

Application Workshop

CV / cover letter writing / Online platforms

Yeah!

You nearly finished the course and now it's time to get started with your internship.

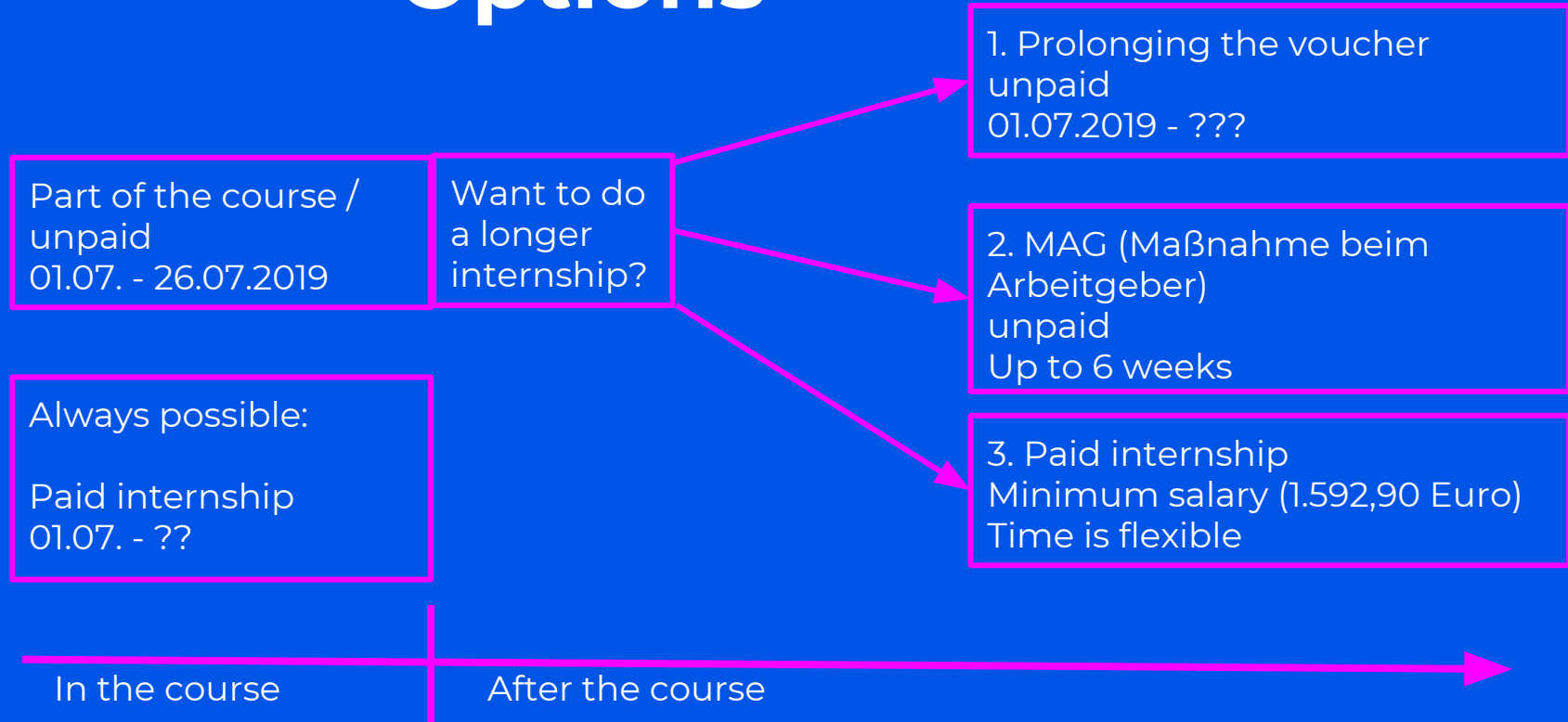
Agenda

1. Overview Internship
2. Your application
 - a) CV
 - b) Cover letter
- Lunch -
3. (Github)
4. LinkedIn

1. Overview Internship

- Start: 01.07.2019
- End for your internship within the course: 26.07.19
- No salary - because it is part of the course
- Use the DCI contract (i´ll give it to you)
- If you get a job right away, you can skip the internship
- Keep us updated!!!

