

# **POWER.CODERS**

## **Training CV & cover letter**

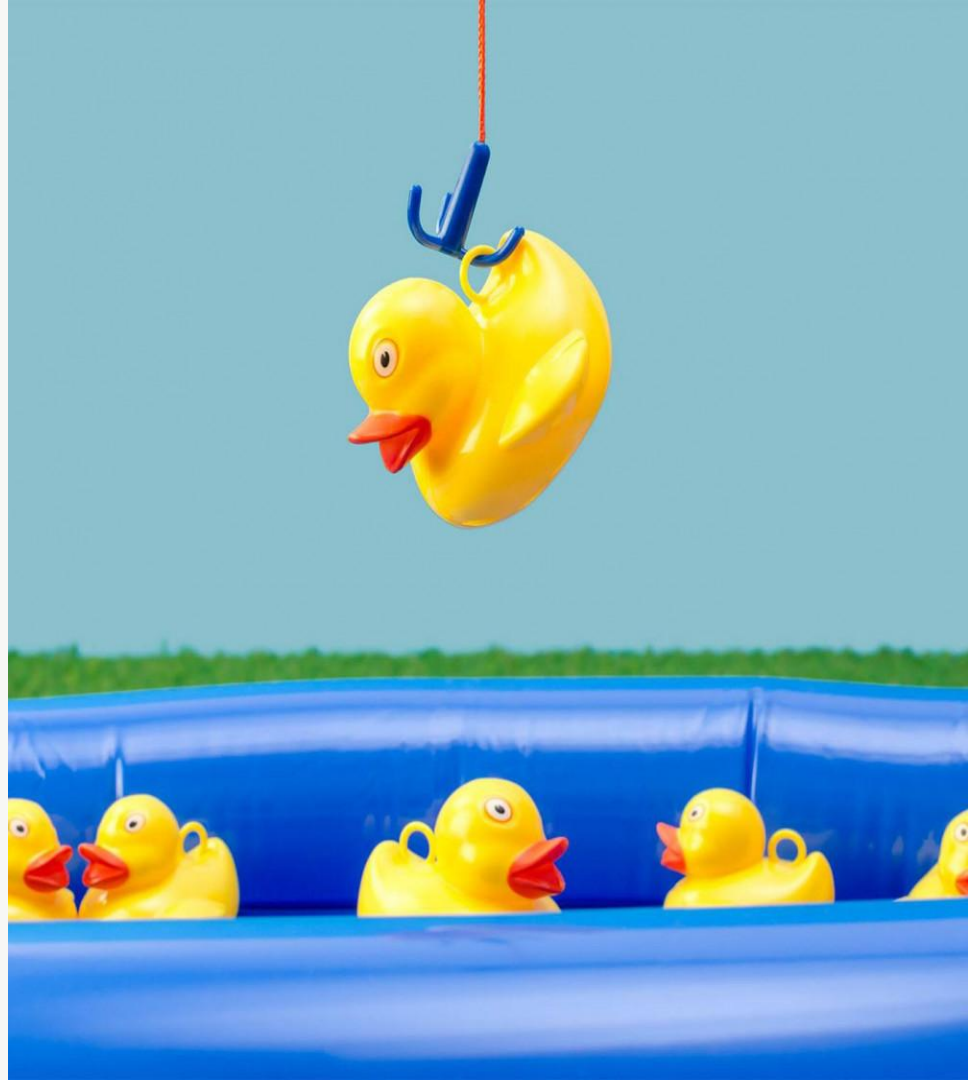
**Joëlle MARY**

Bern, 29 March 2023

**Introduce yourself with  
one adjective...**



# Your questions



# Application file

## **Docs to provide :**

- CV
- Cover letter
- Work certificates / attestations
- Copies of Diplomas / Certificates ( in 1 pdf)

## **Check :**

- How to send it, usually email, webform
- In pdf: "Firstname Lastname - Month Year.pdf"

## **Update :**

- Wait at least 4-5 days after sending your file, then ask...
- Be available during the day for questions by phone / email

# What is a CV

- A communication tool / your business card
- Highlight your skills

## Why should you have a CV ?

- To get the recruiter interested and to trigger an interview
- To translate your professional projection
- To present yourself under your best light

Hi, I'm

Wally



**Age:** 4 years  
**Breed:** Staffordshire Terrier  
**Sex:** Male  
**Neutered:** Yes  
**Training:** Completed 10 private sessions with F.E.T.C.H. in Long Beach, CA.

