



IUT Nantes
Pôle Sciences et technologie

R3.12 Employment

WRITTEN APPLICATION AND JOB INTERVIEW

Module assignment

1. Written application (CV + written justification)
2. Job interview on weeks 40 & 41

The Basics

- resume
- cover letter
- application
- position
- hire
- internship
- carry out
- in-house

- contractor
- training course
- graduate
- entry-level
- fixed term contract
- Skill
- Degree
- Course
- Job ad

The Basics

CV

Resume or CV

Lettre de motivation

Cover letter

Candidature

Application

Candidat

Applicant

The Basics

Poste

Position/ role

Stage

Internship (a 3-month internship)

Stagiaire

Intern

Effectuer un stage

Carry out or complete an internship

The Basics

Une formation

A course

Dilpômé

Graduate

Compétence

Skill

Offre d'emploi

Jod ad (advertisement)

Dream job (groups of 4)

2 first interviews :

- 2 employers / 2 applicants
- Employer A recruits a **firefighter**
- Employer B recruits a **spy**
- Employers & applicants take a minute to think about the **qualities and skills** needed- applicants may lie
- 5 minutes per interview

Sample questions

- Could you tell me a little bit about yourself?
- Why do you think you would be a good fit for the position?
- Can you give me examples of when you....?

Dream job

Swap roles :

2 employers / 2 applicants

- Employer C recruits a **DJ**
- Employer D recruits a **teacher**

Internship ads- shortlisting

- Use LinkedIn/ Glassdoor/ indeed + select a country in the EU
- Preferably within the EU but not in France – the ad must be in English (Ireland/ Netherlands/ Germany/ Switzerland/ Poland/ Austria/ Denmark/ Sweden/ Portugal/ Norway etc).
- Browse for **internship ads** in Web Development or Software Engineering/ application development/ Front end Developer/ back end dev/ full stack developer intern etc.
- You can use keywords like PHP, Python, HTML CSS, MySQL, Kotlin or Java, React, virtualisation, database/ data, J2EE etc
- Select one you think you could apply for in terms of skills and date (even remote)
- Defend it to the others in your group, compare and agree on one (voting is allowed)

Part 1: writing a CV



**"We're looking for someone with the wisdom of a 50-year old,
the experience of a 40-year old, the drive of a 30-year old
and the payscale of a 20-year old."**

Goals of a resume

- explain **educational credentials**
- specify **tech skills** and demonstrate level
- showcase **internship duties** (Strong verb + job duty+ impact, links to portfolio/git)
- showcase **academic projects** Strong verb + job duty+ impact
- showcase **personal projects** Strong verb + job duty+ impact
- → demonstrate your ability to learn, self-teach
- → Your ability to work effectively as part of a team

Structure of a CV

- **Header** with contact details
- **profile/** summary of strong points for the post (tech skills, exp and qualities)
- **technical skills**
- **education:** degree + coursework highlights (relevant modules)
- **academic and personal projects**
- internship / work **experience**
- (personal interests)
- references

Tailor make the CV for the job

List the tech skills and soft skills / qualities for the internship

Everything you list on your CV must **demonstrate** those skills: education (modules, labs), academic projects, personal projects, internship, extra curricular activities

Only select the **relevant aspects** for each which will help illustrate those skills and qualities

Using a resume builder

Benefits?

Risks?

Using a resume builder

Free resume builders have limited functionalities

Usually around 0.95 to 3€/ 14 day period, or for serious job seekers 29€/month

....which you find out when your CV is ready to download

Your data is shared with third party vendors: use fake details except email address

The basic or free versions do not offer AI aided writing of sections or limited help

resume.com (free no account but valid for 48h) or **enhance cv** de LinkedIn (free for 2 weeks with an account). Other tools are paying, like chatGPT's cv tool pro (0.95 for 2 weeks).

Start from scratch rather than using an existing CV

The Skills section

Divide into categories:

- Languages and frameworks
 - Backend development
 - Database
 - DevOps and deployment/ versioning tools and IDE
 - Testing tools
 - Tools and platforms (project management)
-
- Rank in order of importance for the job

Education

University Bachelor of Technology in Computer Science (Bachelor Universitaire de Technologie en informatique)

Nantes Université

Full-time* three-year course, divided into six semesters for a total of 2,000 hours of classes.

30h per week, 50% labs

22 to 26-week internship, spread out across the 2nd and 3rd year.

600 hours dedicated to semester projects.

