

# Workshop on Skill Development





# Hello!

*I am **Md. Aquib Azmain***

Faculty, Department of Computer Science and  
Engineering

BRAC University



## Contents

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- CV Writing
- Cover letter Writing
- E-mail Writing
- Application Writing
- How to give a Presentation

1

# CV Writing

## CV or Resume?

An up to date portfolio of your skills and experience which are **relevant** to a particular post



## **It's all about you**

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A good CV will:

- Stand out from the crowd.
- Draw attention to your relevant skills, experience, achievements and potential.
- Create such an impression on the employer that they will not be able to turn you down for interview.



## Do

- Include recent and relevant work experience
- Be consistent in your layout.
- List your skills and achievements.
- Include a statement about your career aspirations and what you have to offer the employer.
- Be honest
- Proof-read



## Don't

- Do it in a rush.
- Lie.
- Include irrelevant personal details such as marital status.
- Simply write a list of duties under work experience (remember you are selling yourself!).
- Use flashy or large font.



## Contents of a CV

- Career goal/personal statement (optional)
- Personal details
- Education
- Work experience
- Skills
- Achievements
- References





## Marjorie D. McGahey

Date of birth: April 4, 1987

Phone: 718-564-6972

Email: marjorie@jourrapide.com

Address: 526 Longview Avenue, Brooklyn, NY 11226

### OBJECTIVE

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Take advantages of sales skills & experience and understanding of tyres market to become a professional Sales Staff and bring a lot value to Customers. From that, I will contribute to development of your Company.

### EDUCATION

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#### FOREIGN TRADE UNIVERSITY

Sep 2005 - June 2015

Major: Economics and International Business

GPA: 7.34/10

### WORK EXPERIENCE

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#### UHE TRADING COMPANY

May 2011 - Now

Sales Executive

- Manage a retail shop in NeyOm province
- Attend tyres exhibitions, conferences and meetings with suppliers

#### CULTURIMEX BRANCH

Apr 2010 - Apr 2011

Marketing Executive

- Customer Care and look for new customers
- Do marketing promotions for the image of the company
- Implement the signed contract

### ACTIVITIES

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#### VOLUNTEERING

Jun 2008 - Mar 2009

New York

- Belief Volunteers Group: Take care of and teach culture for the homeless children at Hanoi 3rd sponsor society Center.
- Cycling for Environment (C4E): cycling in every Sunday morning everyweek to propagandize people to protect our environment.

### REFERENCES

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Ms. C. Smith

Vice Director of Culturimex Branch

Address: 763 Elk Rd Little, Tucson, AZ 85705

Email: TyroneCSmith@teleworm.us

Mobile: 520-248-9575

Let's see an example

# RICH ANDREWS

1 2 3 4 5 MAIN STRET LEEDS LE3 5R

PHONE (7 6 7 6 7) 4 5 6 - 7 8 9 0

[RICHANDREWS400065@HOTMAIL.COM](mailto:RICHANDREWS400065@HOTMAIL.COM)

DTE OF BIRTH 12 / 05 / 74

## EXPERIECE

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2002- 2004    valley Chicken factory    Main Road, Leeds

- Killing chickens.
- Managing small team.

2001-2002    Nice Flower Factory    Smalltown, Leeds

- Packing Flowers

2000-2001    Quick Cabs    Terry Street, leeds

- Driving a taxi around leeds

## EDUCATION

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1985-1990    Big School, Leeds    leeds

- 5 GCSEs including Maths and English

## INTRESTS

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Playing music, football, pinball, chatting with friends, going to the pub, boxing, sleeping when it's raining outside.

Can you find any **mistakes**  
in this CV?

2

## Cover letter Writing

Narrative complement to your CV/resume.

Highlights your motivations in applying for the position and why you want to work with this specific organization.