**Owner:** Niccole Schreck  
**Phone:** 555-555-5555  
**Email:** email@emailaddress.com  
**Weight:** 70 lbs.

### About Me

I am house-broken and respond to basic commands. I'd be happy to shake your hand with either paw. I love meeting new people, chewing on bones and going for long walks. My favorite hobby is cuddling—both with humans and my Chihuahua, Bella.

### Health and Grooming

I am short-haired, but I love getting brushed with my Furminator. I am up-to-date with all vaccinations and go for regular check-ups at Overland Veterinary Clinic in Los Angeles. I use FrontLine Plus every six months to stay protected from fleas and ticks.

### About My Owner

Niccole is a dog lover and believes that a pet is only as good as its parents. She also volunteers with Angel City Pit Bulls. When she goes out of town, she arranges care with DogVacay.

### References

**Previous Landlord Name**  
Phone Number  
Email Address

**Previous Neighbor Name**  
Phone Number  
Email Address

# Adding value for your CV

- ➡ **The recruiter has only 25-45 seconds to screen your CV !!! or by ATS tool**
- ➡ Short to convince, you have to show you are the perfect fit to the job / internship!
- Making reading easier (key-words, bullet points)
- Precise and complete data
- Clearness and design
- 1-2 pages max
- Be honest, do not lie about your career

Top :

- ## Middle :

- ## Bottom :

- Computer skills, Languages
- Hobbies, Center of interest
- (References)



## Personal information :

- Complete Name, Address
- Serious email address
- Telephone
- Birthdate, Nationality, Work permit
- Children\*, civil status\*
- LinkedIn profile, GitHub...

## Professional experience :

- Last job on top !!!
- Describe each job: Job title, where, duration (MM.YYYY)
- Bullet points, keywords for the main tasks
- If "gap", you should explain why...

## Formation :

- Last formation on top !!!
- Date, duration, school, degree
- Only what make sense
- Indicate equivalence of your diplomas
- Not primary school

Jean Modèle  
Chemin du Modèle 2  
1000 Lausanne

Téléphone portable 079 123 45 67  
Courriel jean.modele@webmodele.ch

Date de naissance 01.01.1979  
Lieu d'origine Lausanne, Suisse  
État civil célibataire, sans enfants



### Expérience professionnelle

06.2002 – actuellement	<b>Directeur comptable, 100% (depuis 08.2012)</b> Entreprise ABC, Modèle-Village <ul style="list-style-type: none"><li>• Responsable de toute la comptabilité</li><li>• Établissement des bilans annuels selon IFRS</li><li>• Responsable du cash-management</li><li>• Responsable du contrôle interne</li><li>• Conduite de 3 personnes, personnelle et opérationnelle</li></ul>
	<b>Comptable, 100%</b> <ul style="list-style-type: none"><li>• Responsable des comptes débiteurs et créditeurs</li><li>• Responsable de la comptabilité salariale pour 30 collaborateurs</li><li>• Responsable de toutes les opérations de paiement</li><li>• Assistance lors de l'établissement des bilans annuels selon IFRS</li></ul>
06.1999 – 05.2002	<b>Collaborateur comptabilité, 80%</b> Entreprise Modèle, Modèle-Ville <ul style="list-style-type: none"><li>• Assistance des comptes créditeurs</li><li>• Assistance de la comptabilité des comptes débiteurs, y.c. sommations et poursuites</li><li>• Assistance lors de l'établissement des bilans annuels selon IFRS</li></ul>
07.1998 – 04.1999	<b>Service militaire à Thounes</b>
08.1995 – 06.1998	<b>Apprentissage de commerce, 100%</b> Entreprise Modèle, Exemple-Ville <ul style="list-style-type: none"><li>• Assistance de la comptabilité des comptes créditeurs et débiteurs</li><li>• Assistance lors de l'établissement des bilans annuels selon le CO</li><li>• Assistance au central téléphonique et à la réception</li></ul>

### Formation et perfectionnement

06.2009 – 06.2012	<b>Expert en comptabilité et controlling</b> École de commerce, Modèle-Village
06.2002 – 06.2005	<b>Spécialiste en finance et comptabilité</b> École de commerce, Modèle-Village
08.1999 – 06.2000	<b>Assistant comptabilité</b> École Modèle, Modèle-Village

