Computer Systems and Professional Practice

Professor Matthew Leeke
School of Computer Science
University of Birmingham

CVs, Covering Letters, and Interviews

Attendance Code: 98819750

Springs Weeks

Easter vacation of Year 1

Applications typically submitted before the end of November the preceding year

Typically focus on financial services industry

Experience is valuable in the future regardless of the industry

Internships and Year in Industry

Internships provide insight and experience over a short period of time, e.g, 4-16 weeks

Year in Industry provides a more sustained experience of a working environment

Many (not all!) companies completely fill their available graduate roles with people from internships and Years in Industry years

Now is the time to be thinking, regardless of the route you’re considering

Where to Apply?

You may have ideas already - try to research companies you know or sectors you find interesting

Use online and printed resources - hearing about a company that offers positions can be half the battle

Visit careers fairs and speak to your colleagues - unless you know exactly what you want to do, don’t focus too much on the nature of graduate roles

Where to Apply?

Companies often struggle to attract applications from strong candidates

Applying early is a positive indicator and a requirement for competitive positions

Do your research before applying to any company

Application Processes

CVs and Covering Letters

Application Forms

Phone Interviews

Online Assessments

Assessment Centres

Interviews

Anatomy of a CV

Ensure that you are clear, honest and direct

It is common to include:

- Profile
- Education
- Employment
- Technical Skills
- Prizes and Awards
- Hobbies and Interests

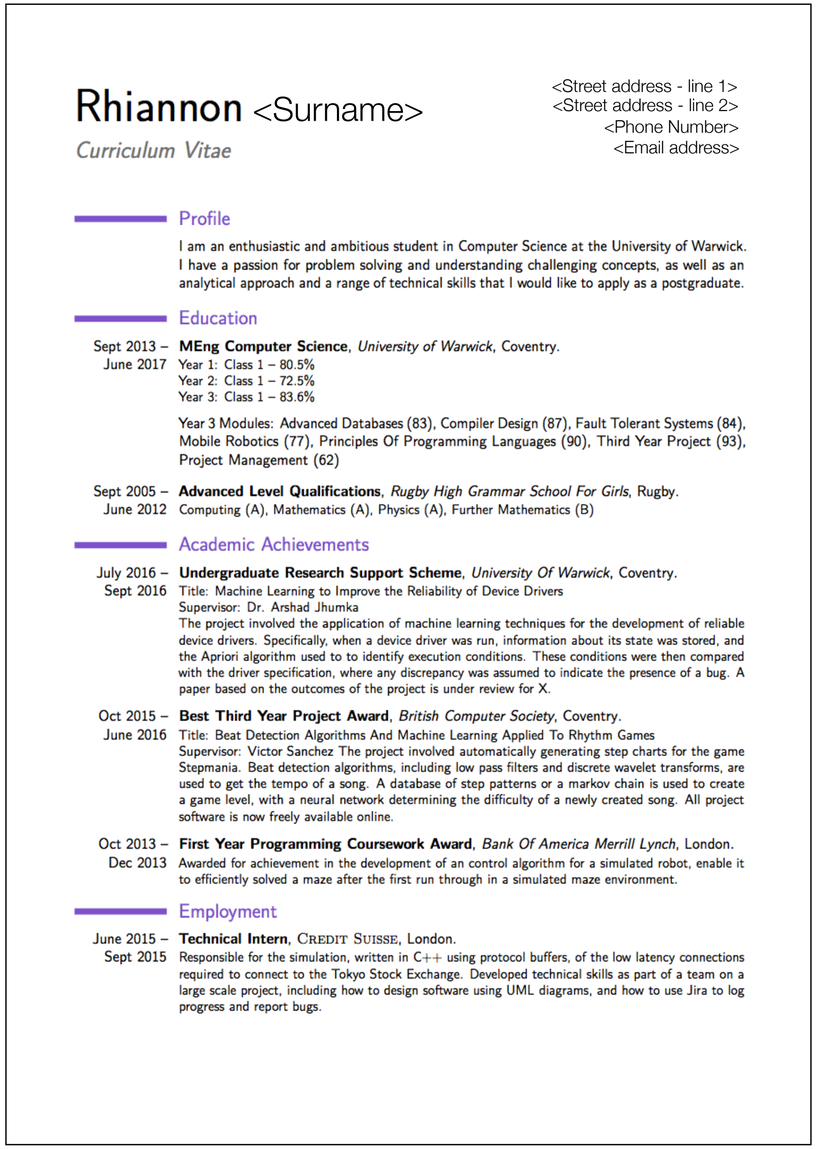
Examples

Contacts who've agreed to let us use their CV to think about what works

Lots of good points

A few areas for improvement

(Redacted, at bit)



Rhiannon <Surname>

Curriculum Vitae

<Street address - line 1>
<Street address - line 2>
<Phone Number>
<Email address>

Profile

I am an enthusiastic and ambitious student in Computer Science at the University of Warwick. I have a passion for problem solving and understanding challenging concepts, as well as an analytical approach and a range of technical skills that I would like to apply as a postgraduate.

