



European Organization for Particle Physics
Take part!



'Just do it. Give yourself a push, change your life in a good way.'

Benedikt Langhans, TTE Sources, Targets and Interactions group, Engineering Department



'It's a really good way to learn and experience new things, so many people you can learn from. You don't get that opportunity often, don't miss it, you won't get it twice.'

Markus Paulsen, Electrical Power Converters group, Technology Department



'At CERN you never feel isolated. It is very fulfilling to be able to learn so much from such kind people. It's super enriching on a personal and professional level.'

Angelina Bakker, TTE Accelerator Beam Transfer Group, Technology Department

CERN TTE ASSEMBLY

Getting your CV working for you!

Apply now cern.ch/tte

Technician Training Experience. Take part!

Apply now cern.ch/tte

Technician Training Experience. Take part!



European Organization for Particle Physics
Organisation européenne pour la physique des particules



Your TTE experience has enriched you on many levels...

How do I translate this so it speaks to hiring managers and recruiters ?

Motivation
Objective
Growth
Passion Skills
Knowledge
Training
Ideas
Aspiration
Individual
strengths

strengths
Growth
Knowledge
Passion Skills Training
Aspiration
Individual Ideas
Objective
Motivation



curriculum vitae

noun | cur-ric-u-lum vi-tae | \kə-'ri-kyə-ləm-'vē-tī, -kə-ləm-, -'wē-tī, -'vī-tē\

Simple Definition of CURRICULUM VITAE

Popularity: Top 40% of words

: a short document that describes your education, work experience, etc.

Great, so...?

It's about showcasing:

Who **YOU** are

What you will **bring**

What you would **like to get out of** the desired job



Step one - find your perfect job:

- A job that fits your skills
- A job that matches your ambitions
- A company whose values you identify with
- A company that will push you and let you grow
- A job that will allow you to develop you and your network



Step two - Align

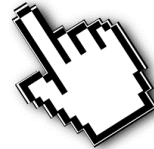
- Read the JD carefully and draw out the similarities
- Don't be discouraged if you don't tick all the boxes
- Find examples that illustrate the items you match
- Find examples of how you would fill any gaps
- Manage your expectations: it's a competitive world!
- Research it!
- Go for it!



You have researched in depth

- the position,
- the company,
- the team,
- all you can
- and you're sure....

Apply Now



How to get to the top of the pile?



Here are your two main enemies:



The HR assistant
or
The recruiter



The ATS



*How Long Do Recruiters Spend
Reading Your CV?*

5 – 7 seconds
Make an impact:
stand out!



CONFESSIONS OF THE RECRUITMENT INDUSTRY

TOP SECRET

1st
application received
200 seconds
after CV is posted



average time spent looking at a CV is 5-7 seconds



17% chance that your cover letter will be read

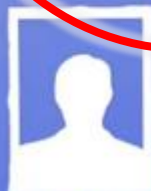


↑
spelling or grammar mistake and your CV will be thrown in the trash can

68% of employers will find you on Facebook



@
76% of CV's are ignored if your e-mail address is unprofessional



an average of 250 CV's are received for each job position

89% of businesses planned to use social media networks for recruitment in 2011



88% job rejection rate if you have a photo of yourself on your CV

1 in 3 employers rejected candidates based on something they found about them online

427k CV's are posted on Monster every week. That is approx the population of Luxembourg



How an Applicant Tracking System Reads YOUR RESUME

1 HR RECEIVES YOUR RESUME (along with 100's of others)



2 YOUR RESUME IS RUN THROUGH A PARSER*



*A parser is a computer program that removes styling and breaks down text into recognized strings of characters for further analysis.

3 THE PARSER ASSIGNS MEANING TO RESUME CONTENT

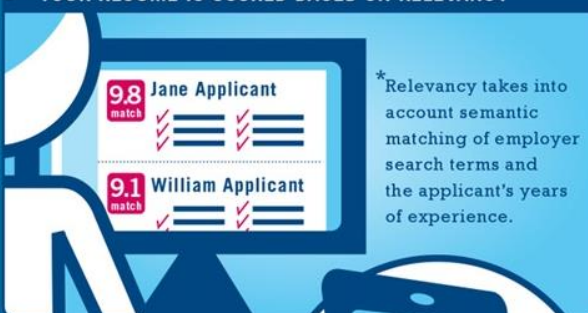


4 EMPLOYER USES KEYWORDS TO SEARCH CANDIDATES

Matching terms are searched from the results collected in step 3.



5 YOUR RESUME IS SCORED BASED ON RELEVANCY*



*Relevancy takes into account semantic matching of employer search terms and the applicant's years of experience.

If you survive the ATS and score among the highest you are likely to get called in for an interview.



Resumes **NOT** optimized for Applicant Tracking Systems lack critical keywords and risk never being seen by human eyes.

Source: www.merriam-webster.com/dictionary/parser

RÉSUNATE
resunate.com

Google

Student

Simple

Students With No ...

