COMP330: Games Development II: Pre-Production

1: CV Writing
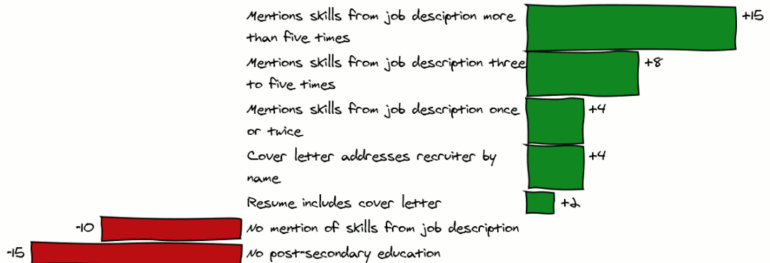
Activity: Slay the Virtual Dragons

You can spend hours agonising over your professional profile, locking in every pixel of your personal portfolio site, auditing all your projects so they look their best, and creating an overall picture of passion and love for the games industry. You can meticulously sculpt the CV so it is brimming with the relevant experience, skills, and qualifications that culminate to produce an indisputable case for employability. All of this can come crumbling down in seconds if you are not careful about how your online presence portrays you as an individual.

For this task, stalk the world in which the virtual-you inhabits. Leave no stone unturned and no server resource unrequested. Look for virtual dragons; that is, the weird things about yourself that you had no idea were available to the general public. Collect tales of dragons to share amongst your peers. Who can find and slay the biggest dragon?

Personal Brand

How the HR department reads your resume

Mentions skills from job description more than five times	+15
Mentions skills from job description three to five times	+8
Mentions skills from job description once or twice	+4
Cover letter addresses recruiter by name	+4
Resume includes cover letter	+2
No mention of skills from job description	-10
No post-secondary education	-15

	Score
Founded a company	+4
Personal web page uses Rails, PHP or ASP.NET	+4
Email address at own domain	+3
Has modified programs in dynamic languages (perl/python/ruby)	+3
Has personal web page	+2
High grades, top of class, etc.	+1.0
Won scholarship	+0.0
Lists job at fast food chain	+0.0
Looks kind of drunk in facebook picture	-0.5
Has Ph.D	-1
Generic cover letter	-2
Mentions skills in Excel/Word	-2
Spelling or grammar errors on resume	-2
Resume font too small	-3
All programming experience in class	-4
Knows only 1 programming language	-4
Resume more than three pages long	-6
Includes irrelevant objective section	-6

-6 Includes irrelevant objective section

-7 Took certification course in a technology

-8 Low grades in relevant courses

-10 Lists visual basic experience first

-12 Topless in facebook picture

-15 Resume uses combination of tabs and spaces to indent sections

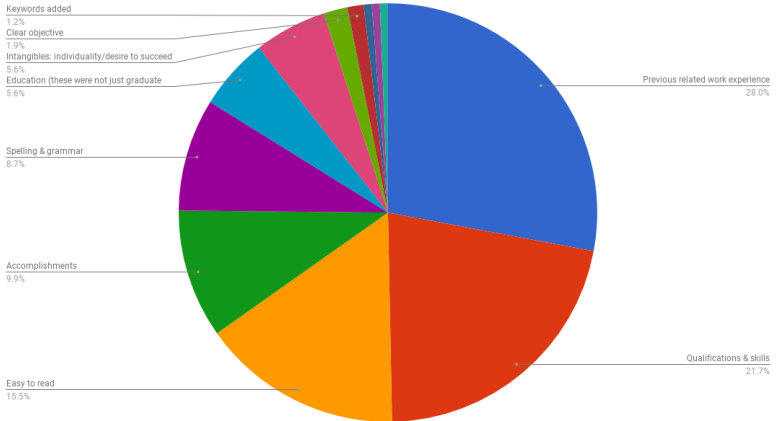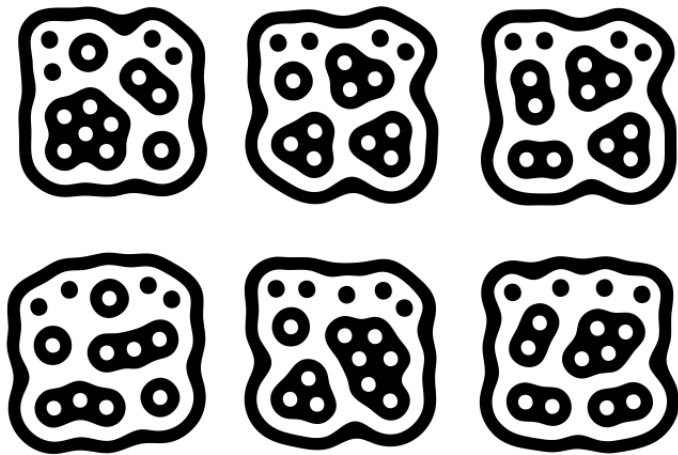What are the most important aspects of CV that you look for?

Keywords added
1.2%
Clear objective
1.9%
Intangibles: individuality/desire to succeed
5.6%
Education (these were not just graduate
5.6%

Spelling & grammar
8.7%

Accomplishments
9.9%

Easy to read
15.5%

Previous related work experience
28.0%

Qualifications & skills
21.7%

Figure: 2010 Employers Survey

source

source

No One Size Fits All

When?

