Cv and interview tips

Interaction in a digital world

Expectations for this workshop?

- ✓ CV writing
 - Lay-out
 - Structure
 - ✓ Sonru and virtual Interview





04/02/2021

Preparation

Career development goals

DREAMS

– Desirable, Realistic, Exciting, Achievable, Measurable, Specific

Transferable competencies

Knowledge, skills, and behavioural competencies Work, environment and/or situation based





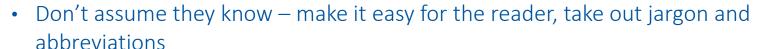






CV - Layout

- Functional CV Chronological CV Academic CV → Don't write about everything!
- Don't write Curriculum Vitae on top
- Always send it in PDF, not Word (as it keeps the formatting locked)
- Highlight headings and key words by use of **bold** type
- Dates: tabulate in left-hand column
- Bullet points + action verbs
- Legible font, Arial or Times Roman
- Spell/grammar-check your resume. Peer review!

















CV - Structure

- Personal & contact details
- Professional Experience
- Educational background
- Languages: grading
- IT & software skills
- Picture?
- Activities & interests?
- References?



















CV - Structure

- Magic words: Preparation and tailoring
- Academia and industry differ. Also geographical differences
- Find the **keywords** of the job description you have, and put them in
- Leave no unaccounted-for time in your history
- Be factual. Add some figures of your achievements whenever possible
- Be consistent. Make sure your spelling, sentence structure, and usage are the same throughout your resume











"I realize that my resume has some gaps in it, but I think that's the word processor I used."

YOUR NAME

Phone: (000) 000-0000 vouremail@companysite.com Mailing Address City, ST 00000

May 200X

This CV temolate provides an example of how to structure your curriculum vitae using an outline formst. You should modify the section headings and content to sait your needs. Den't forget to change the name on the Scoter. You can line up dates on the right by adding a rightaligned tab set to 6". This CV template is copyrighted by Vertex42.com (see forms of tace). Visit Vertex42 com for more information about writing your CV.

EDUCATION

PhD University Name, Electrical Engineering Dissertation: "Tale" Committee: Name (chair), Name, Name May 200X University Name, Electrical Engineering Thesia: "Title" Advisor: Name May 200X University Name, Electrical Engineering Graduated Streems Curs Lande

Minored in Mathematics

HONORS AND AWARDS List relevant awards, fellowships, honors, grants, and academic distinctions in reverse l order. Include a short description if necessory.

| chronological order. Include a snort bestrip | 2008 |
|--|------|
| Title of award | 2000 |

Brief description

2005

Title of Fellowship Brief description

2005 Title of Grant

Brief description RESEARCH EXPERIENCE

If you are applying for a teaching position, you might want to list the teaching experience section before the research experience section. Highlight important accomplishments, skills, and projects using corcine sentences, beginning with an action verb. Complete sentences are not necessary. Be consistent in your grammatical style. 200X

Dissertation, Name of Institution, Location

Advisor: Name

- Skill/Accomplishment/Project
- Skill/Accomplishment/Project

Institution Company Organizati Position, Lab or Advisor Name

- Skill/Accomplishment/Pre
- Skill/Accomplishment/Pr

Company/Organization, Local Position

- Skill/Accomplishment/
- Skill/Accomplishment

TEACHING EXPERIE

When you list courses, inclucourse at another university course as well as list your r anding, developing the syl teaching methods, roles, ar examples below are just a

Name of University, Lo. Associate Professor, De

- · Tapphi Name of covering the fol
- · Developed quit
- · Revised the sy
- Coordinated a

Doctoral Str

Norse, "The Name, "The Norse, "The

Masters S

Nome, "T Nuese, "T Norse, "

Name of Unive Teaching Am

· History **PERMIT**

PUBLICA

List your pa commonly sufficient (

Location

% github.io/_josodgers_



17 professional with 7 years of experience in database management systems and programming. Business analytics expert with international exposure and project coordination skills

IT Intern

Grimes

Grimes is a small software development company in Boston, MA.

- Developed a Industry Foundation Classes Parser for generating 3D Graphics
- Created tools to standardize and simplify work processes for Aspire 400. Rated 4 out of 5 on every year (4 = "exceeds expectations and peer group

Software Intern

Softex Solutions

Designed physical and dimensional data model to provide a centralised data

Database & Software Intern

m 2017 - 2018 P Boston, MA

Renaud is an energy trading company based in Boston

Administered company-wide SAP and Active Directory servers for an

EDUCATION

MBA in Data Analytics

University of Wisconsin - Whitewater

- Developed a database for university student financial management
- Won 2 university-level hackathlons as part of the official 3-person team in

CERTIFICATION

Machine Learning: Regression by University of Washington Certificate earned on September, 2019

R Programming by Johns Hopkins University on Coursera Certificate earned on June, 2017

LANGUAGES

| Spanish | C1 | | |
|---------|----|---|--|
| ** | | 1 | |

French

STRENGTHS

Cross-Cultural Leadership

A truly global citizen, I have lived in South America, Europe, and Asia. I've learned to quickly recognize cultural expectations and boundaries, neutralize conflict and establish

Science and Tech Savvy

A lifetime lover of museums and former Ameume lover or museums and former software engineer, I can quickly dive into the details while keeping a mind for the big



Strategic Thinker

Able to manage multiple priorities against a shifting backdrop of information.

TOOLS

SQL Server Azure Functions .NET Core Power BI

SQL Profiler SQL Server

MOST PROUD OF



Building Cultural bridge between South Africa &





Interview (Sonru or virtual) - Preparation

Do

- ✓ Your homework and practice!
- ✓ Know your CV
- ✓ Think about your appearance, your body language, your environment, the technology used and your devices





04/02/2021 CV Clinic

☐ Prior to your video interview:

- Fully charge your device (laptop, phone etc.)
- · Test / secure your internet connection.



On the day of your video interview:

- Confirm that your webcam works properly. If you do not have a headset, be
 prepared to mute your microphone when you are not talking to avoid any noises.
- · Use 'Gallery view' in Zoom in order to see everyone on the screen.

☐ Set up your interview place:

- Your surroundings can tell a lot about your personality so think about the background and keep it tidy.
- Please choose a place with enough light to make sure that the image is clear.
- There should be no interruptions while you are live.

TECHNOLOGY: ZOOM online tool

ENVIRONMENT

APPEARANCE

BODY LANGUAGE

VERBAL

□ Dress appropriately:

- Treat video interviews the same as face-to-face interviews; try to look professional without overdoing it!
- · Dress code should be casual smart and comfortable!



 When talking, maintain the interviewers' full attention - do this through expressive nonverbal actions such as hand gestures and smiling.

Control your voice:

- · Make sure your voice is clear and speak at a constant and good speed.
- Throughout the interview, you should be conscious of time, don't waffle and don't rush your replies!













Interview

Typical questions

- Introduce yourself
- Questions on your CV
- Your motivation
- Questions on competencies (STARD):

Situation Task Action Result Different

Soft skills (teamwork, communication, flexibility, etc.), technical skills & language skills, ...

















Interview

Do

- Establish the "next step"
- End on a positive note
- Ask questions! E.g. How does a typical day at work look?



























Additional Resources

- List of powerful action verbs to add in your Resume
- Your Job Application Checklist actions to be done before submitting your application
- Unsure of how «professional» your picture is? Check here Picture analyzer Linkedin