Options



part of the course: 4 weeks internship

- 01.07. - 26.07.2019 (4 weeks)
- Unpaid - because its a mandatory internship (part of the course)
- Contract: DCI, Student, Company
 - Link:
<https://docs.google.com/document/d/1niDeGVNuWcd5ZVRHL7aFukHjCj-usZ3OimPKzxK6hqM/edit?usp=sharing>

Internship longer than 4 weeks

1. Prolonging the voucher

- Timewise flexible
- Unpaid
- Contract: DCI, Student, Company
- I will get in touch with your Jobcenter Agent and kindly ask

2. After the course: MAG (Maßnahme beim Arbeitgeber)

- 6 Weeks
- unpaid
- Contract: Jobcenter & Company
- **You** get in touch with your Jobcenter Agent and kindly ask him/her

Paid Internship

- Whenever you want - Or after your unpaid internship
- Minimum salary (= approx. 1.592,90 Euro Brutto)
- Contract between student and company
 - Communicate those 3 options that you have to the companies - you can use that sheet:
https://docs.google.com/document/d/1mFWEeNSXu_ZqhJoxE7rOccXm-fn2TGV8JtP8WxjnntA/edit?usp=sharing

You found a job?

And want to skip the internship?

Congratulations, start working :)

(of course you get your certificate - but without the internship)

Your new employer can also apply for an EGZ (Eingliederungszuschuss) at the Job Center in order to get a grant when he/she employs you.

Certificate

1. You get a **preliminary certificate** from DCI when you finish class.
2. After you finished your internship you get your **final certificate**.
-> please write Carl and ask him to send it to you

! To show your projects, your skills and what you know is much more important than the certificate !

Don't worry!

You will get a certificate!

But: if you haven't done an internship, you get the certificate without the internship.

How to find an internship / job?

- **Networking:** go to conferences, meetups, hackathons and connect with people - personal contact is the most important
- Xing and LinkedIn
- Standard Application Process
- CV Sharing through DCI: we send your CV to our partner companies

How to identify the perfect job?

- What are my strengths and why? (hard-skills, soft-skills)
- What am I interested in?
- What is important to you? (size of company, philosophy, product / concept, possibility to grow)
- What are my weaknesses?
- What problems am I able to solve?

Platforms

- <https://www.stepstone.de>
- <https://www.monster.com/>
- <http://berlinstartupjobs.com/>
- <https://de.indeed.com>
- <https://www.glassdoor.de/>
- <http://www.jobsinberlin.eu/>
- <http://www.germanystartupjobs.com/>
- <https://wearedevelopers.com>
- <https://www.talent.io/>
- <https://angel.co/>
- <https://www.get-in-it.de/>
- linkedin.com
- Xing.com
- <https://www.wearedevelopers.com/devjobs/>
- <https://www.taledo.com/>
- <https://truffles.de/en/>
- <https://www.moberries.com/>

For Web Developers:

- stackoverflow.com
- <https://www.honeypot.io>

Which companies have you visited during the orientation course?

1. A
2. B
3. C

Did you like any company?

Apply for an internship (we have the contact details)

CV

- Use clear, bright colors (max. 2 different ones)
- Keep it short and focused (1 to 2 pages max.) - don't overload
- Structure! (Decide for one, same font size, same spacing)
- Latest first: DCI & Development first - you are applying as a WebDev
- Min. 1/3 about Web Development - the most relevant!
- Give references: Github / Website/ Portfolio
- Link your LinkedIn / Xing profile
- Unique File name: lastname_firstname_CV.pdf

CV - Content

Education

7/2018 - now Digital Career Institute gGmbH, Berlin
1-year intensive training in Web Development
1/2018 - 6/2018 Language course (German B1), Berlin ...

About Me

Fast learning Web Developer who is passionate about clean code and solving difficult problems. Always up to date about new Technologies and having an eye for modern and clear designs.

Technical Skills

HTML / CSS / JavaScript

Bootstrap / React

MongoDB ...

Experiences

11/2018 - now www.node-friends.com
- class project at DCI
- we used mainly Node.JS, Express and MongoDB
- we used Kanban methodology
8/2016 - 10/2018 ...

Languages

English - Mother tongue
German - fluent (B2)

Hobbies / Interests /
Soft-skills / Other
activities ...

Contact Details / Portfolio

Address: ... (zip code and city is enough)
E-Mail: ...
Phone: ...
LinkedIn: [link]
Github: [link]
Website: ...