Sales Assistant

Easy

A Level Student



Visual



Do not include a photo of yourself – it isn't necessary.



Use black font throughout the document.



Use a restrained font such as Arial, Calibri or Times New Roman. Do not use artistic fonts, as they are inappropriate & can be difficult to read.



Use bullet points, as chunks of text can be difficult to read & will turn off recruiters.



Ensure that the layout is consistent throughout. All headings should be the same font type & size, and should also be more distinguishable than the main content.



Although leaving white space is advisable, ensure that all indents are consistent.



Do not include any charts or graphs, as these may affect the layout of the document during printing.

Content



Ensure that all contact details are correct, but do not include unnecessary information such as race, age or religion.



Stick to the correct length. A résumé should be maximum 1 page, and a CV 2-3 pages.



If specific skills are mentioned in the job advert, ensure you have mentioned these in your application.



It is not enough just to mention your responsibilities in a previous job. Be sure to include a tangible achievement, e.g. 'Devised new procedures which saved energy costs by 20% within 1 year'.



Be sure to tailor the application to the job in question. Employers often receive CVs & résumés which are clearly generic.



Ensure to include hobbies & interests, but only briefly.



List your career history in reverse chronological order, i.e. most recent first.

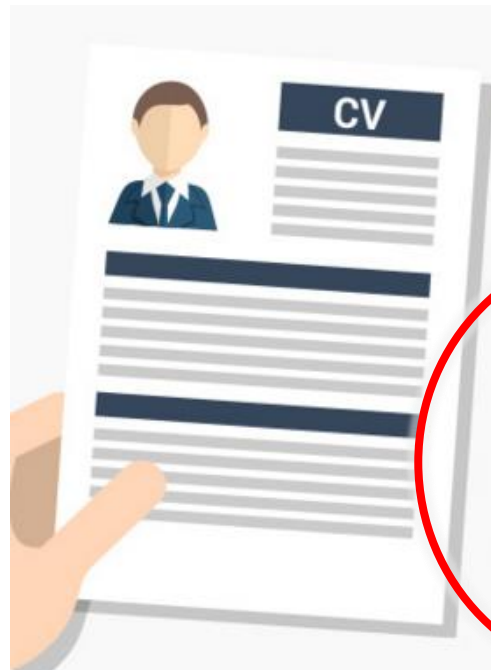


Ensure that your CV & résumé is consistent with online profiles such as LinkedIn.



Most importantly, **do not lie**. You will be found out.

Spelling/Punctuation/Grammar



Read through the document thoroughly at least 3 times to ensure that there are no spelling or grammar mistakes.

Labor

Favor

Ensure that the spelling is consistent with the region of the job to which you're applying, e.g. don't use American spellings such as 'favor', 'labor' or 'aluminum' when applying for jobs in Australia.

T |

Only use capital letters at the beginning of sentences & proper nouns.



When you have finished checking that all of these mistakes are corrected, check again. You can never proofread a CV or résumé too much.



Get someone else to proofread it in case you have missed an error.

So if you survive the ATS... you need to grab the recruiter's attention!!

How to: SUMMARY

Your CV is like your business card or your signature, and it gives a first impression:

- Care for grammar, spelling, email address 😊
- Bullet points, no narrative
- Make it relevant to the job – get the keywords in (if relevant!)
- Make it personal
- Use a suitable format
 - Convert it to PDF (don't send word docs.)
- Avoid standard templates (bland)
- Take care of the layout
 - But it's not an art contest either!
- Have it checked by someone you know and trust

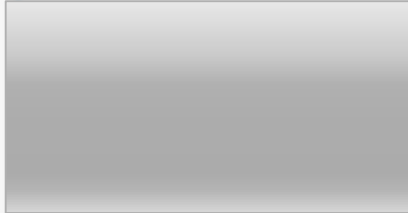


Look for standard CV tips in the countries that you are applying to

Ask a parent or friend who is not in your field what they understand from your CV

PERSONAL INFORMATION

Ester Sancho Cabrera



TRAVAIL SOUHAITE

Dessinateur

EXPERIENCE PROFESSIONNELLE

JANVIER 2015 – JULLIET 2015

Dessinatrice

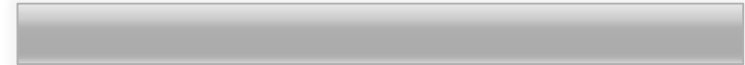
- CERN** (EN-MME-FS), Organisation européenne
- Conception des outillages 3D et 2D pour la fabrication
 - Réalisation des dessins en respectant la norme
 - Création de différents types de dessins, usinage, brasage, découpe par jet d'eau, etc.