## Answer "Why you?" and "Why them?"

A good Cover Letter will:

- Share a story that shows you connect with their brand or their culture
- Tell them how you came to learn that they were special amongst their competitors
- Demonstrate why you value them and the work they do

Paws T. Catamount  
797 Western Lane  
Cullowhee, NC 28150

October 6, 2018

Jane Smith  
Internship Coordinator  
Allegion  
11819 N. Pennsylvania Street  
Carmel, IN 46032

Dear Ms. Smith,

I would like to apply to your summer internship for engineering students in 2019. I was made aware of this opportunity through the company's website, as I searched for internship opportunities that would allow me to utilize my training in mechanical engineering while continuing to grow as a professional in this field.

I am currently working towards my Bachelor of Science degree in Mechanical Engineering at Western Carolina University. I am also a member of the Honors College for which I am conducting an independent research project in understanding Matlab and its applications to Mechanical Engineering.

My academic program at the university strongly emphasizes preparation to enter into the professional workplace. Our curriculum consists of many projects that are collaborative, involve practicing accurate documentation of work, and end with a presentation in front of colleagues and peers. Additionally, I have been an active participant in DegreePlus, a campus-wide program designed to teach transferable skills. As a participant, I focused on growing my professionalism and leadership skills by participating in workshops and events on campus focused in these areas. With this in mind, I have come to seek an internship at Allegion in order to utilize these skills in a workplace context.

I am eager to learn about new technologies currently being developed in the workplace, and I feel that there is no better place to do that than an internship position with Allegion. Security is a rapidly changing field and I believe I will gain the skills necessary in order to compete in the workforce.

I am very grateful you are considering my application for your internship position. If you have any questions, you can contact me at (555) 555-5555. You can also reach me at my email at pawsl@catamount.wcu.edu. Thank you for your consideration.

Sincerely,

Paws Catamount

# Let's see an example

Your Name  
Your Address

Today's Date

Their Name  
Their Title  
Their Organization  
Their Address

Greeting,

Introduction Paragraph

Body Paragraph(s)

Closing Paragraph

Salutation,

Your Name



## Paragraph by Paragraph

### Opening Paragraph

State the position to which you're applying, where you found it/heard about it, name drop if you have a direct connection

### Academic Intro

State the college you are attending, your degree, relevant classes you've completed, and other relevant academic information.

### Body Paragraph

Connect your skills, characteristics, experiences, and qualifications to the position and company as a whole.

### Closing Paragraph

Reaffirm your qualifications and interest in the position. Be sure to include your contact info. Could offer to follow up with the employer.

3

# Email Writing

## Why Email?

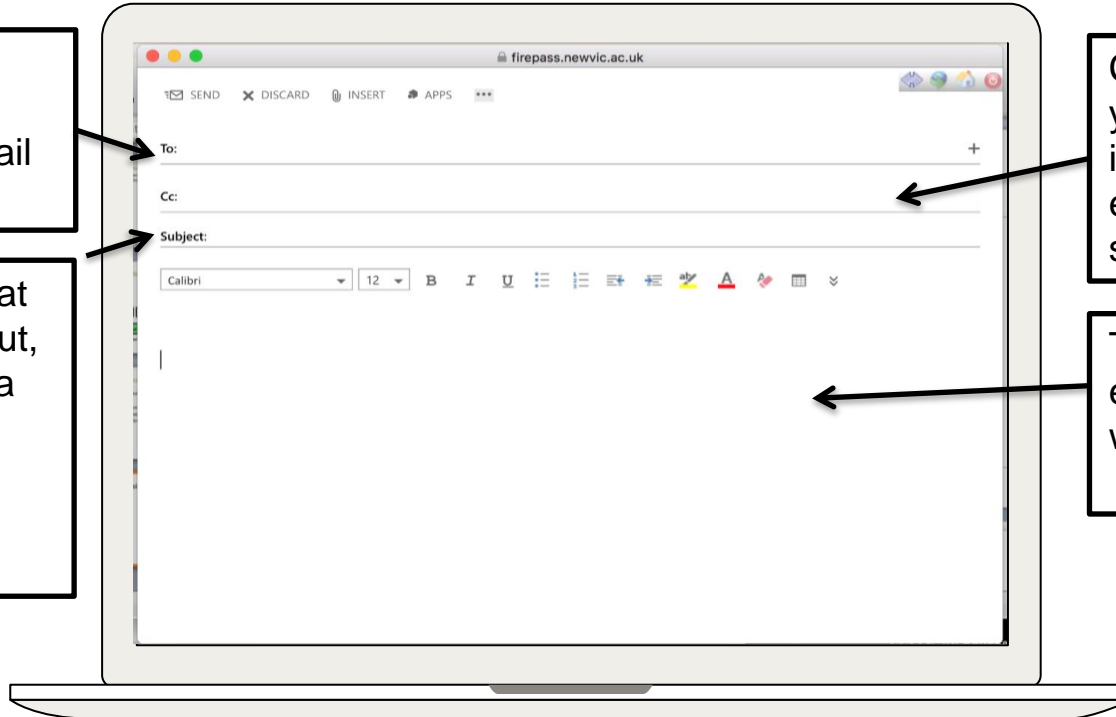
Online communication. At work, emails should always be formal



