**First session**

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| **Soft skills** | **Hard skills** |
| Is a catch-all term referring to various behaviors, that helps people, build positive relationships, work and socialize well with others.  - applying this skill helps us to build stronger work relationships, work more productively, and maximizing our career prospects. | which include a person’s technical skills, and his ability to perform certain functional tasks. |
| Soft skills aren’t just about business or building careers, they are about life and living.  Hard skills will get you an interview, but you need soft skills to get and keep the job. | |

**CV headlines**

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| **Curriculum vitae or CV** | **Résumé** |
| for short, is a Latin expression which loosely translates to ‘the course of life’.  CV contains your biography or detailed account of academics, experience and projects undertaken, accomplishments, awards and affiliations, publications, teaching experience, honors and grants.  Include ever single professional credential that you have to offer.  -A CV is more detailed and can stretch well beyond two pages.  -The CV will stay put and any changes will be in the cover letter. -CV has a clear chronological order listing the whole career of the individual. | a French word, means to sum up.  Résumé is a brief job specific document that summarizes the job experience, skillset, accomplishments, education, volunteer and extra-curricular activities directly relevant to the particular position. the content must be tailored to suit the position applied for.  -A resume is a brief summary of your skills and experience over one or two pages. -The resume will be tailored to each position. -A resume’s information can be shuffled around to best suit the applicant. |

( the length, the purpose and the layout. )  
 **How to make the best CV of the skills and achievements you already have?  
What Not to Include?**your photo, your [salary history](https://www.thebalance.com/providing-salary-history-to-employers-2063438), the reason you left your previous position, or references in your CV.  
**What to Include?  
Contact information:**At the top of your CV, include your name and contact information (address, phone number, email address, etc.).  
gender, date of birth, marital status.  
**Education:** include college and your GPA, school.  
**Skills:**List any relevant skills you have not yet mentioned. This may include language skills, [computer skills](https://www.thebalance.com/computer-skills-list-2063738), [administrative skills](https://www.thebalance.com/administrative-skills-list-2062350), etc.  
**Thesis/Dissertation:**Include your thesis or dissertation title. You may also include a brief sentence or two on your paper, and/or the name of your advisor.  
**Honors and Awards:** departmental awards, scholarships, fellowships, and membership in any honors associations.  
**Extracurricular Activities:** Include any volunteer or service work you have done, as well as any clubs or organizations to which you have belonged. You can also include any study abroad experiences here if you have not already mentioned them.  
**Research Experience:** List any research experience you have, including where you worked, when, and with whom. Include any publications resulting from your research.  
**Work Experience:** List relevant work experience; this may include non-academic work that you feel is worth including.  
List the employer, position, and dates of employment. Include a brief list of your duties and/or accomplishments.  
  
**Keep It Short**  
If possible, try to keep your CV short and concise. Include summaries of your employment and education, rather than lots of details. Use formal (no slang or abbreviations) and well-written language, writing simply and clearly.  
**Tell the Truth**  
**Check the Format**  
Look at the format of your curriculum vitae, and again, ask someone else to take a look. Is there plenty of white space? Is it cluttered? Is your formatting consistent (bold, italic, spacing, etc.) and is the overall picture that your CV provides a professional and polished one? Are there any grammatical errors? Then ask someone else to review it for you.

**NOTES ABOUT CV:**

* We must turn CV word file into PDF.
* If the CV file exceeded (25 mega on gmail) it will be sent to junk mail therefore we must make sure to compress it first then send it.
* HRs always takes from 7 to 10 seconds checking your CV so make sure to arrange it wisely from the most powerful to least powerful parts.
* Reference is only written when the interviewer (HR) ask for it. Also, it’s always be at the end of the CV.
* Font size of your Name is (bold / 22-28)  
  Headlines is (12-16)  
  Writing (-2 from the size of headlines).

**Introduction to LINKED IN.**  
the world’s largest professional network, helping people find and share job opportunities every day.   
Also, it helps to manage my career.  
importance finds a job, know the past experience of others.  
know more about other companies  
hiring   
offering service   
startups and new projects getting contacts and securing fund  
companies marketing and news.   
  
 **How to make a great LinkedIn profile?**  
1-Photo:  
recent and high quality, bright and clear and you are smiling and looking professional, have linked in specific photo.  
2-use appropriate headline:  
just put your job title as your headline.  
3-what I can do for you: (profile summary)  
don’t talk about yourself much, talk about what problems you help to solve.  
4-make your work experience short and sweet:  
 job titles, company names, dates(months and years), explain your experience.  
5-show off your recommendations:  
ask recommendations from your x managers.  
6-put out your contact details:  
so any manager can easily find it and reach out to you.  
you will be magnet for new fob opportunities.  
**search techniques in LinkedIn**3 ways of searching   
position   
name  
company  
you can use 2 ways in the same search engine  
get new feeds email directly to you (search then save, set frequency of how often you want search results emails to you)  
viewing many profiles and posting everyday about your work interests that helps you to attract people and made connection  
**connect between two person, the interest between company and person it gives you a positive feedback about you  
difference between LinkedIn hiring and invisible hiring**LinkedIn hiring you already have a background you know his past experience that he achieved, the recommendations, the voting about your skills, your recent activities.

**What is technical writing?**writing for any purpose in fields science technology business and professionalit’s not just email also report and letter instructions advertising and promotional materials. **how to be a good writer you must to read and write.  
you should have the passion to write   
you need a feedback system every time**writing should be clear complete specific and correct   
  
 **Pre-writing:** know your purpose ,   
gather your data primary I get this info (I lived this experience) and secondary I transfer this,  
consider your audience   
determine how the content will be provided.  
 **writing:** Organize the draft according to certain sequence that enables the reader to get through the document easily.  
**Re-writing:   
Revise:** Add missing details, delete wordiness and simplify word usage.  
**Proofread:** Correct errors (spelling or punctuation).  
**Ask:** Do the sentences make sense?, Are my details related to the topic?! & Is there anything that needs to be added?!  
**Technical writing instructions.**  
How to write a formal mail?

Include a clear, direct subject line.  
Use a professional email address.  
Think twice before hitting 'reply all.'  
Include a signature block.  
Use exclamation points sparingly.  
Keep your fonts classic.  
Know that people from different cultures speak and write differently.  
Reply to your emails — even if the email wasn't intended for you.  
Proofread every message.  
Add the email address last.  
punctuation and white space  
name phone number and my email.