Education

Sept 2013 – June 2017 **MEng Computer Science**, *University of Warwick*, Coventry.
Year 1: Class 1 – 80.5%
Year 2: Class 1 – 72.5%
Year 3: Class 1 – 83.6%

Year 3 Modules: Advanced Databases (83), Compiler Design (87), Fault Tolerant Systems (84), Mobile Robotics (77), Principles Of Programming Languages (90), Third Year Project (93), Project Management (62)

Sept 2005 – June 2012 **Advanced Level Qualifications**, *Rugby High Grammar School For Girls*, Rugby.
Computing (A), Mathematics (A), Physics (A), Further Mathematics (B)

Academic Achievements

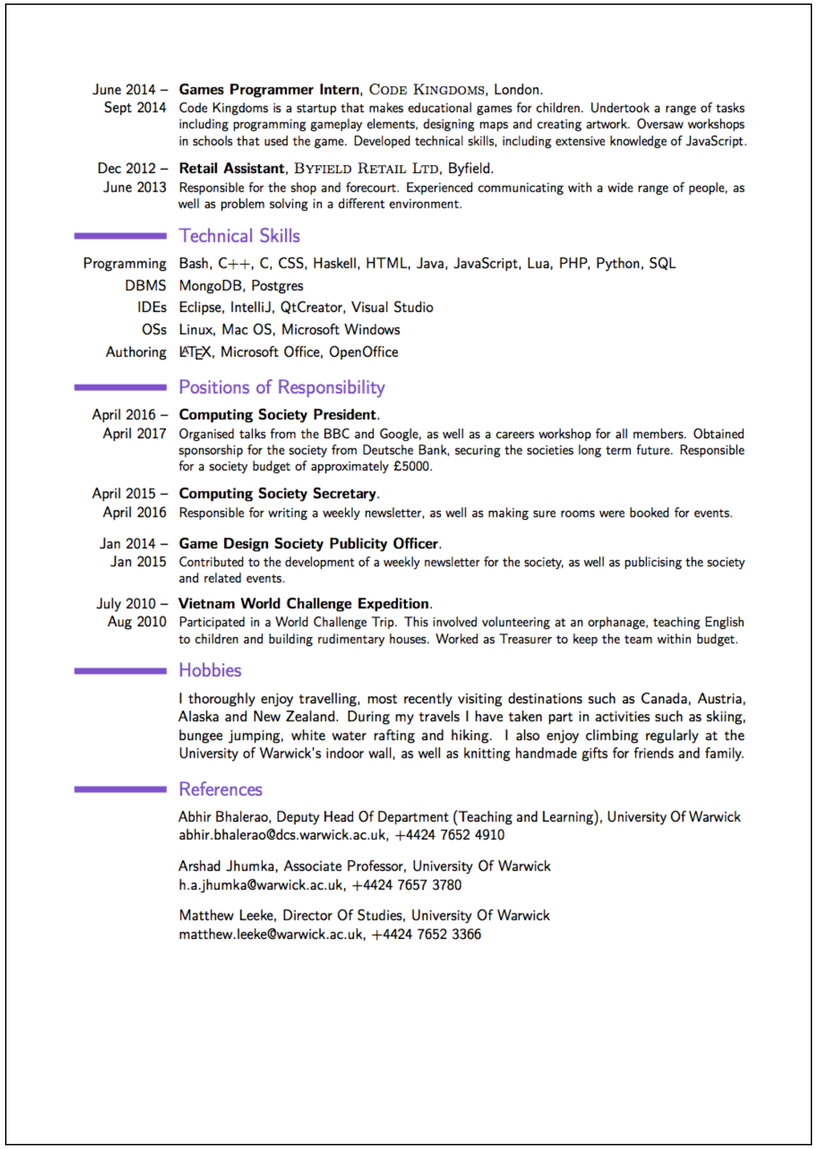
July 2016 – Sept 2016 **Undergraduate Research Support Scheme**, *University Of Warwick*, Coventry.
Title: Machine Learning to Improve the Reliability of Device Drivers
Supervisor: Dr. Arshad Jhumka
The project involved the application of machine learning techniques for the development of reliable device drivers. Specifically, when a device driver was run, information about its state was stored, and the Apriori algorithm used to to identify execution conditions. These conditions were then compared with the driver specification, where any discrepancy was assumed to indicate the presence of a bug. A paper based on the outcomes of the project is under review for X.

Oct 2015 – June 2016 **Best Third Year Project Award**, *British Computer Society*, Coventry.
Title: Beat Detection Algorithms And Machine Learning Applied To Rhythm Games
Supervisor: Victor Sanchez The project involved automatically generating step charts for the game Stepmania. Beat detection algorithms, including low pass filters and discrete wavelet transforms, are used to get the tempo of a song. A database of step patterns or a markov chain is used to create a game level, with a neural network determining the difficulty of a newly created song. All project software is now freely available online.

Oct 2013 – Dec 2013 **First Year Programming Coursework Award**, *Bank Of America Merrill Lynch*, London.
Awarded for achievement in the development of an control algorithm for a simulated robot, enable it to efficiently solved a maze after the first run through in a simulated maze environment.

Employment

June 2015 – Sept 2015 **Technical Intern**, Credit Suisse, London.
Responsible for the simulation, written in C++ using protocol buffers, of the low latency connections required to connect to the Tokyo Stock Exchange. Developed technical skills as part of a team on a large scale project, including how to design software using UML diagrams, and how to use Jira to log progress and report bugs.



June 2014 – Sept 2014 **Games Programmer Intern**, Code Kingdoms, London.
Code Kingdoms is a startup that makes educational games for children. Undertook a range of tasks including programming gameplay elements, designing maps and creating artwork. Oversaw workshops in schools that used the game. Developed technical skills, including extensive knowledge of JavaScript.

Dec 2012 – June 2013 **Retail Assistant**, Byfield Retail Ltd, Byfield.
Responsible for the shop and forecourt. Experienced communicating with a wide range of people, as well as problem solving in a different environment.

Technical Skills

Programming	Bash, C++, C, CSS, Haskell, HTML, Java, JavaScript, Lua, PHP, Python, SQL
DBMS	MongoDB, Postgres
IDEs	Eclipse, IntelliJ, QtCreator, Visual Studio
OSs	Linux, Mac OS, Microsoft Windows
Authoring	LaTeX, Microsoft Office, OpenOffice

Positions of Responsibility

April 2016 – April 2017 **Computing Society President**.
Organised talks from the BBC and Google, as well as a careers workshop for all members. Obtained sponsorship for the society from Deutsche Bank, securing the societies long term future. Responsible for a society budget of approximately £5000.

April 2015 – April 2016 **Computing Society Secretary**.
Responsible for writing a weekly newsletter, as well as making sure rooms were booked for events.

