

HOW TO PRESENT YOURSELF

Workshop 1 Hack your future

INTRO

- Who are we
- How to present yourself online
- How to present yourself in real life
- Examples
- Outro

WHO ARE WE?

- Lorine and Laurien from AT recruitment
 - HR consultants specialized in IT and digital profiles
- What will we contribute
 - How to present yourself
 - CV training / Linked In
 - How to navigate the Belgian job market
 - Interview training



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HOW TO PRESENT YOURSELF

AT RECRUITMENT

ONLINE

Must Haves

- Who are you
 - Personally: your story (soft skills)
 - Professionally: hard skills
- What are you doing right now
 - Highlight the value of HYF
 - What did you learn
 - Motivation to join
- Where do you want to go
 - Let people know what you want in the future
 - What can you contribute

HOW TO PRESENT YOURSELF

AT RECRUITMENT

ONLINE

Nice To Haves

- Present yourself through a picture
 - professional
- Have a tagline
 - Who are you in 1 or 2 sentences
- How can we contact you?
 - e-mail: professional
 - LI profile
- Link your previous work
- references?

HOW TO PRESENT YOURSELF

IN REAL LIFE

- Dress appropriately
- Read through company website and vacancy
- Know who you will meet
- Body language
- To the point

OTHER TIPS TO PREP YOUR INTERVIEW

- Make sure you arrive 5-10 minutes before your interview
- Prepare your travel time/online meeting set-up
- Have an emergency contact number

EXAMPLES

- Examples of good and bad resumes
 - there is NO one-size-fits-all
- Think about what the company wants to read
 - When you say you are a good communicator – explain!
 - What can you add to the company vs. what I can offer
 - Phrases to use: i excel at, i master rather than i'm good at
 - Give examples
 - e.g. projects you worked on, internships, papers,...

Rob Oldnatie

Phone: +1-123-456-7891

Software Developer

Email: hello@example.com

LinkedIn: [in/rob432](#)

Technical Skills

Java, SQL, Oracle Database, PL/SQL, SQL Server, Microsoft Azure DevOps (TFS), SQL Serve, Web Technologies and Architectures (REST, JSON, XML, SOAP, HTTP), Linux, JavaScript, Python, Jira, Git, SVN, Docker.

Work Experience

Software Engineer – Tax Returns

Sep 2018 – Present

Line Corp - United States

- Led development of two separate **third party interface development projects** for two of our biggest clients with Microsoft and EPAM, which were completed on time with **45% cost reduction**.
- Automated error handling process of our **restful API services** that reduced one of our clients support ticket rate by 80%.
- Designed and developed the new **W4 interfaces** for our existing US-based clients to provide **seamless tax withholding experience** with their payroll (Workday, UltiPro etc) system.
- Redesigned the **SAP Concur interface** for our biggest client that benefitted them by **performance improvement of more than 300%**.
- Trained Developers and peer reviewed code to maintain company and industry standard.
- Technologies: Java, Oracle Database, PL/SQL, Postman, T-SQL, MS SQL Server, Azure DevOps (TFS), SQL Server Studio Management, Git.

Software Engineer – Customer Happiness

Line Corp - United States, February 2016 – August 2018

- Created troubleshooting tools that improved support **team's efficiency by more than 30%**.
- Designed and developed **the data receiving module** of the mass transaction uploader platform which is used to pre-process and clean data before generating transaction files.
- Developed **the data restriction feature** of the compensation reporting tool which enabled clients to generate their own customized reports, look up permissions and so on
- Technologies/ Frameworks: PL/SQL Developer, SQL, JavaScript, Oracle database, Git, SVN, HTML, CSS, Jira.

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Sep 2018 – Present

1. Too much bolding

2. Inconsistent formatting

3. Sloppy phrasing

Good CV Skills Example



SKILLS

Observation



Commitment



Adaptability



Coordination



Patience



Bad CV Skills Example



Skills

- Communication
- Organizing
- Leadership
- Negotiation
- MS Office (Word, PowerPoint, Excel)

Good CV format

Chloe Ferguson | Sales Assistant

Location: **Exeter**
Telephone: **07777777777**
Email: **Chloe@ChloeFerguson.com**

Professional Profile

"Customer-focused Sales Assistant with over 6 years' experience in a high street retail setting, consistently achieving excellent sales figures"

As a proactive, confident retail professional with successful sales experience in clothing retail, I am skilled in forming relationships with customers and offering expert advice on the most appropriate products and services for their needs. I am a target-oriented individual who loves the challenge of ensuring every customer gets what they are looking for.

Core Skills

- Clothing retail
- Customer care
- Consultative sales

- Extensive product knowledge
- POS systems
- Complaint handling

Career Summary

Nov 2017 - Present **Fashion & Home Co, Exeter**
Sales Assistant

Outline
Working for a high footfall home and fashion retail outlet, reporting to the Store Manager. Responsible for advising customers and processing sales across all products and services

Key Responsibilities

- Achieve personal sales targets and KPIs, alongside supporting the store to achieve store targets
- Greet new and existing customers, tailoring services and selecting appropriate products to meet their needs and expectations
- Answer the phone and help with all customer queries and complaints, ensuring all sales enquiries are logged within the system
- Manage customer complaints through to a satisfactory resolution, escalating the issue to the Store Manager if necessary
- Manage the checkout including processing orders, refunds and credit notes, and processing transactions via both cash and card
- Manage the online ordering and reservation system, ensuring all orders are processed for collection within the advertised timescale
- Complete daily till reconciliations, reporting any discrepancies to the Store Manager and depositing all takings into the safe
- Design and install new and enticing merchandise displays
- Set up in-store promotions and ensure customers are reminded of any relevant offers and discounts
- Support the Store Manager with recruitment including sitting in on interviews when required
- Provide training to new members of staff, ensuring they were fully compliant with company policy

- Clearly defined sections & bold headings
- Simple font and colour scheme
- Text broken up & plenty of bullet points
- No images or distracting design features

Bad CV format

Sarah Green



Professional Profile

Energetic and supportive Teaching Assistant with over 6 years' experience working with children across KS1 to KS2, ensuring they achieve their potential and succeed in their educational attainment.

As a skilled educational professional, I have a thorough understanding of both the primary and secondary school national curriculum, alongside a proven track record of supporting teachers with lesson planning and classroom activities. I develop effective and successful working relationships with school staff and students and remain empathetic and sensitive towards the varied needs of each individual pupil. I am a passionate advocate for maximising the learning outcomes for all students, regardless of background, and take pride in encouraging children to achieve their potential by stimulating their enthusiasm for learning and their determination to succeed.

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Sept 2017 - Present *Exeter Secondary School, Exeter*
Teaching Assistant

Working under the supervision of established teaching staff in a busy Exeter secondary school. Supporting teaching staff in the delivery of education, providing academic support for small groups of students.

Facilitate the class teacher to deliver engaging, informative classroom activities which support the relevant national curriculum. Provide support to students with special educational needs and disabilities.

- Unclear layout, difficult to navigate
- Elaborate font and loud colours
- Large unbroken paragraphs of text
- Large photograph wasting space

QUESTIONS?