- ► fluid document
- ► Grows with you
- ► Becomes more tailored to you career More you!

Personal Details

- Name (Obviously)
- Address
- Telephone Numbers
- Email
- Website Address (Portfolio)

You are not required to provide any further information.
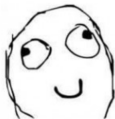
- Age
- Gender
- Nationality
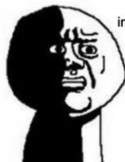- ...

No Rockstar Profile Pic

No Rockstar Email

Profile (optional)

- ~~Optional~~ Encouraged
- Three to four lines length
- STRESSFUL - Important to get right
- Omit if unsure

Qualifications

- Reverse chronological order
- Current course listed at top
- Provide more info for most recent/relevant qualifications - it is helpful to name the various modules of your degree.

Additional relevant information about your degree may be included in this section, elsewhere in your CV or in your accompanying email or letter. This could include details of modules studied to emphasise the nature of your degree, the subject of your dissertation to show a particular area of interest, or details of live projects to demonstrate commercial experience. (Creative CV Guide - Jan Cole)

September 2014 -September 2015 MSc in Computer Science, University of Kent.
Modules included:

- Structured Programming 66%
- Software Engineering (Including Object Oriented Theory) 59%
- Networks and Communication Systems 63%

- Information Systems and Database Technology 71%
- Systems Architecture 58%
- Expert Systems 64%
- HCI and Computer Graphics. 65%

- Operating Systems 66%
- Embedded Systems 52%
- Bioinformatics 71%
- Parallel computing 69%

Experience

- Start and end dates
- Name of organisation
- Position or role
- Brief outline of responsibilities & achievements (try not to repeat yourself!)
- RC order!

Skills

- Group skills into appropriate categories (Computer Skills, Communication Skills, Project management...)
- Keep them relevant
- Brief outline of responsibilities & achievements (try not to repeat yourself!)
- RC order!

TECHNICAL SKILLS (Example)

- **SECURITY:** McAfee SIEM/EPO/NSM, FireEye CMS/ETP, SecureWorks, IDS/IPS, Sumo Logic cloud-based log management, SSL certificate configuration and management, Juniper NetScreen/Palo Alto Networks firewall

- **REVERSE ENGINEERING:** Ollydbg, WinBdg, GBD, IDA Pro, PEiD, malware sandbox

- **NETWORKING:** Wireshark/TCPView packet analysis, DNS servers, mail server

- **OPERATING SYSTEMS:** Windows XP, Vista, 7, 8; Windows Server 2003, 2008, 2012; Linux including CentOS, Ubuntu, Arch, Debian, BackTrack, and Kali

Other

- Training & short courses (Those that do not constitute a qualification)
- Addition information
  - scholarships, sponsorship, awards, responsibilities, competitions, other languages, public speaking, teaching experience...
- Interests & activities
  - These must be relevant to the career opportunity.

To Ref or Not To Ref?

Should you include references?
if you are sending out CVs unsolicited just include the
phrase 'references available on request' somewhere in
the document.
If the CV has been requested then the employer will
probably ask you to include two references.

ACTION WORDS

Planned Devised
Achieved
Developed
Liaised (spell it
right!) Evaluated
Supervised
Co-ordinated
Managed
Administered
Controlled
Selected

Designed
Researched
Analysed
Discovered
Recommended
Tested
Diagnosed
Budgeted
Monitored
Evaluated

Selected Trained
Taught Explained
Presented
Conducted
Distributed
Organised
Solved
Represented
Persuaded
Calculated

SOURCE

Check Lists

- Content:
  - Ensure your profile clearly shows that you have the key qualities for the job.
  - Present the information clearly and concisely.
  - Place sections that contain your strongest qualities before less impressive information.
  - Write your CV in the third person. Avoid using ?I? or referring to yourself by name.
  - Check that you have not repeated information or included anything that is not relevant.
  - Use correct industry terminology

Check Lists

- Presentationt:
  - Scrutinise your CV for spacing and layout inconsistencies.
  - Choose a clear, attractive format that is appropriate for the organisation.
  - Ensure the balance between text, images and white space are pleasing to the eye.
  - Give careful consideration to the style, size and colour of font.
  - If your CV is multiple pages, ensure there is consistency between them.

Source - Creative CV Guide - Jan Cole

Activity: Alignment

Sometimes, writing your CV can feel quite daunting. It is hard to know whether what you write aligns with what future employers are looking for. One way of ensuring that you are at least on the right track is to compare your CV with job opportunities that are currently being advertised.

For this task, find three advertised career opportunities that align with your career aspirations. The key word here is 'opportunities'. You don't have to just find job opportunities, it could be funding, further studies and so on. Once you have selected three, cross reference your CV with the requirements provided by the advertised opportunity.

Suggested Process:

- Make three copies of your CV (One for each opportunity)
- Add notes directly on to the CV
- Save and add to the assignment repo.

You can do this using the review system built into Microsoft word or by saving the CV as a PDF and then using the comments system included in must PDF readers.

Further Learning

- Falmouth University Career Hub
- Kent Uni: Example CVs, Covering Letters and Application Forms