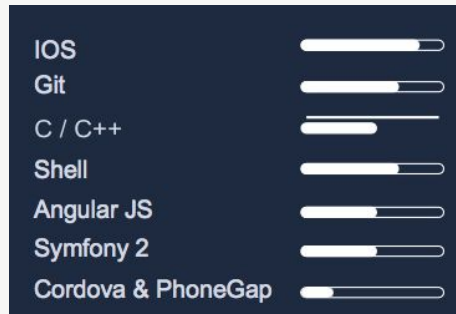


## Languages :

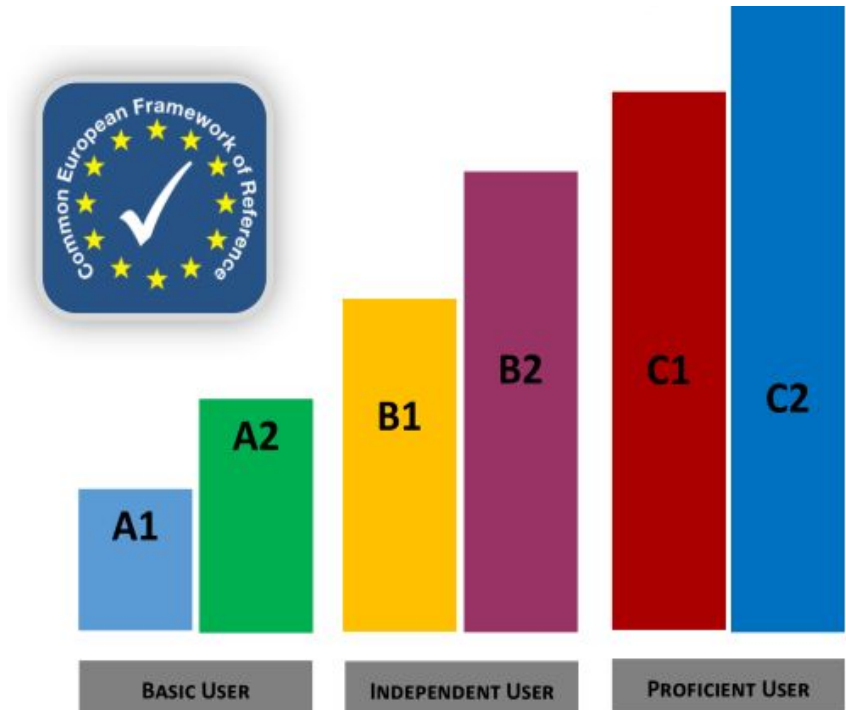
- Mother tongue, others
- Be honest
- Evaluate your level with European reference  
([CEFR](#)): [tests](#)
- Mention if you did languages holidays

## Computer skills :

- Mention only what make sense
- Scale: basic, good, very good knowledge
- Avoid:



## Languages Levels



## Hobbies : not mandatory BUT...

- Nice for the discussion
- Shows your character
- Sport
- Volunteering, Passion
- Avoid: "Clichés"

## References :

- Only if asked
- Inform your reference in advance
- Employer can't call a person without asking you

## Availability : not mandatory

08.1995 – 06.1998

**Apprentissage de commerce**  
École professionnelle, Modèle-Village

### Langues

Français	langue maternelle
Anglais	écrit: bonnes connaissances (B2) oral: très bonnes connaissances (C1)
Allemand	écrit: connaissances de base (A2) oral: bonnes connaissances de base (B1) École de recrue à Thoun

### Activités extra-professionnelles

2008 – actuellement	Expert aux examens pour l'obtention du brevet fédéral en finance et comptabilité, École de commerce Modèle-Village
2011 – actuellement	Membre du comité (caissier) auprès du Club de course d'orientation de Lausanne

### Connaissances informatiques

MS Office	très bonnes connaissances
SAP R/3	très bonnes connaissances des modules FI et CO
Navision	connaissances de base
Cognos	connaissances de base

### Loisirs

Lecture (biographies), cuisine moléculaire (membre du club des hommes chefs cuisiniers), course d'orientation

### Références

Seront transmises lors d'un entretien personnel

### Disponibilité

3 mois de délai de résiliation

# What to do with a gap in your CV ?

- A period > 6 months = Explanation
- A 4-8 weeks gap is normal
- Reasons : looking after children, refugees, following a course, health problem, maternity etc.

**RULES : honesty, positivism, don't lie**

**Strategies :**

- Assume and enhance
- Explanations, keep them short as possible



# What to do with a gap in your CV ?

## Ask yourself :

- What did I learn ?
- How did I benefit from it ?

**Summarize** briefly the **activities** done during the gap: business creation, volunteer work, training, travel, as well as **news skills** and **qualities**

## Interviews :

- No need to address this directly. Explain simply your career path, the transitions, without insisting on the break.
- Come back to it if the recruiter asks questions!