Jan 2014 – Jan 2015 **Game Design Society Publicity Officer**.
Contributed to the development of a weekly newsletter for the society, as well as publicising the society and related events.

July 2010 – Aug 2010 **Vietnam World Challenge Expedition**.
Participated in a World Challenge Trip. This involved volunteering at an orphanage, teaching English to children and building rudimentary houses. Worked as Treasurer to keep the team within budget.

Hobbies

I thoroughly enjoy travelling, most recently visiting destinations such as Canada, Austria, Alaska and New Zealand. During my travels I have taken part in activities such as skiing, bungee jumping, white water rafting and hiking. I also enjoy climbing regularly at the University of Warwick's indoor wall, as well as knitting handmade gifts for friends and family.

References

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abhir.bhalerao@dcs.warwick.ac.uk, +4424 7652 4910

Arshad Jhumka, Associate Professor, University Of Warwick
h.a.jhumka@warwick.ac.uk, +4424 7657 3780

Matthew Leeke, Director Of Studies, University Of Warwick
matthew.leeke@warwick.ac.uk, +4424 7652 3366

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Evaluating a CV

Header

- Clarity and opportunity to contact
- UK companies don’t expect protected characteristics or pictures

Education

- Details of (at least) your two most recent levels of education

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Employment

- Be specific about your experience
- Think responsibilities and skills

Awards and Achievements

- Don’t underestimate the value of quality indicators like awards
- Often includes positions of responsibility

Evaluating a CV

Technical Skills

Clarity is critical

Look for specific role requirements

Hobbies and Interests

Brief and positive (if at all)

References

Check for requirements!

Technical Skills

Programming	Bash, C++, C, CSS, Haskell, HTML, Java, JavaScript, Lua, PHP, Python, SQL
DBMS	MongoDB, Postgres
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Covering Letter

Structure and clarity are key

Need to clearly communicate:

- Intent
- Existing relationships
- Company research
- Suitability

Dear Sir / Madam,

After attending the <EVENT NAME> event hosted by your <DIVISION NAME> division, I wish to apply for a <SCHEME NAME PLACEMENT> scheme placement. Through my research and studies I am most interested in a placement in your <DIVISION NAME> division. I feel my skills, knowledge and interests would also be best suited to this role. I would be very excited by an opportunity to gain more experience of your <DEPARTMENT NAME> department.

I am currently studying at the University of <UNI> with a concentration in Computer Science and Business studies. As my educational history shows I have a well rounded knowledge base. Since beginning by university studies I have most enjoyed my application development and operations modules and now desire a career in these fields. Due to <COMPANY NAME> having such a large technology department with in house application development I feel a career with <COMPANY NAME> would help me reach my aspirations.

I have had an insight into the people oriented culture that exists at <COMPANY NAME>, from various campus events I attended. The visible common goal that exists amongst employees is something, from past employment, I value as a strong motivational factor. I feel a placement with <COMPANY NAME> would help me further develop both my personal and academic skills as well as helping me provide a positive contribution during the placement.

The focus <COMPANY NAME> have on coordinating projects as a team fits perfectly with the way I prefer to work, and will enable me to use the strong team work skills that I have already developed from both my voluntary experiences and work career. Also through my continued employment and voluntary work that I have demonstrated strong interpersonal skills which I would be able to further develop and tailor to my desired career path whilst working at <COMPANY NAME>.

Yours faithfully,

The One-page CV

Header

Clarity and opportunity to contact

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Education

Details of (at least) your two most recent levels of education

Education:

2015 - 2018: University of <Redacted> **, BSc Discrete Mathematics**
Modules Include: Mathematical Analysis, Programming for Computer Scientists.

2013 - 2015: City of Stoke-on-Trent Sixth Form College, Stoke-on-Trent
A Levels: Maths A*, Further Maths A, Physics A

2008 - 2013: Endon High School, Stoke-on-Trent
GCSEs: 7xA*, 6xA, 1xB, 1xC

Experience:

2016 - present: Computer Science Open Day Guide, University of <Redacted>
- Customer focused contingent work within the department welcoming and engaging with prospective students and their families.
- Communicated well with a variety of potential students on many different issues.
- Liaised with members of staff over technical details of the courses and supported.

2015: Voluntary Maths Tutor, Sandon Meridian Academy
- Went into the school, once a week, to work one-to-one with a wide range of students.
- Adapted the structure and delivery of the teaching depending on how the lesson was going and after evaluating their weaknesses.
- Presented mathematical ideas in a simpler fashion, that the students could understand.

2013 - present: Voluntary Lawn Mower, Emmanuel Evangelical Church, Bradeley
- Mowed lawn weekly or fortnightly, during spring and summer.
- Co-operated with the client, over which days the church was in use
- Facilitated with the neighbours over the disposal of the grass.

Skills:

- **Communication** - Confident communicator, able to speak audiences of different sizes, and at different levels.
- **Attention to Detail** - Developed through academic studies, means work is organised and punctual.
- **Analytical** - Developed through academic studies and hobbies, means work is produced efficiently, and usage of time is optimised.
- **Computer Literate** - Proficient in Microsoft Excel 2007 onwards, also very competent with Word, PowerPoint and e-mail.
- **Programming** - Studied Java at degree level, able to adapt to other languages specifically von Neumann languages.

Interests:

During my spare time I enjoy relaxing by playing strategic computer games, where I can analyse the game and decide on an optimal decision. I am constantly pushing myself and I do this by running and playing piano.

References available upon request

Another Example

You asked for a couple more CV examples

Is this any better?

Tell me:

- Three positives
- Three negatives
- Three things you could address in 10 minutes

Jake <Surname>

E-mail: <Email>
Phone: <Phone>
GitHub: <GitHub>

Education

MEng Computer Science
University Of Warwick (2014-2018)
Predicted degree class 1:1. Current class rank: 1. Modules taken in Machine Learning, Advanced Computer Architecture, Formal Verification, Advanced Databases and Operating Systems.