JULLIET 2013 – DECEMBRE 2015

Dessinatrice

- CERN** (BE-RF-PM), Organisation européenne
- Gestion et organisation de différents projets de
 - Très bonne connaissance de programmes C
 - Connaissance des règles ISO.
 - Connaissances du programme AutoCAD.
 - Constante communication entre les membres d

Ester Sancho Cabrera



Current Position: TTE Fellow (designer draftsman), EN-MME, CERN main workshop

Years' experience: 4

Education: Mechanical & Electronic Product Design (ISCED 5A)

Languages: English, French, Italian & Spanish



SUMMARY

A multilingual designer/draftsman with four years' experience in the creation, implementation and assembly of both 2D and 3D CAD designs (AutoCad, Catia V5). Expertise with both electronic and mechanical design and application of ISO standards. Two years' experience in applications to RF & Vacuum systems. Now part of a team at CERN's central workshop. I have been described as dedicated, friendly, a good communicator, excellent team player and enjoying technical challenges.

Academic History

- 2012-2013 Electronic Product Design Certificate, Instituto de Educación Secundaria La Merced
- 2010-2012 Mechanical Product Design Certificate, CIFP Juan de Herrera
- 2008-2010 Título de bachillerato científico tecnológico, Instituto de Educación Secundaria Delicias

Employment history

- 2016 - Designer Draftsman (TTE fellowship), EN-MME (main workshop)
Responsibilities include ...
- 2013-2015 Designer Draftsman (TTE fellowship), BE-RF
Responsibilities include taking care of the design (Catia V5) of the mechanical components of the projects, the configuration 2d and 3d, and assembly in the workshops. In addition, fully versed with the electromechanical components. I provide also a mechanical support for projects including risk assessment, material choice
- 2012 Designer Draftsman, Aguambiente S.L; Valladolid, Spain



Professional vs. 'Private'
GET IT RIGHT!



Social media profiles are an extension of your resume and should be used to help – not hurt – your chances of landing the next job opportunity.



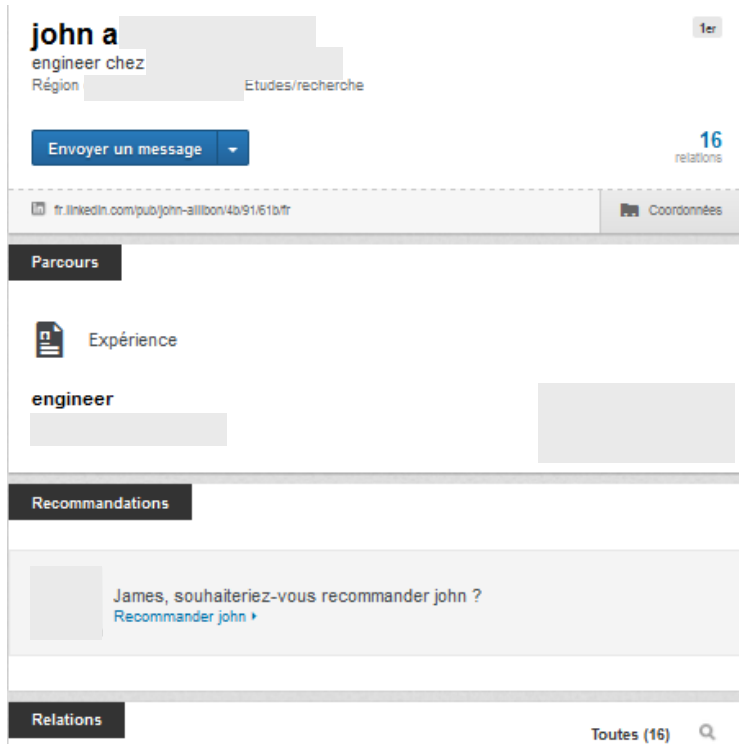
Check your online identity :

- Run searches for your name on search engines and social media sites.
- If top results are from non-professional sources → update your professional profiles.
- Leave no room for confusion. If you have a common name, look for ways to differentiate yourself (middle name initial, title...)



LinkedIn has high visibility in Google search results





If you set up a profile... do it properly
.... and get networking!

Beware Limit negative content!

- Privacy settings cons...
Review your social m...
information you wou...
- Facebook: Secure.M
 - free tool that rev...
and viruses, and
 - If there is a chan...
comments about...
before it is poste...



and other social sites.
r content consists of
from dangerous links
posts.
post unflattering
for approving content

And if you get through this first major hurdle, what next?

Be prepared...



Be **CBI** aware!
Competency **B**ased **I**nterviewing

Know your skills, your competencies,
have examples!



Thank you & good luck!
We're here for you...



**Any
Questions?**



Resources

- **Great blog posts on CVs, interviews and all that:**
- <http://www.socialtalent.co/?s=CV>
- <http://jobs.web.cern.ch/content/cern-jobs-insight/too-perfect-applicant>
- <https://www.linkedin.com/pulse/how-answer-why-do-you-want-work-us-james-purvis?trk=prof-post>
- <http://jobs.web.cern.ch/content/cern-jobs-insight/d-day>
- **Useful videos giving advice you can apply anywhere:**
<http://jobs.web.cern.ch/recruitment-process>

- **And the whole world wide web is full of ideas, get googling, but go for trusted sources 😊**