## Email – The Basics

Address: the person you are sending the email to

The subject: what is the email about, this can be just a few words. For example, 'Team meeting 25<sup>th</sup> March'



CC: someone who you want to see the information in the email you are sending.

The main part of the email where you write your message.



Dear Mandeep Gill,

I am writing to complain about the condition of the RECEPTION. Over the last two weeks, I have noticed a great deal of litter.

The purpose of the email and the main subject.

It is my opinion that this litter is a health hazard. For example, yesterday a service user fell over and cut his hand on a broken bottle. The service user in question needed four stitches.

Why you are writing this email.

I believe that there are a number of things that you could do to rectify this problem. Firstly, it may be possible for you to purchase additional litterbins. This would help prevent service users discarding their litter recklessly.

What you need to tell the manager to rectify the problem.

In addition, I think that our hospital needs more adequate security to prevent vandals littering.

In conclusion, I hope you will take my concerns seriously and I look forward to your reply.

Yours sincerely,

John Smith

Patient Experience Administration Apprentice

End your email.

Offer solution.

SEND

DISCARD

INSERT

APPS

manager@newhamhospital.nhs.uk

+

Cc:

Subject: I aint doing extra shifts

Calibri

12

B

I

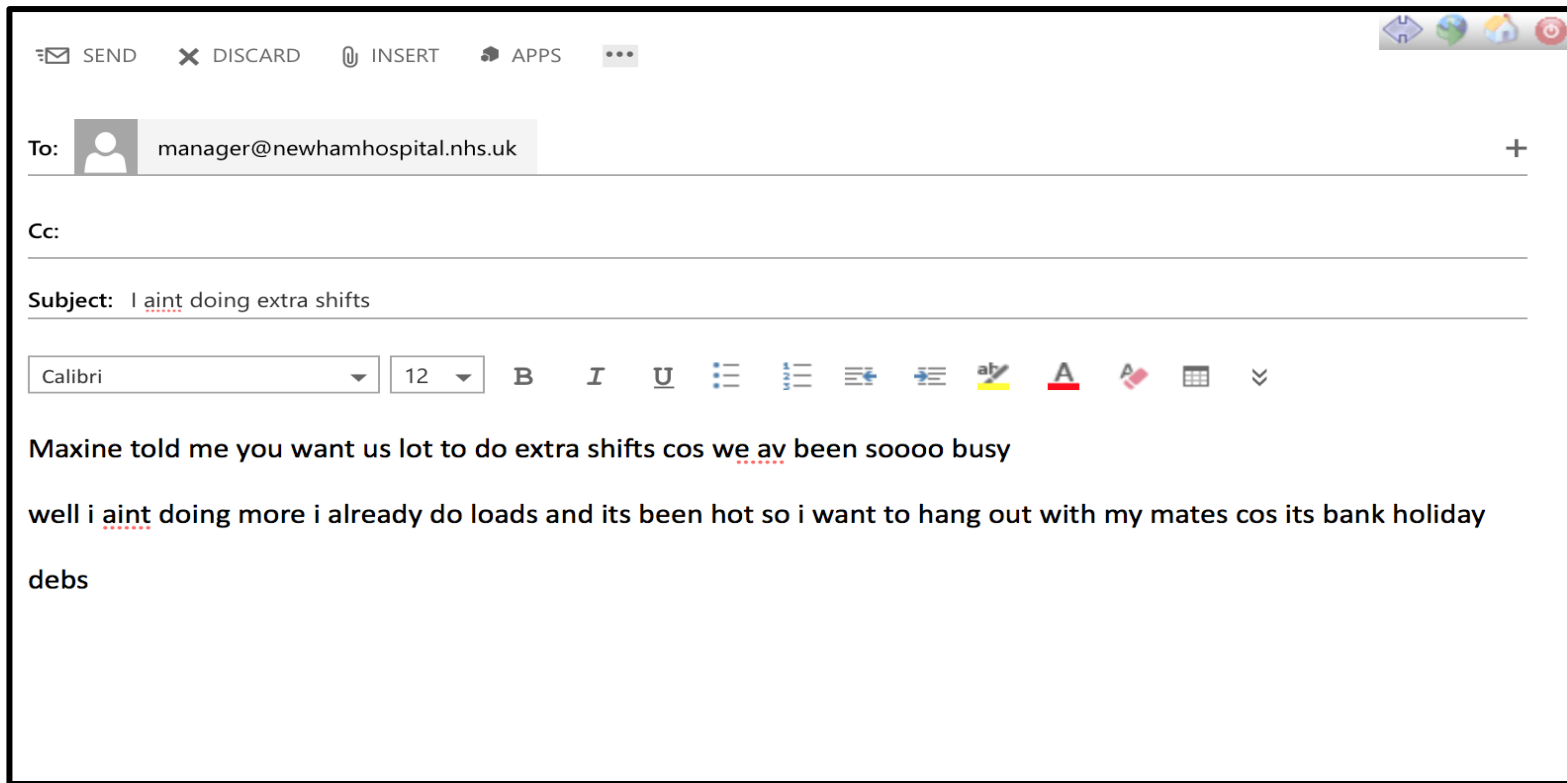
U

Maxine told me you want us lot to do extra shifts cos we av been soooo busy