*Alternance: work-study programme

Explaining your education (UK & US)

French qualifications	British equivalent	American equivalent
Bachelor Universitaire de Technologie Informatique	Roughly equivalent to a British BEng in Computer Science 2,000 contact hours over 3 years (900 hours of labs) + 300 hours independent projects – Institute of Technology, Nantes University	Equivalent to a BSc in Computer Science 2,000 contact hours over 3 years (900 hours of labs) + 300 hours independent projects, – Institute of Technology, Nantes University
14/20	first/ 1 : 1	GPA 4.0 with honours
13/20	upper second class honours (2:1): mention bien	GPA 3.5
11/20	lower second class honours: (2:2) mention Bien	GPA 3
Baccalauréat Scientifique	equivalent to 4 or 5 "A levels" including Maths and Physics	equivalent to a "high school leaving certificate" with Maths and Physics
Mention bien	with merit	

Coursework

explain each topic to an outsider/ potential employer- what have you learnt at school on this topic

- **modules**
- **lectures** (CM)
- lessons & **tutorials** (TD)
- **practicals or labs** (TP)
- + **projects** (academic or personal)
- what do you know how to do? (level of proficiency)

practise

Pick a card and demonstrate your level of proficiency on the topic:

- Modules
- Lectures (CM)
- Tutorials and lessons (TD) – number of hours?
- Labs (TP) – nber of hours?
- Projects: technologies/ tasks/ team/ result
- Find out about future techs and projects

Explaining your education

Coursework highlights/ relevant modules:

- Programming, OOP
- Network architecture, System programming
- Web Development
- Mobile application development
- Database

You can detail. For example, for a C++ oriented CV:

- completed C++ course
- introduction to Computer Systems
- problem solving for engineering case studies: Emphasis was on the design of algorithms and their implementation for solving engineering problems using C
- introduction to Visual Basic

Showcasing your projects & experience

In your description, include the following:

- Start with the **technologies** used and the **result** – not the requirements
- Add some context (# team members, # hours, nature of the game or app)
- **Tools & technologies** used
- Identify all the **transferable** aspects of the projects
- Explain the **impact** for the company/ the users et

Phrases to select for projects and labs

On your CV you will need to include description of tasks from:

- Labs
- Personal projects
- Semester 1 and 2 projects
- But also semester 3 and 4 tasks – find out what the requirements are in the SAE3 project document on Madoc from last year

- As a group of 5, go through your stack of cards and place them on the relevant category (S1/ S2/ lab/ S3). Discuss with others if necessary.
- Make your personal selection for your CV
- personalise

Check list

Education before work experience

Coursework highlights

Irish and British equivalents

Fake contact details

Showcasing your experience

- Developed an in-house web app using Node, React, HTML/CSS that allowed for employees to manage and recommend books to other employees to streamline monthly recommendations
- Worked across the software development life cycle to gather user requirements and build and maintain the code for the tool which saved employees 5 hours each month in manual labor
- Selected as the top performing intern in my class by the technology team
- Used: JavaScript (Node & React), HTML/CSS, PostgreSQL

Showcasing your experience

Built a responsive web app using Django and Node that allowed users to schedule social media posts across Instagram and Twitter

- Utilized the Twitter API and Instagram API
- Built features using scikit-learn in Python that learned what time of day maximized engagement with social media posts which increased the overall engagement rate by 15% for users
- Released it for free for University of Pittsburgh students and it quickly grew to over 500 monthly active users
- Used: Javascript, Python, SQL, HTML/CSS

Work experience

Summer jobs

Part time jobs

Select aspects of the job which will help you
demonstrate the soft skills listed in the job ad

Typically: team work, communication skills,
organisational skills

Extra curricular activities

Sports activities

Volunteer work

Use action verbs

Be specific

Select aspects of the job which will help you demonstrate the soft skills listed in the ad

Personal interests

Certifications

Hackathons, workshops or conferences, CTF

MOOC

Self-motivated activities or distinctive personal knowledge trips.

Contributing to open-source projects and developer communities.

Writing a profile

- A summary of what you can bring the company
- Should include your skills, qualities, education and experience for the post with your strong points
- Try to reuse keywords from the job ad and ideally the name of the company

Example of a profile

Seeking an entry-level Web Developer position with Fair Foods Groceries where I can apply my attention to detail and the knowledge I learned while earning my BSc. in Web Design to enhance the web visitor's experience with the company so they can shop online and experience a seamless online visit.

Profile - example 2

Enthusiastic and hard working Web Developer with three years of experience seeking a position with Site Smart Solutions where I can offer my debugging expertise in Java to clients and customers

More examples

Web developer professional with five years of experience writing, reviewing and fixing code aiming for a position with JLG Technology where I contribute to a dynamic and growing IT team.

Seeking a position as a web developer project lead at Smith and West Technology Solutions to apply my master's in computer science with my eight years of relevant experience to help

Qualities

- Outgoing
- versatile
- Hardworking
- Detail oriented with strong analytical skills
- Proactive /enterprising
- resourceful
- Team player
- Focused, persistent problem solver
- Enjoys working as a team as well as independently
- adaptable

Design, visuals

Include some dynamic elements:

Visuals, infographics

Clickable portfolio

Research the company

- On their website: products, services, size, history (about us), who is the CEO?
- Check their LinkedIn page
- Check their social media
- Google the company for news, major projects
- Mission statements, values

Research the company

- Google trends- what's the competition
- google alerts (set to 1 weekly) *job title*
Capgemini/careers
- Check LinkedIn- have you found out people who work there -related to your position/ department (maybe info on the interviewers)
- For large companies, search their white papers
- Employee feedback (glassdoor), reuse if positive
- News, press releases

Recap

And don't forget

To proof read- must be error free

Label your document with your name and the job title

Use the required format (usually PDF)