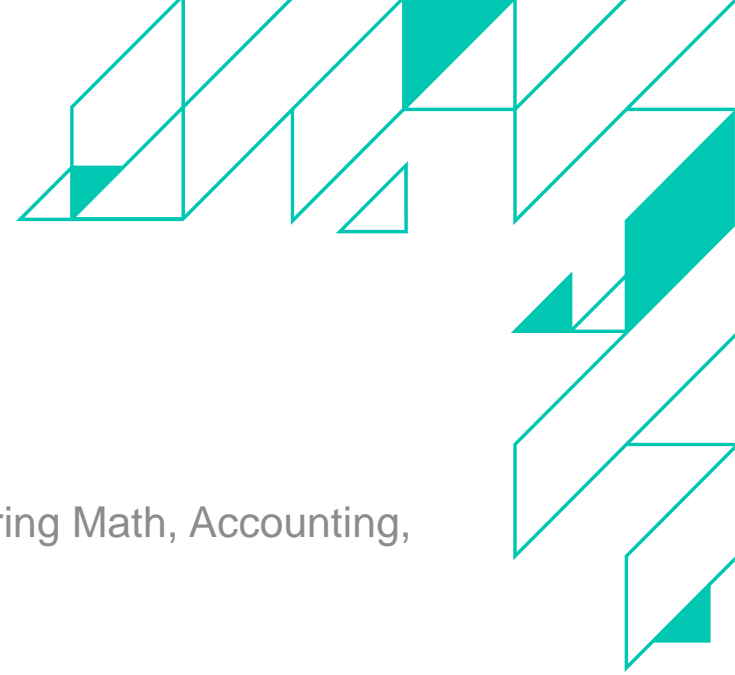
Global Head of University Recruiting

# Agenda

- Recruiting timelines
- What companies look for
- What is helpful to have on resume
- Interview tips & tricks



# Recruiting Timelines (sooner than you think)



- Career Fairs in Fall and Spring semesters
  - High demand majors are big focus in Fall
    - Undergrad STEM (Science Technology Engineering Math, Accounting, etc.)
    - Spring fairs should only be used as a back-up
    - \*\*\*MBA in early winter
- Look for company info sessions and tech talks
  - Opportunity to hear directly from employers in a presentation setting
- Early ID programs in Spring
  - Consulting, Investment Banking, Big 4

# Career Fair

## Do your homework

Have target companies and read about them, especially current events

Set a goal – how many companies do you want to meet

Bring your resume

## Short but meaningful interactions

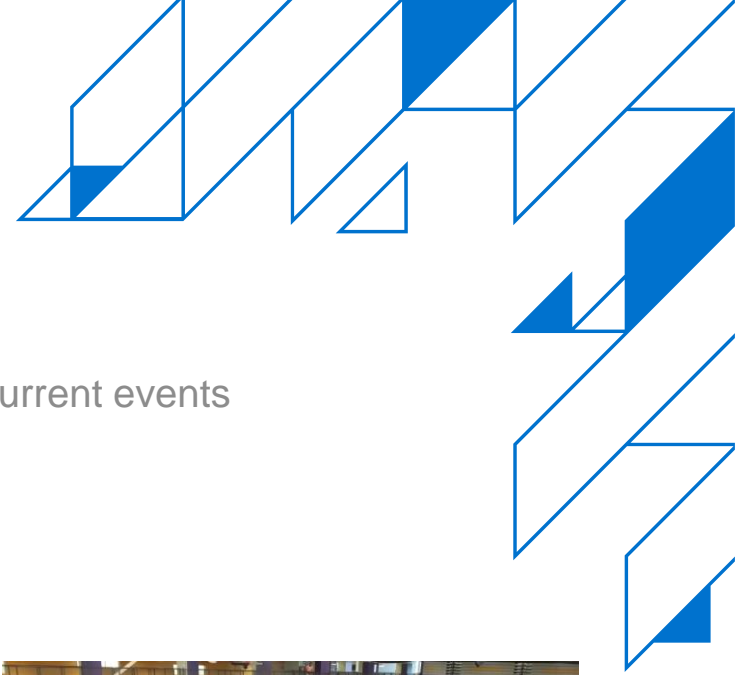
Elevator pitch (60 second commercial about yourself)

Take notes after each conversation

## Follow-up

Apply for opening

Send a thank you (include resume)



# Resume outline

Summary/Objective (optional)  
Education

Undergrad and graduate degrees, no high school after your Freshman year

Work experience

Everything is relevant

Most recent listed 1st

Select school projects

Should be focused on skills needed for the job

Extra-curriculars



# Resume philosophy

Resumes are designed to showcase your accomplishments

Should not read like a job description

Tell me what you did, not what you were supposed to do

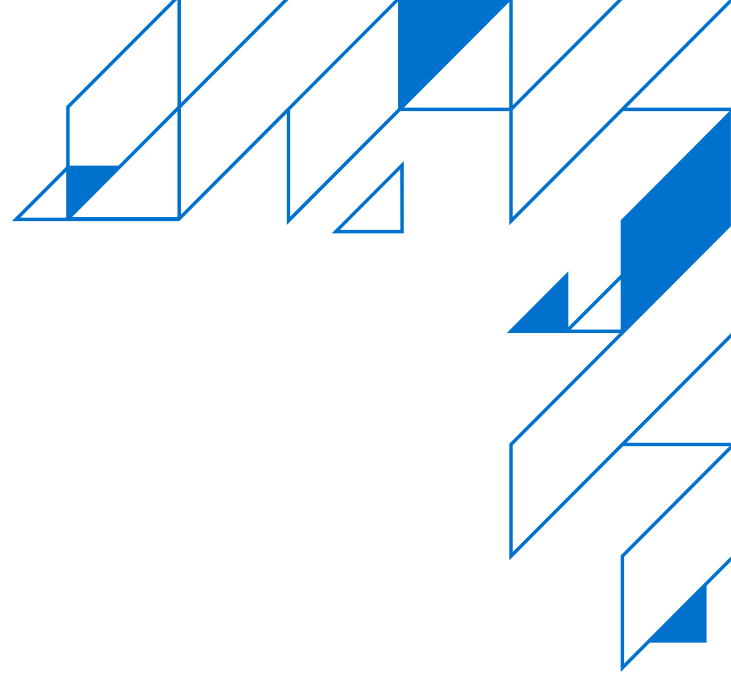
## CAR method

**Challenge** – what problem were you solving?

**Action** – what did you do to address the challenge

**Results** – what was the result of the action you took

Title your resume based on the reader, not yourself



# LinkedIn Profiles

Abbreviated version of your resume plus much more  
Connections

Peers, professors, professionals like me

Posts

Not the same as Facebook, Instagram, TikTok

Recommendations

Underutilized but very valuable



# Personal Brand

## Online

LinkedIn

Handshake, Ripplematch, Untapped, etc.

Instagram, Facebook, Snapchat, TikTok, etc.

## Offline

Career Fairs

Student clubs and extra curriculars

Classroom





# Internships

## Career Exploration (Freshman/Sophomore)

Freshman should attend career fairs and tech talks for practice

You get to see what it would be like to work there  
(Juniors/Seniors)

They get to see what you would be like as a new hire

Think of it as a 10-12 weeklong interview

Hard to find for Freshman, easier for Sophomore/Juniors  
Primarily in summer but becoming more flexible



# Interviews

## Become a storyteller

Use CAR method

Rehearse 10 stories

Find common ground, build rapport

Dress the part

Prepare questions for them

Send a thank you note





# Thank you

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