well i aint doing more i already do loads and its been hot so i want to hang out with my mates cos its bank holiday

debs

Write a list of the mistakes:



Answer these questions:

Who is this email addressed to? How do we know?

How should the email start?

What is the email about?

What makes this too informal for a work email?

**Let's rewrite the email**

To:  manager@newhamhospital.nhs.uk



Cc:

Subject: Extra shifts over the bank holiday weekend

Calibri

12

**B**

*I*

U



Hello Mahmoud,

I just wanted to inform you that I am not able to work any extra shifts over the bank holiday weekend (Monday 31<sup>st</sup> August) as I have a family commitment.

I am able to do my usual shifts for the rest of the week.

Let me know if you want to discuss this further.

Kind regards,  
Debbie

4

# Application Writing

A good way to document and record important information

8th September, 20XX

The Principal  
Mary Public School  
Gurgaon, Haryana 122XXX

Subject: Application for a Medical Leave

Dear Sir/Madam,

I would like to bring to your kind attention that my name is Nupur Sharma, a student of Class X of your school. I have been diagnosed with dengue and the doctor has advised me to rest for two weeks in order to recover from it. As a result, I would not be able to appear for the class tests that have been scheduled for next week. I shall be really grateful if you exempt me from appearing for the exams or allow me to appear for them at a later date.

The medical certificate issued by the doctor is attached herewith.