# What to do with a gap in your CV ?

## Examples :

### Refugees, migrant

- Political and economic problems
- Waiting for a work permit, cost of translation of original documents
- Travel to Switzerland, integration in a new environment, learning the local language, impossible to change canton, part-time work, job application procedures in Switzerland, complexity of administrative procedures, lack of knowledge of the customs of the country or of the desired sector, lack of knowledge of social networks
- The "non"-validation of foreign diplomas, non-use of professional skills in the country of origin, lack of qualification, insertion program
- Taking care of children, physical-mental health problems, "young" age
- Isolation, unstable living situation (waiting for housing), location (city-country), racial discrimination etc.

**Complete your motivation letter  
with some relevant information**

**Focus on skills and what you  
learned during your work  
experience**

**Organize CV by putting  
skills-competences before the  
chronological experiences**



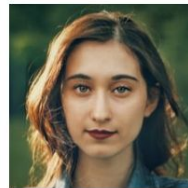


# Skills - Competences CV

## 1. A real work of reflection and preparation is necessary

- Ideal for a career transition project, non-standard work history or with gaps in career, combined with a good cover letter
- First, explain your professional skills, then the positions you have held and your training → Focus on your skills and professional potential
- The recruiter should be able to see your main assets and know what you are capable of

## Farah Samaha



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☎ +33 7 25 49 87 23

✉ farah-samaha@gmail.com

Chef de projet Doctorante en chimie spécialisée dans l'industrie agroalimentaire. 20 ans d'expérience dans plusieurs usines françaises majeures, dont j'ai amélioré la production, le rendement et les procédés. Développement de plus de 100 projets majeurs avec rigueur et prise de décisions stratégiques importantes. Meneuse naturelle, j'ai coordonné de larges équipes (5 à 45 membres) en étant à la fois exigeante et compréhensive.



### Expériences principales

- **Chef de projet**  
Lactalis (7 ans)
- **Chef d'équipe industrie**  
Charal (5 ans)
- **Responsable de production**  
Mars Chocolat France (3 ans)
- **Responsable de production**  
Mars Chocolat France (3 ans)



### Formation

- **Doctorat en Chimie moléculaire et alimentation**  
École Nationale Supérieure de Chimie ParisTech



### Domaines de compétences

- **Management de projet**
  - Gestion de plus de 100 projets industriels.
  - Force de proposition et constante recherche d'amélioration de la productivité.
  - Planification des tâches et de budget, concentrée sur l'objectif final.
  - Respect des délais scrupuleux.
- **Management d'équipe**
  - Leadership naturel, autant pour petites (-10) que grandes (+40) équipes.
  - Gestion des conflits internes, cohésion obligatoire dans mes équipes.
  - Ouverture d'esprit permettant des relations interculturelles aisées (équipes avec le moins de conflits interpersonnels).
  - Excellent relationnel et construction de relations de confiance avec mes pairs (organisatrice de formations mensuelles au sein de plusieurs entreprises sur l'importance de la confiance et l'éthique au travail).

# Skills - Competences CV

## 2. Think about the layout :

How should they be grouped? by topic etc.

What are the company needs?

Learn about the company, the job you are applying for --> **identify what skills** you have in common.

**Example of categories :** technical, behavioral, managerial, computer, commercial, etc.

**Format :** Can use bold, color to facilitate reading. Be careful to remain readable.

More info on [Randstad](#), [Indeed](#)



# The picture

## Should I have a picture on my CV ?

- Not mandatory, BUT...

## What is it good for :

- To make you look the best
- Use only a picture if it plays in your favor

## Advice :

- Neutral background, good brightness
- Pose in a professional look
- Have a friendly, smiling face
- Ideal size: passport photo size
- A recent one
- Black-White or color
- Don't be overdressed, tie ?...



<https://www.remove.bg/fr>

# Cultural aspects

**Swiss culture is particular ;)**

**How would you describe the Swiss culture?**

**Keeping a low profile :**

- Can optimize your chances of finding a job

For example, in Switzerland :

- Don't speak too much
- Not fan from strong individualities, put yourself before the others
- Careful: words used in CV, motivation letter

Culture of work and school (diplomas)



# CV length

No universal rule about CVs length, but here a simple rule:

- If you have less than 5 years' experience: CV should be 1 page long
- You have between 5 and 10 years' experience: CV should be 2 pages long
- You have more than 10 years' experience: CV should be 2 or even 3 pages long

# CV - Don't

- A bad picture
- A too long or too short CV
- Irrelevant informations, politicals - religious opinions
- Too old, non relevant diplomas
- "Gap" you cannot explain
- Typo, grammar mistakes
- Text size min 10
- Email not serious: funnykoala@mail.ch
- Personal information or date missing - incorrect
- Wrong Attached file title
- Irrelevant certification: scuba diving, cooking courses...
- Your religion, AVS number, (Military grade)



# Cover letter

**Goal : complete your CV / getting a job / internship interview**

It's a stylistic exercise. The recruiter judge your ability to write a formal letter.