Technical skills

- Show them off in a structured way - they are your most important skills
- Differentiate between the types and go deeper into detail
- Examples:

Development Experience

HTML, CSS, JAVASCRIPT — *Template engines, sass, ES6*

IDE— *Sublime Text, VS Code*

DB— *LocalStorage, MongoDB, MySQL*

Frontend Frameworks— *Bootstrap4, MaterialCSS, React, MaterialUI etc. etc. (add some more)*

Backend Frameworks—*Express, Passport, JsonWebToken*

Tools— *Git Branch/PullRequest workflow, Webpack/Gulp, Trello & Project Management etc. etc. (add some more)*

OS— *Linux, Windows*

CSS3/HTML5/Bootstrap

JavaScript/Es6/JQUERY

ReactJs

Node.js/Express

MySQL/MongoDB

Task runner: Webpack/

Gulp.js

CV - Infos you don't need to give

- Age
- Place of birth / nationality
- Full address
- Religion
- Sex
- Marital status
- Not necessary: photo (If you want to give a photo, use a **professional** one that shows your face!)

CV



KYLE RYAN

WEB DEVELOPER

ABOUT ME

Date of Birth: January 1, 1999
Age: 19
Gender: Male
Birth Place: Chicago, Illinois

CONTACT

44 Shirley Ave.
West Chicago, IL 60185
123.45678910
kyleryan@gmail.com

INTERESTS

Online Games Books
Problem Solving Machines
Physical Activities Coffee

HOBBIES



CAREER OBJECTIVE

To be able to work for an encouraging and stable company that will assist me in developing, improving, and obtaining the necessary skills in order to become the best engineer possible.

EDUCATION

2020 BACHELOR DEGREE

Bachelor of Science
in Information Technology
University of Chicago

Certifications:
Microsoft Certified Professional
Developer (MCPD) | Microsoft
Certified Solutions Developer (MCSD)

2018 DIPLOMA

Information Management
University of Chicago

EXPERIENCE

WEB DEVELOPER

2020 to present | INNER Company
- Somerton, NC

Key contributor to startup company's fast evolution from selling one niche product to offering a full solutions suite marketed to the global financial services industry.

- Led development of robust version upgrade to ABC Works 2.0. Engineered software release for speed and improved the user experience.
- A 25% increase in incremental revenues (multimillion dollar growth) within one year.
- Award for "Best Financial Services Platform" at Tech Innovators 2018 international conference.
- Top-tier coverage in 50+ media outlets this year (traditional, social media and tech-specific news sites).

WEB PROGRAMMER

2018 to 2019 | DYL Company
- Somerton, NC

Collaborated in a team focused environment providing software solutions to diverse industry clients.

- Helped build and enhance highly available, scalable, real-time and secure systems used by customers worldwide.
- Completed eight major projects, working closely with agile development team to develop, test and maintain Web- and desktop-based software applications.
- Adhered to high quality development standards while delivering solutions on time and on budget.

EXPERTISE

CMS Customizations
and plugin development

Widget development

Custom CMS themes

Framework knowledge

Global Project Management

★★★★

★★★★

★★★★

★★★★

★★★★

TECHNICAL PROFICIENCIES:

JavaScript, JQuery, HTML, HTML5, CSS,
CSS3, Web Programming Skills, E-Commerce,
Teamwork, Verbal Communication,
cross-browser compatibility, Web User
Interface Design (UI), Security Principles,
Object-Oriented Design, Web Services
(REST/SOAP), Multimedia Content
Development, APIs

SKILLS

Attentive listening and effective
oral communication skills

Great at Problem Solving

Good Leadership Skills

Critical Thinker

Ability to quickly create and
apply ideas and solutions.

★★★★

★★★★

★★★★

★★★★

★★★★

NICHOLAS BROWN

669 38th Ave., Portland, OR 97214 | C: 548.322.7337 example-email@example.com

Profile

Advanced web developer with 10 years of experience in structuring, developing and implementing interactive websites. Innovative use of technology and SEO to drive traffic and engage users. Able to complete projects efficiently and satisfy customers with attractive, user-friendly websites.

Areas of Expertise

- Advanced programming and design skills
- Web content management
- Landing page development
- SEO
- Project management
- Strong collaborative skills
- Website optimization
- Excellent problem solving skills

Work Experience

Senior Web Developer

Jul 2009 to Current

NorthWest Website Development — Grand Rapids, CA

- Meet with clients to gather requirements, design sites, and outline schedules.
- Manage web projects with 2-5 developers.
- Develop concepts, control project flow, and ensure deliverable milestones are met.