Thanking you,  
Yours obediently,  
Nupur Sharma  
Class X  
07

**Let's see an example**



## **Job Application letter or Cover letter?**

- An application letter is mostly used by a job seeker to show interest in an unsolicited job
- Application letter can help you to be a step ahead of other job seekers.
- An application letter may have a more extensive introduction because it is meant to stand alone.
- Cover letter is usually accompanied by a CV or resume



তারিখ:- ০৯/০৬/২০২১ ইং  
বরাবর  
প্রধান শিক্ষক  
ক থ গ উচ্চ বিদ্যালয়

বিষয়: অগ্রিম ছুটির জন্য আবেদন।

জনাব,  
সবিনয় বিনীত নিবেদন এই যে, আমি ABC আপনার স্কুলের ১০শ্রেণীর  
একজন নিয়মিত ছাত্র। আগামী ১২/০৬/২০২১ ইং রোজ শুক্রবার  
আমার ছোট বোনের শুভ বিবাহ অনুষ্ঠিত হবে বিধায় ১০/০৬/২০২১  
ইং থেকে ১৪/০৬/২০২১ ইং পর্যন্ত মোট ৫ (পাঁচ) দিন বিদ্যালয়ে  
উপস্থিত হতে পারবো না।

অতএব, মহোদয়ের নিকট আমার আকুল আবেদন এই যে, উপরোক্ত  
বিষয়টি বিবেচনা করে আমাকে ৫ (পাঁচ) দিনের অগ্রিম ছুটি দানে  
বাধিত করবেন।