A-Levels
Loreto College (2012-2014)
Computing (A*), Maths (A*), Further Maths (A*), Physics (A*) and General Studies (A).

Experience

Research Intern **Department of Computer Science**
University of Warwick (July - September 2017)

- Competitively funded research in health analytics and social media.
- Investigated lifestyle diseases, including diabetes and heart disease.
- Designed a collection framework using Python and MongoDB.
- 700,000+ tweets collected and geographically visualised.
- Found trends between social media usage and disease factors.

Software Engineer **Morgan Stanley**
London (June - September 2016)

- Worked in an international team of over 70 people.
- Created a prototype search tool for finding people relevant to tools.
- Created a data stream visualiser with a fellow intern.
- A variety of technologies used, including Java, Python, Javascript.
- Exposure to Scrum and test driven development.

Web Developer **Givee**
Leamington Spa (October 2016 - December 2016)

- Front End developer for the e-commerce site Givee.
- Role required implementing the front end application in AngularJS.
- Worked over a two month period for a rapid production release.
- Extensive use of the Scrum in a team of four developers.

Achievements

Deutsche Bank Software Engineering Prize
- Prize winner for an analysis and visualisation tool for an email corpus.
- Used Angular2, Java Spring and MySQL in a team of three.
- Developed in a period of 8 weeks, including specification and testing.

NWERC ACM Competitor
- Represented Warwick University at the NWERC ACM competition in Sweden for the 2016 competition, with two other team members.

Warwick-Morgan Stanley Academic Prize
- Received for outstanding performance in first year study, in coursework solutions and exams.

Languages

Javascript • Typescript • Python
Java • Swift • C • SQL

Frameworks/Packages

Node • Angular2 • MongoDB • jQuery
Keras • OpenCV • SciPy • Pandas

Tools

Git • UNIX • Xcode • Photoshop
QGIS • Docker • VirtualBox

Concepts

OOP • Functional Programming
Agile Development • Scrum
Data Structures • Concurrency

Projects

Embedded Pong
- Port of the arcade game Pong to run on an oscilloscope.
- Dealt with analog inputs to software.
- Written in C, without access to the standard library functions.

News Summation Web App
- Application to aggregate and summarise news from news sources.
- Summaries produced were of similar quality and length to Smmry.
- Written in Angular2 and Python.

Serializable Distributed Database
- Built a one-copy serializable distributed database in Java.
- Quorum based, decentralised two-phase locking for read/write protection.
- Allowed concurrent read accesses.

N-Body Optimisation
- Optimisation of an N-Body physics simulation written in C.
- This entailed the use of algorithm changes, OpenMP and intrinsics.
- Resulting program benchmarks were approximately 40x faster than the original code.

Extracurricular

Warwick University Climbing Club President (2016-2017)
- Actively involved with my university climbing club, managing club welfare.
- Organised many trips throughout the UK and Europe.

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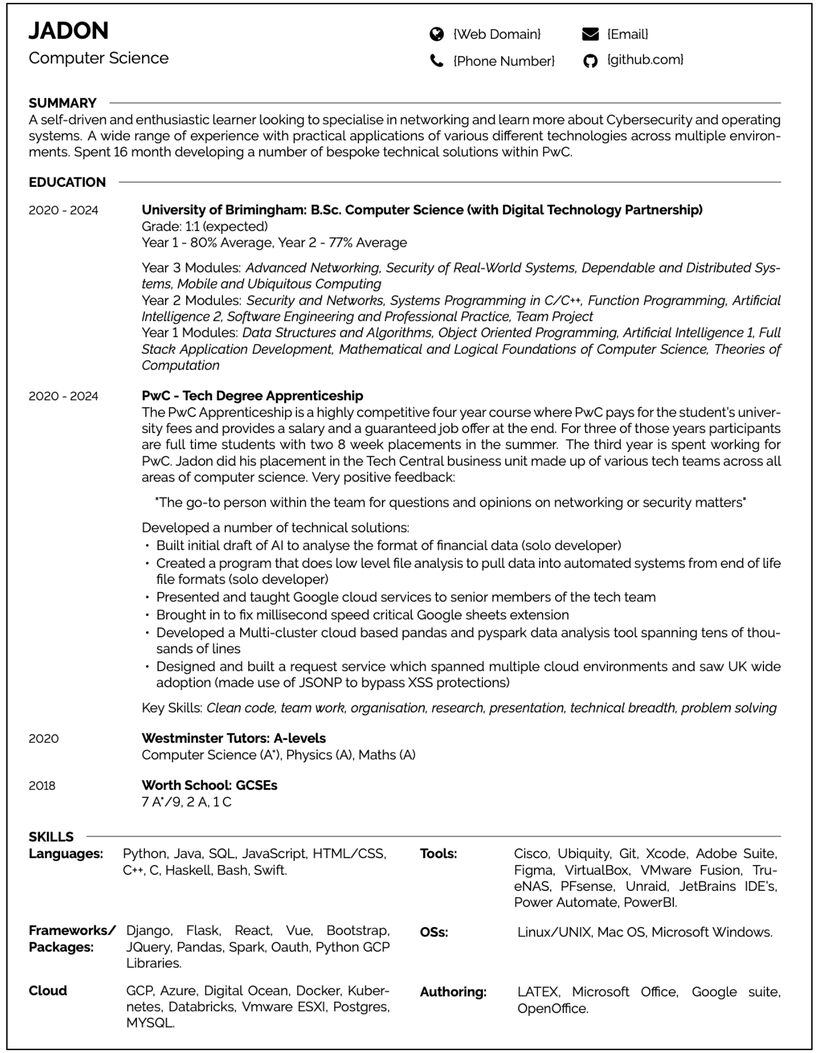


JADON
Computer Science

{Web Domain} {Email}
{Phone Number} {github.com}

SUMMARY
A self-driven and enthusiastic learner looking to specialise in networking and learn more about Cybersecurity and operating systems. A wide range of experience with practical applications of various different technologies across multiple environments. Spent 16 month developing a number of bespoke technical solutions within PwC.