Focus your letter on the following questions:

- Why are you interested in this position ?
- Why the company interest you ?
- How do you fulfill the requirements for the position ?
- What is your added value to the company ?
- Why the company should retain your application ?

# Structure, Style, Form

- Address, object, politeness, date, signature, appendix
- Addressed to the person in charge
- Structure : 3 parts : **YOU** - **ME** - **US**
- 1 page max, no misspellings, typo...
- Job oriented
- Send with your CV

Paul Powercoders  
Route de la Gare 7  
1001 Lausanne  
[p.powecoders@mail.ch](mailto:p.powecoders@mail.ch)  
021 666 77 88

Société Extra  
Monsieur Yellow  
Rte de la Fontaine 6  
1003 Lausanne

Lausanne, le 17 avril 2020

## Développeur backend 100%

Monsieur Yellow,

Actuellement à la recherche d'un nouveau défi, je suis très intéressé par le poste de développeur backend dans votre bureau de Lausanne.

Je suis particulièrement intéressé par votre mode d'organisation et par les valeurs que véhiculent votre agence.

Comme vous pouvez le constater par ma formation, mes deux domaines de compétences sont l'électronique et l'informatique. Mon expérience dans la gestion de projets, développements et administration réseau au sein d'une société de services Internet m'ont permis d'exploiter différents postes dans le secteur informatique notamment le domaine Internet. De plus je maîtrise aisément la plupart des logiciels les plus courants (développement, Internet, multimédia, bureautique, graphisme).

J'ai le désir de contribuer activement à la pleine réussite de votre société d'amener mes compétences acquise et d'acquérir également de nouvelles connaissances. Je serais en outre ravi d'avoir à assumer de plus larges responsabilités.

En souhaitant retenir votre attention, je reste à votre entière disposition pour des informations supplémentaires et un entretien. Dans l'attente d'une réponse, je vous adresse, Monsieur Yellow, mes salutations les plus distinguées.

Paul Powecoders

Annexes: CV, certificats

# YOU - ME - US

- 1) **YOU =** 1<sup>st</sup> paragraph, use 3-4 lines focused on the company and the recruiter's needs  
Use vocabulary specific to the industry, business.
  
- 1) **ME =** Show that your profile matches the recruiter's expectations. Give concrete examples that show your skills. Be positive, use actions verbs = I am..., I executed...
  
- 1) **WE =** You explain, mutual benefits for you and the company. Insist on your motivation and what you can bring.



# Do - Don't

## Do :

- 4 eyes principle
- Continue to increase your level of French, German, English

## Don't :

- Exaggerate
- Typo, grammar - syntax mistakes
- Formulations too sophisticated





# Checklist before submission

- ☐ Is your file complete ?
- ☐ Presented in a clear and structured way?
- ☐ CV provide a good overview?
- ☐ Name of person in charge is correct ?
- ☐ Typo, Font uniform (11pt, 12pt), syntax, etc...
- ☐ Cover letter on 1 page / A4
- ☐ Scan documents good quality
- ☐ Attachments, size format max 5MB
- ☐ If submission per mail, enough stamps?
- ☐ Are you available per phone, email ?
- ☐ Inform you references

**Questions**

**Thank you :)**

# COVER LETTER Examples

## **YOU:**

"It is with great interest that I have noticed your job post for a position as Web developer within your agency; renowned for website design and web development."

## **ME:**

" My internships as developer, completed in different companies, allowed me to develop strong competences in programming languages such as HTML, CSS, and to create various features for client websites."

## **WE:**

"Passionate about programming and as your junior web developer position requires expertise similar to mine, I believe I would serve your company very well in this role."

# ATS tool - job platforms

An applicant tracking system (ATS) helps companies organize candidates for hiring and recruitment purposes. These systems allow businesses to collect information, organize candidates based on experience and skill set, and filter applicants.

In many cases they filter applications automatically based on given criteria such as keywords, skills, former employers, years of experience and schools attended.

**That's why it can be important to have the right words in your CV.**

**Organize your CV based on the job description !**

**Avoid special characters, download your CV in the required format, no typo for keywords etc.**

[What are some tips to pass the ATS resume test?](#)

## **Job platform / professional networking**

Youture, Talentfly, Xing, LinkedIn propose an automated matching for employees and employers

# Examples : CV, cover letter

**Under:**

[Glassdoor](#)

[Careerplus](#)

[Monster](#)

[Stackoverflow.blog](#), etc...