বিনীত  
আপনার স্নেহময় ছাত্র  
ABC  
১০ম শ্রেণী  
রোল নং:- ০০০

**Let's see another example**

5

## **How to give a presentation**



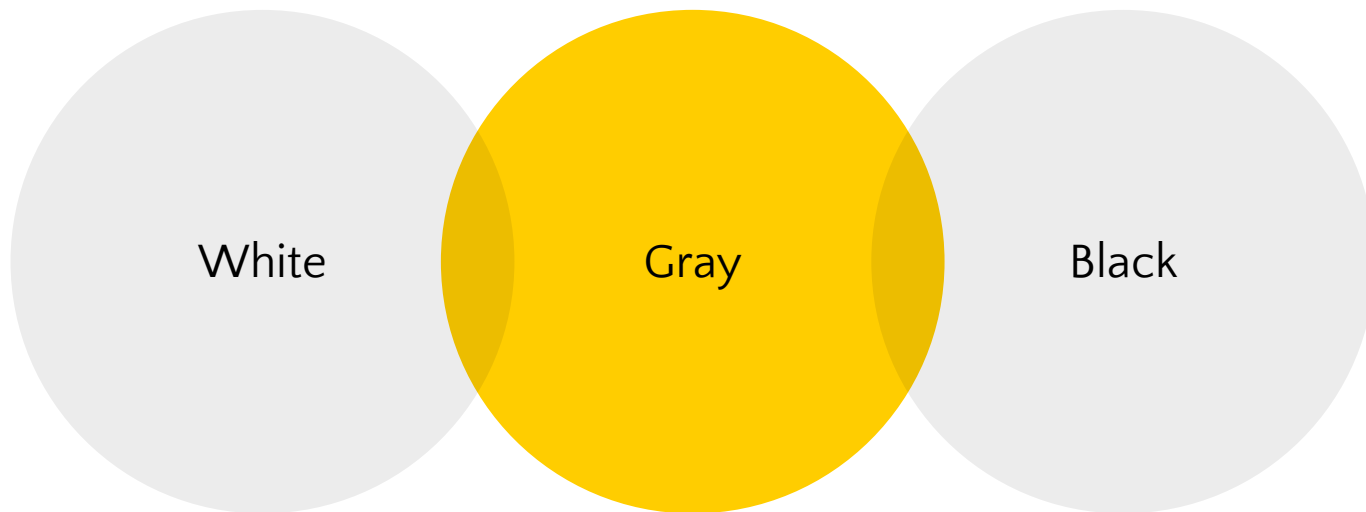
## Do

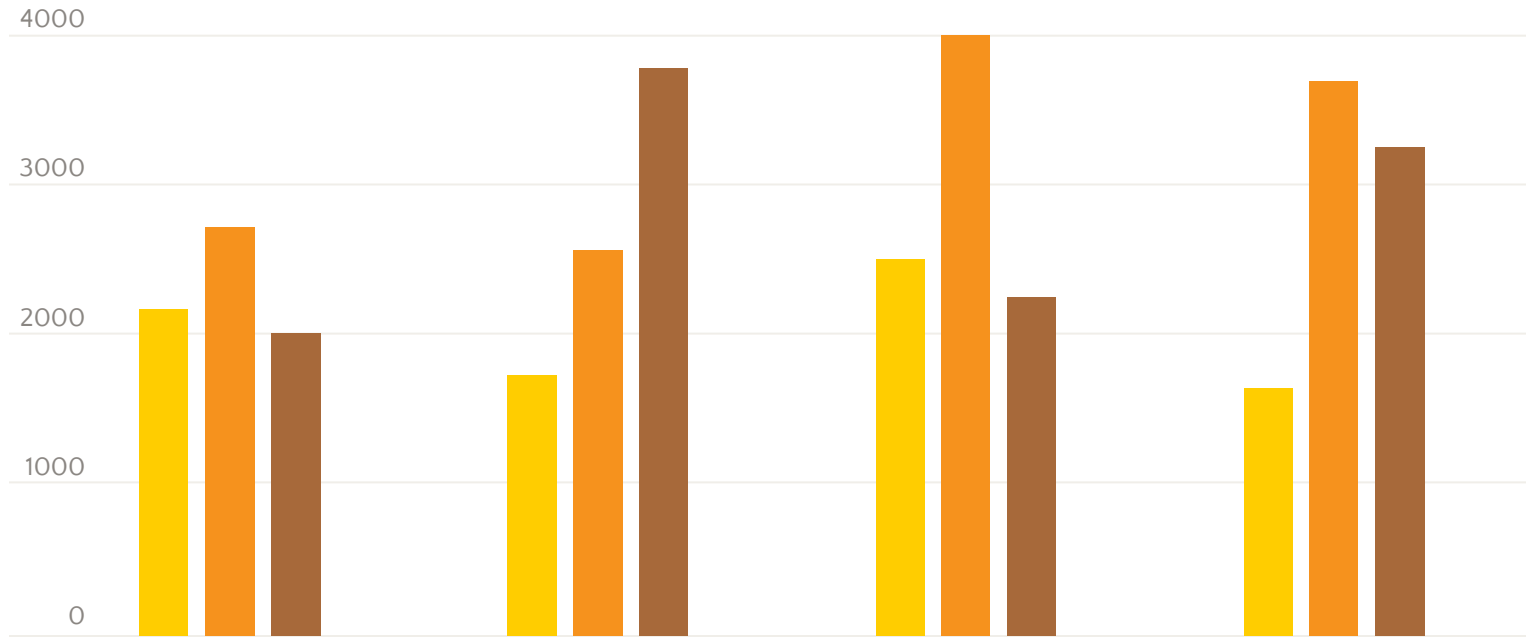
- Keep it simple
- Use visual aids
- Smile and make eye contact with the audience
- Show your passion
- Plan your delivery
- Practice