EDUCATION

2020 - 2024 **University of Brimingham: B.Sc. Computer Science (with Digital Technology Partnership)**
Grade: 1:1 (expected)
Year 1 - 80% Average, Year 2 - 77% Average

Year 3 Modules: *Advanced Networking, Security of Real-World Systems, Dependable and Distributed Systems, Mobile and Ubiquitous Computing*
Year 2 Modules: *Security and Networks, Systems Programming in C/C++, Function Programming, Artificial Intelligence 2, Software Engineering and Professional Practice, Team Project*
Year 1 Modules: *Data Structures and Algorithms, Object Oriented Programming, Artificial Intelligence 1, Full Stack Application Development, Mathematical and Logical Foundations of Computer Science, Theories of Computation*

2020 - 2024 **PwC - Tech Degree Apprenticeship**
The PwC Apprenticeship is a highly competitive four year course where PwC pays for the student's university fees and provides a salary and a guaranteed job offer at the end. For three of those years participants are full time students with two 8 week placements in the summer. The third year is spent working for PwC. Jadon did his placement in the Tech Central business unit made up of various tech teams across all areas of computer science. Very positive feedback:

"The go-to person within the team for questions and opinions on networking or security matters"

Developed a number of technical solutions:
- Built initial draft of AI to analyse the format of financial data (solo developer)
- Created a program that does low level file analysis to pull data into automated systems from end of life file formats (solo developer)
- Presented and taught Google cloud services to senior members of the tech team
- Brought in to fix millisecond speed critical Google sheets extension
- Developed a Multi-cluster cloud based pandas and pyspark data analysis tool spanning tens of thousands of lines
- Designed and built a request service which spanned multiple cloud environments and saw UK wide adoption (made use of JSONP to bypass XSS protections)

Key Skills: *Clean code, team work, organisation, research, presentation, technical breadth, problem solving*

2020 **Westminster Tutors: A-levels**
Computer Science (A*), Physics (A), Maths (A)

2018 **Worth School: GCSEs**
7 A*/9, 2 A, 1 C

SKILLS

Languages: Python, Java, SQL, JavaScript, HTML/CSS, C++, C, Haskell, Bash, Swift.

Tools: Cisco, Ubiquity, Git, Xcode, Adobe Suite, Figma, VirtualBox, VMware Fusion, TrueNAS, PFsense, Unraid, JetBrains IDE's, Power Automate, PowerBI.

Frameworks/ Packages: Django, Flask, React, Vue, Bootstrap, JQuery, Pandas, Spark, Oauth, Python GCP Libraries.

OSs: Linux/UNIX, Mac OS, Microsoft Windows.

Cloud GCP, Azure, Digital Ocean, Docker, Kubernetes, Databricks, Vmware ESXI, Postgres, MYSQL.

Authoring: LATEX, Microsoft Office, Google suite, OpenOffice.

PROJECTS

2015 - Present **HomeLab**
This initiated as a project to improve the domestic wifi with a few APs and poe injectors, which quickly grew into a 42u rack and a smaller 12u network cabinet. Being able to spin up VLANS or create multiple machines in a network to test something discussed in theory allows for a really in depth understanding. It also serves as an excellent test bed for new hardware and real world applications.

The current homelab consists of a sound proofed 24u cabinet containing a 10gb switch, vmware host, Truenas with a netapp disk shelf and a UPS. Recently gave a presentation on the benefits of owning a homelab and why they make such excellent learning tools to almost 100 people.

2021-2022 **Hackathons and Hack The Box University Capture The Flag**
Involved in a number of hackathons and Capture The Flags both online and in-person. With teams created on the day from random people or with a group of friends. The largest event was the 2021 Uni Hack The Box Capture the Flag.

2020-2023 **Advent of Code**
Participates in the Advent of Code challenges each December. These offer a fun way to try new languages and push programming skills to the limit. Last year automated the testing and input string sections of the code which saved a significant amount of time each day.

2019-2022 **Kitabisi School network**
Kitabisi School network: In year 12 at school designed and installed a network for Kitabisi School in rural Kenya. Worth School had donated a number of laptops. The network was 3G based, with a simple NAS, access point, UPS and security gateway with remote management capabilities.

Subsequently, due to the high cost of internet data usage, identified a supplementary offline solution using RACHEL (Remote Access Hotspot for Education and Learning). This was an OS installed on a Pi that contained a webhost with 100's of Gigabytes of downloaded teaching material including Wikipedia, KHAN academy and many others.

2019-2022 **Charity Website**
Developed a new website for the charity that helps run the school in Kitabisi. They were looking for a new way to engage and provide updates to people who they meet. The website thus needed to have a number of standard features in addition to using content that could be updated without touch code so required a completely custom backend for uploading images and other pieces of information.

To achieve this it was built using Vue and Django with custom CSS and HTML to allow it to be reactive. This was hosted using nginx and gunicorn on a digital ocean droplet. The traffic was relatively small so no load balancing or Cloudflare networking was required.

2019-2022 **Computer related volunteering**
In year 12 there was an opportunity to teach computer skills to a small number of refugees who were also learning English at the same time.

ACHIEVEMENTS

2019-2022 **Certifications**
Has obtained or is currently working on a number of certifications outside the university curriculum:
- Azure Fundamentals (AZ900) – completed
- Google's Associate Cloud Engineer – 85% completed
- Cisco Certified Network Associate – 30% completed

2012-2022 **Piano**
Achieved Grade 5 theory and working on Grade 5 practical

2021-Present **Private pilot's licence**
Working towards a pilot's licence – now completed 18 hours of flying

2021-Present **Climbing and Jiu-Jitsu**
A keen member of the university climbing and Jiu-Jitsu clubs for the past three years. Achieved an orange 2 belt and qualifications to lead and top rope.