## Use charts to explain your ideas

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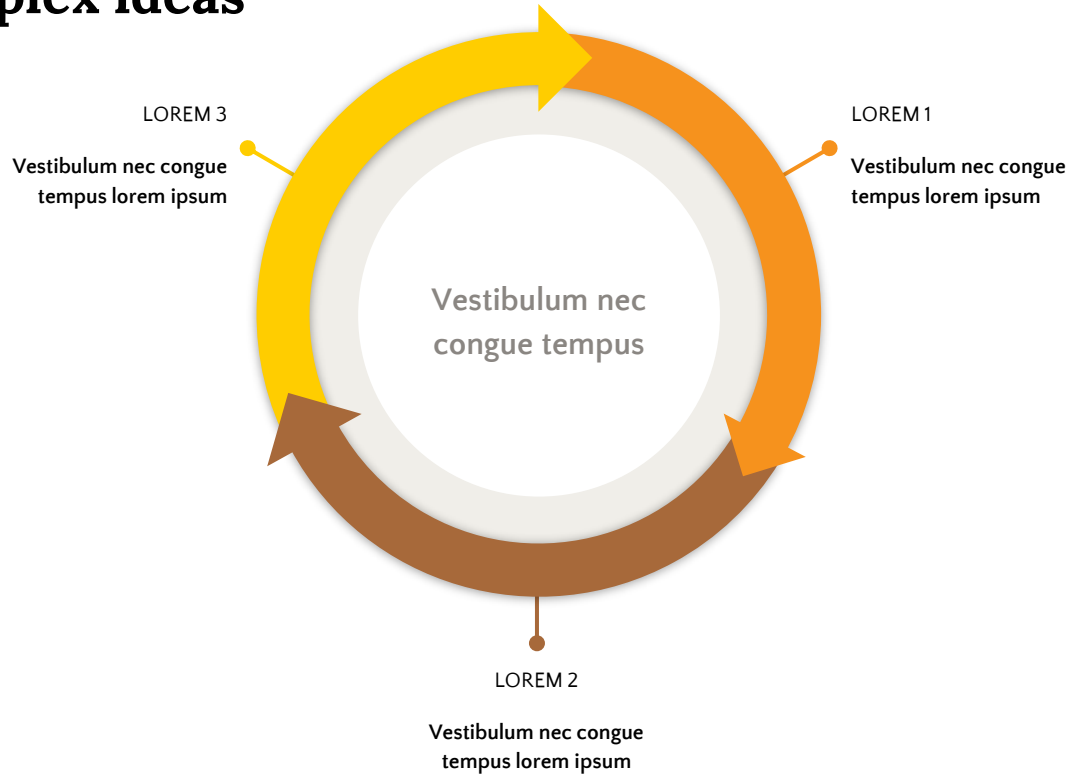


You can insert graphs from **Excel or Google Sheets**





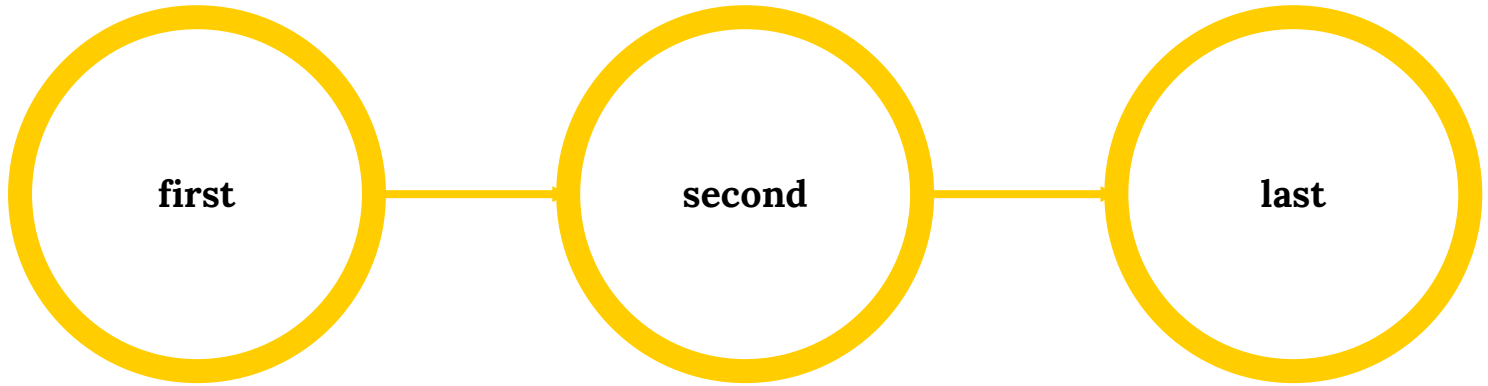
## Or use **diagrams** to explain complex ideas





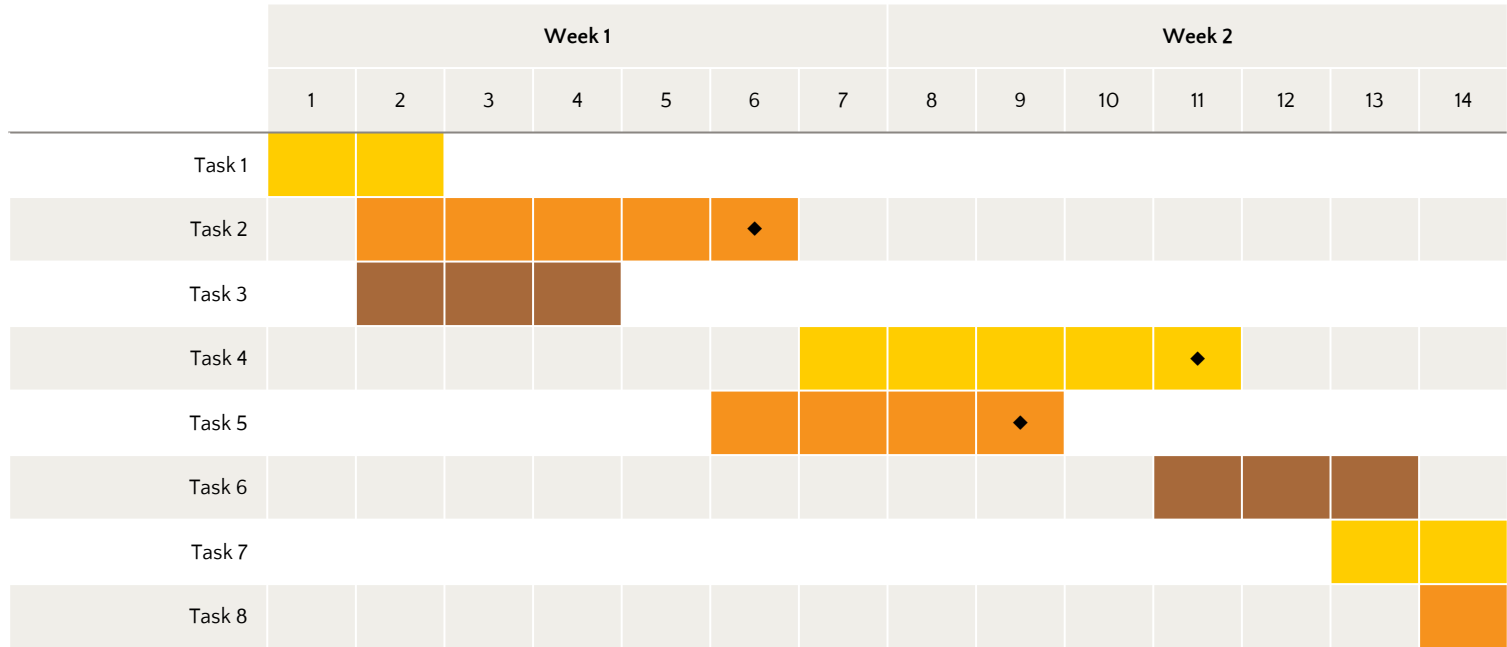
## Process

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## Gantt chart







# Roadmap

Blue is the colour of the clear sky and the deep sea

1

Red is the colour of danger and courage

3

Black is the color of ebony and of outer space

5

2

Yellow is the color of gold, butter and ripe lemons

4

White is the color of milk and fresh snow

6

Blue is the colour of the clear sky and the deep sea



## SWOT Analysis

### STRENGTHS

Blue is the colour of the clear sky and the deep sea

S

W

### WEAKNESSES

Yellow is the color of gold, butter and ripe lemons

O

T

Black is the color of ebony and of outer space

### OPPORTUNITIES

White is the color of milk and fresh snow

### THREATS



# Funnel





# Thanks!

*Any* **questions** ?

You can find me at

- [aquibazmain123@gmail.com](mailto:aquibazmain123@gmail.com)
- <https://aquibazmain.github.io/>