Yet Another Example

JADON

Computer Science

{Web Domain} {Email}
{Phone Number} {github.com}

SUMMARY

A self-driven and enthusiastic learner looking to specialise in networking and learn more about Cybersecurity and operating systems. A wide range of experience with practical applications of various different technologies across multiple environments. Spent 16 month developing a number of bespoke technical solutions within PwC.

EDUCATION

2020 - 2024

University of Brimingham: B.Sc. Computer Science (with Digital Technology Partnership)
Grade: 1:1 (expected)
Year 1 - 80% Average, Year 2 - 77% Average

Year 3 Modules: *Advanced Networking, Security of Real-World Systems, Dependable and Distributed Systems, Mobile and Ubiquitous Computing*
Year 2 Modules: *Security and Networks, Systems Programming in C/C++, Function Programming, Artificial Intelligence 2, Software Engineering and Professional Practice, Team Project*
Year 1 Modules: *Data Structures and Algorithms, Object Oriented Programming, Artificial Intelligence 1, Full Stack Application Development, Mathematical and Logical Foundations of Computer Science, Theories of Computation*

Yet Another Example

2020 - 2024

PwC - Tech Degree Apprenticeship
The PwC Apprenticeship is a highly competitive four year course where PwC pays for the student's university fees and provides a salary and a guaranteed job offer at the end. For three of those years participants are full time students with two 8 week placements in the summer. The third year is spent working for PwC. Jadon did his placement in the Tech Central business unit made up of various tech teams across all areas of computer science. Very positive feedback:

> "The go-to person within the team for questions and opinions on networking or security matters"

Developed a number of technical solutions:

- Built initial draft of AI to analyse the format of financial data (solo developer)
- Created a program that does low level file analysis to pull data into automated systems from end of life file formats (solo developer)
- Presented and taught Google cloud services to senior members of the tech team
- Brought in to fix millisecond speed critical Google sheets extension
- Developed a Multi-cluster cloud based pandas and pyspark data analysis tool spanning tens of thousands of lines
- Designed and built a request service which spanned multiple cloud environments and saw UK wide adoption (made use of JSONP to bypass XSS protections)

Key Skills: *Clean code, team work, organisation, research, presentation, technical breadth, problem solving*

2020

Westminster Tutors: A-levels
Computer Science (A*), Physics (A), Maths (A)

2018

Worth School: GCSEs
7 A*/9, 2 A, 1 C

Yet Another Example

SKILLS

Languages:	Python, Java, SQL, JavaScript, HTML/CSS, C++, C, Haskell, Bash, Swift.	**Tools:**	Cisco, Ubiquity, Git, Xcode, Adobe Suite, Figma, VirtualBox, VMware Fusion, TrueNAS, PFsense, Unraid, JetBrains IDE's, Power Automate, PowerBI.
Frameworks/ Packages:	Django, Flask, React, Vue, Bootstrap, JQuery, Pandas, Spark, Oauth, Python GCP Libraries.	**OSs:**	Linux/UNIX, Mac OS, Microsoft Windows.
Cloud	GCP, Azure, Digital Ocean, Docker, Kubernetes, Databricks, Vmware ESXI, Postgres, MYSQL.	**Authoring:**	LATEX, Microsoft Office, Google suite, OpenOffice.

Yet Another Example

PROJECTS

2015 - Present

HomeLab

This initiated as a project to improve the domestic wifi with a few APs and poe injectors, which quickly grew into a 42u rack and a smaller 12u network cabinet. Being able to spin up VLANS or create multiple machines in a network to test something discussed in theory allows for a really in depth understanding. It also serves as an excellent test bed for new hardware and real world applications.

The current homelab consists of a sound proofed 24u cabinet containing a 10gb switch, vmware host, Truenas with a netapp disk shelf and a UPS. Recently gave a presentation on the benefits of owning a homelab and why they make such excellent learning tools to almost 100 people.

2021-2022

Hackathons and Hack The Box University Capture The Flag

Involved in a number of hackathons and Capture The Flags both online and in-person. With teams created on the day from random people or with a group of friends. The largest event was the 2021 Uni Hack The Box Capture the Flag.

2020-2023

Advent of Code

Participates in the Advent of Code challenges each December. These offer a fun way to try new languages and push programming skills to the limit. Last year automated the testing and input string sections of the code which saved a significant amount of time each day.

2019-2022

Kitabisi School network

Kitabisi School network: In year 12 at school designed and installed a network for Kitabisi School in rural Kenya. Worth School had donated a number of laptops. The network was 3G based, with a simple NAS, access point, UPS and security gateway with remote management capabilities.

Subsequently, due to the high cost of internet data usage, identified a supplementary offline solution using RACHEL (Remote Access Hotspot for Education and Learning). This was an OS installed on a Pi that contained a webhost with 100's of Gigabytes of downloaded teaching material including Wikipedia, KHAN academy and many others.

Yet Another Example

2019-2022	**Charity Website** Developed a new website for the charity that helps run the school in Kitabisi. They were looking for a new way to engage and provide updates to people who they meet. The website thus needed to have a number of standard features in addition to using content that could be updated without touch code so required a completely custom backend for uploading images and other pieces of information. To achieve this it was built using Vue and Django with custom CSS and HTML to allow it to be reactive. This was hosted using nginx and gunicorn on a digital ocean droplet. The traffic was relatively small so no load balancing or Cloudflare networking was required.
2019-2022	**Computer related volunteering** In year 12 there was an opportunity to teach computer skills to a small number of refugees who were also learning English at the same time.

Another Example for Us To Discuss

ACHIEVEMENTS

2019-2022 **Certifications**
Has obtained or is currently working on a number of certifications outside the university curriculum:
- Azure Fundamentals (AZ900) – completed
- Google's Associate Cloud Engineer – 85% completed
- Cisco Certified Network Associate – 30% completed

2012-2022 **Piano**
Achieved Grade 5 theory and working on Grade 5 practical

2021-Present **Private pilot's licence**
Working towards a pilot's licence – now completed 18 hours of flying

2021-Present **Climbing and Jiu-Jitsu**
A keen member of the university climbing and Jiu-Jitsu clubs for the past three years. Achieved an orange 2 belt and qualifications to lead and top rope.

REFERENCES

Professor Matthew Leeke
Deputy Head of School of Computer Science, University of Birmingham m.leeke@bham.ac.uk

Doctor Ian Batten
Associate Professor, University of Birmingham i.g.batten@bham.ac.uk

Application Processes

CVs and Covering Letters

Application Forms

Phone Interviews

Online Assessments

Assessment Centres

Interviews

Application Forms

Often in lieu of (or in addition to) a CV

Important to understand what someone will see and how they will be evaluating your application

- Will they also see your CV?
- Try to be as clear as possible when it comes to “standard” fields
- Free-form fields and open question require a little more thought - reuse?!

Phone Interviews

Prepare!

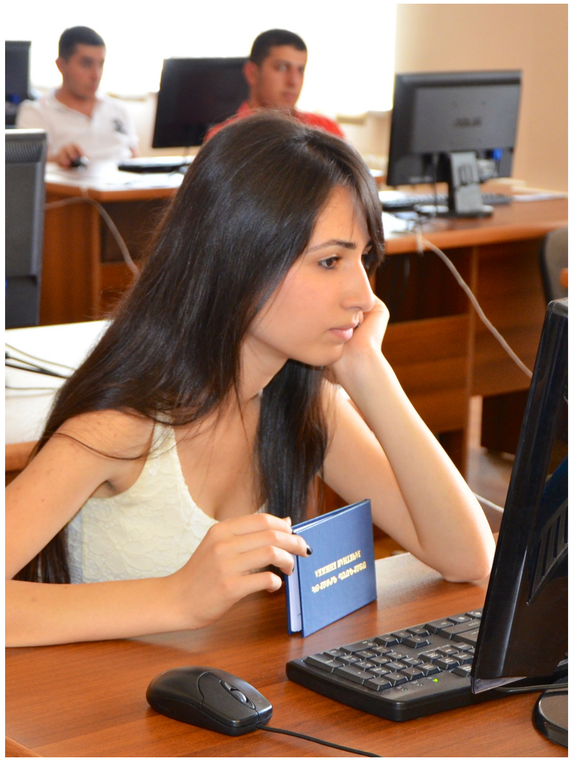
Common to be asked:

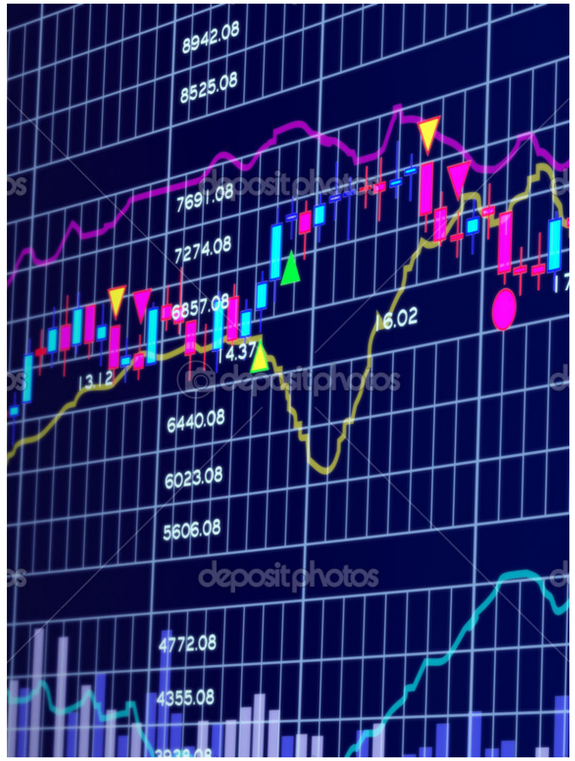
Validations - What is your degree about? What have you studied? Your CV said X?

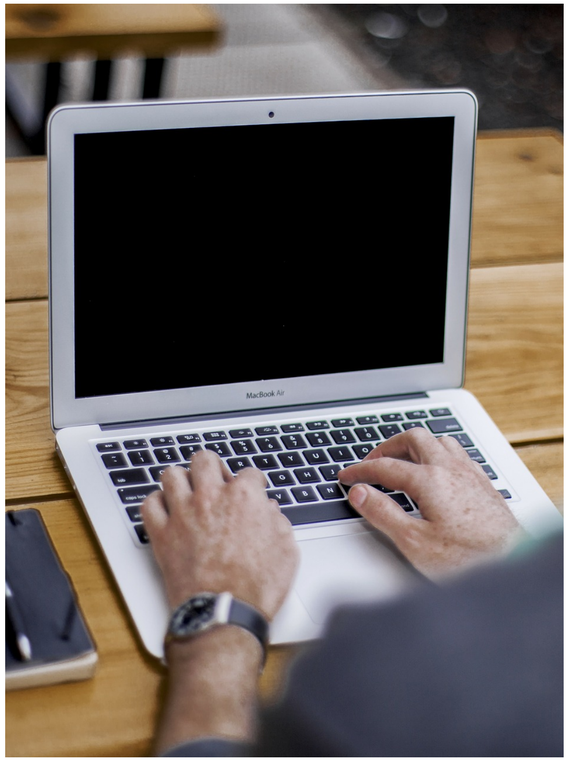
Abstract Problems - I have a huge ladder and a pile of eggs... how can I...

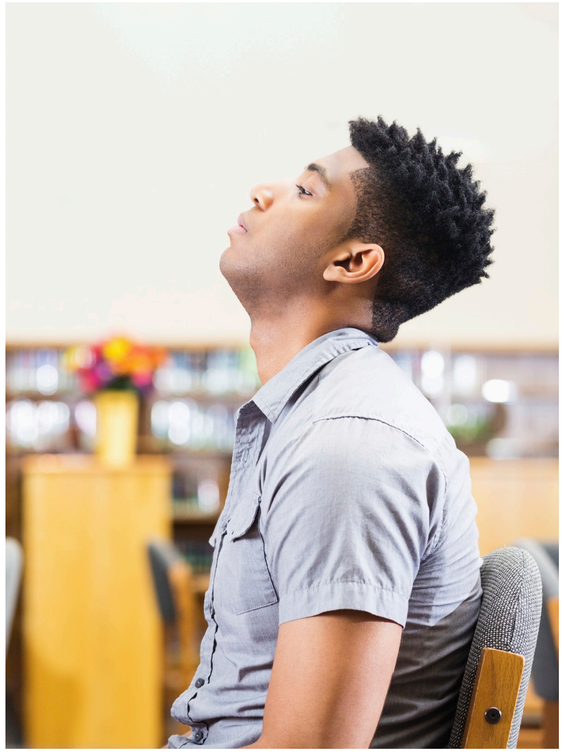
Programming Problems - Increasingly common using collaborative software

Online Testing









Assessment Centres

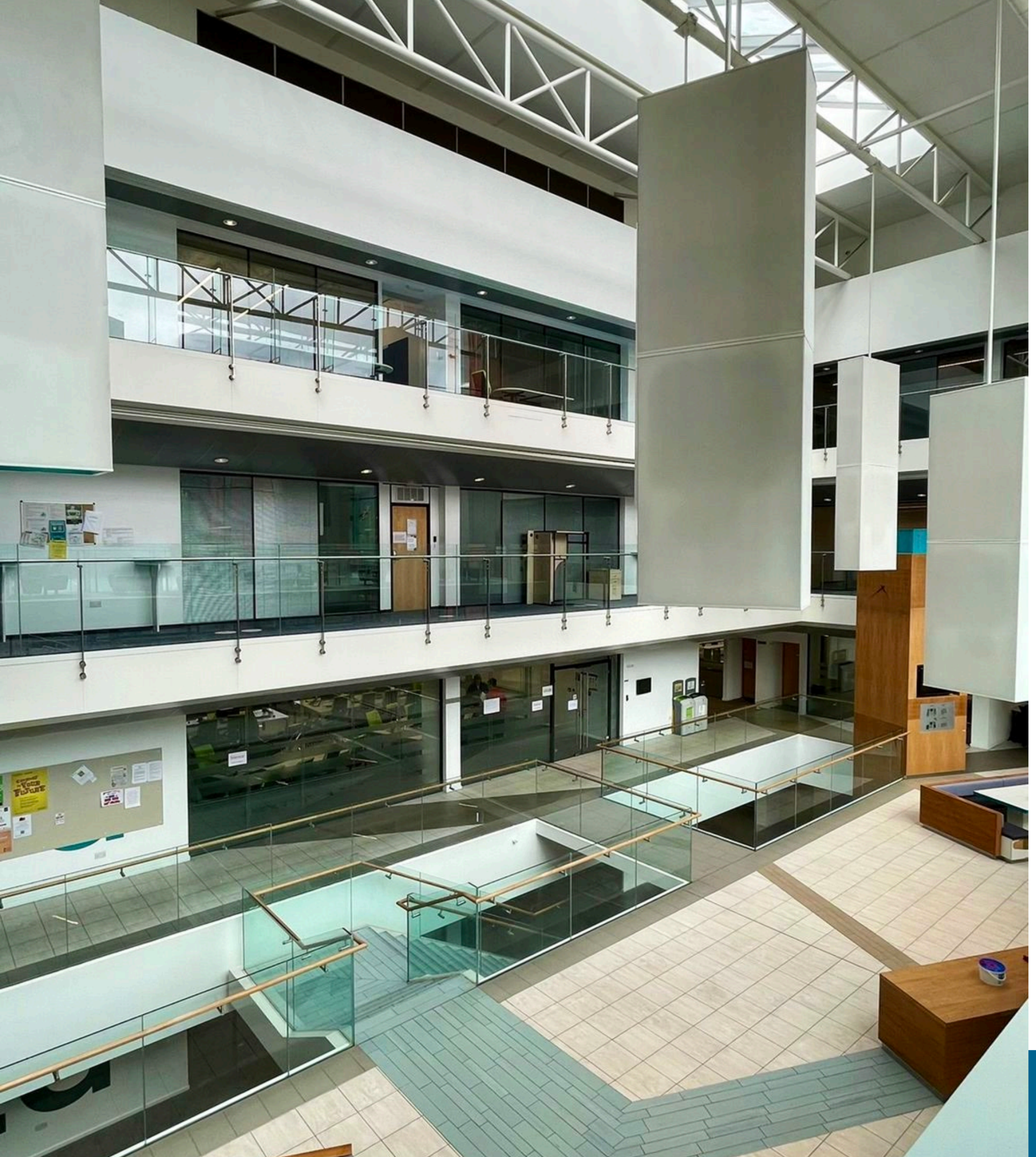
A fact of modern graduate recruitment

An opportunity, albeit a daunting one

General tips:

- Stay calm and relaxed
- Work confidently and collaboratively

It is NOT some form of Hunger Games - companies hire more than one person



Interviews

Prepare!

Competency? Technical? Traditional?

Do your research:

- Sector
- Company
- Interview Panel

Common Interview Questions

Why do you want this role?

What do you know about our business?

Why do you feel you are suited to the role?

What are your development needs?

Can you give an example of a time when…?

Can you tell us about your experience with…?

Do you have any questions for us?

Let Me Talk About Some Challenges

Post Work Study Visas

Premier roles in aspirational organisation

Creative disciplines and design portfolios

What other questions do you have?

Final Thoughts

Getting a CV, covering letter and application together can be daunting

Thought, preparation and redrafting are your friends

Don’t let hiccups put you off - it’s a learning process that’s never really finished

Getting your career on track doesn’t have to be so difficult - Careers Network can help!