Web Developer

Jul 2005 to Feb 2009

STOMP Media — Grand Rapids, MI

- Performed website design and development for clients in diverse fields such as medical devices, educational software, and entertainment.
- Specialized in sites for new local artists, including elements such as tour calendars, ticket shop carts, music streaming, and news updates.
- Worked closely with senior developer and learned advanced project management skills.

Contract Web Developer

Jul 2005 to Feb 2009

Self-Employed — Grand Rapids, TN

- Designed websites for clients on a contract basis.
- Developed project scope and created concepts.
- Maintained schedules and assured on-time delivery of content.

Education

Bachelor of Science, Computer Science

2003

University of Tennessee — Memphis, TN

- Graduated Summa Cum Laude.
- Coursework in Programming, Data Structures, and Computer Architecture.

Technical Skills

JAVA, HTML, SQL, ASP, PHP, CSS
Wordpress, Blogger, Tumblr, Twitter, Facebook
Dreamweaver, Photoshop, ColdFusion

1000 State St. NW, Apt. 1
Washington, DC 2000

Frances B. Frist
fbfrist@princeton.edu
(123) 456-7890 (mobile)

EDUCATION

Princeton University, Princeton, NJ June 2013
A.B. from Woodrow Wilson School of Public and International Affairs
Certificate in Global Health and Health Policy

- Cumulative GPA: 3.17; Departmental: 3.32
- Senior Thesis: Lessons on developing a highly qualified teacher workforce in state pre-kindergarten programs
- Junior Independent Research: Community initiatives to support HIV-positive women in South Africa
- Allen Macy Dules '51 Award for the senior who best exemplifies Princeton's motto of "in the Nation's Service and the Service of All Nations"

EXPERIENCE

Vice President, Princeton Engineers Without Borders, Princeton, NJ February 2011–Present
Local chapter of national humanitarian organization that implements sustainable engineering projects in developing countries

- Communicate with university administration and national Engineers Without Borders staff to ensure the financial backing and technical support necessary for project approval
- Represent chapter in promotional events and organize regular chapter meetings on campus
- Planned three-week service project in Summer 2011 to Huamanzaza, Peru, to install solar energy power
- Designed and conducted accompanying instructional and educational program to teach Peruvian villagers about basic physics, the benefits of sustainable technology, and how to operate and maintain new technology
- Fund-raised to meet goal of over \$15,000 and created 60-page collaborative report for Peru project

Intern, Mothers-to-Mothers, Cape Town, South Africa Summer 2012
Mentoring program offering peer education and support to HIV-positive pregnant woman and new mothers

- Collaborated with a team of three to organize and formalize a 400-page training curriculum, creating a structure that would make the progression of the material clear and logical
- Analyzed gaps in the curriculum and composed modules to fill those gaps to create a comprehensive training program

Intern, Medical Health Research Association—Maternal Infant Care, New York, NY Summer 2011
Network of eight women's health centers in disadvantaged New York City communities

- Conducted wait-time study on four clinics with three other interns, creating data collection tools, gathered data, and analyzed information on over 1,000 patients
- Identified bottlenecks in patient flow and sources of patient wait time, making recommendations to administrators of how to improve patient scheduling and general efficiency of clinics

Intern, National Teaching Academy, Washington, DC Summer 2010
Start-up nonprofit that provides professional development program to talented urban teachers

- Created an interview guide and online survey, interviewing 40 teachers and collecting 130 surveys
- Synthesized research to identify critical issues, outline profiles of model teachers, suggest design structure for workshops, and propose strategies to cope with the challenges of urban schools

ATHLETIC ACHIEVEMENT

Member, Princeton Varsity Women's Lacrosse Fall 2009–Present
NJ Interscholastic Athletes' "2011 Woman of the Year" for leadership, service, academics, and athletics June 2012
The Art Lane '34 Citizen Athletic Award for selfless contribution to sport and society June 2011
United States National Lacrosse Team Member June 2010

OTHER ACTIVITIES/SKILLS

Engaged in bi-weekly campus discussion on race through "Sustained Dialogue" Fall 2009–Spring 2010
Led 10 freshmen on a six-day outdoor orientation trip September 2010 & 2011
Tutored local immigrants in English as a volunteer in an ESL program Fall 2009
Fluency in French

CV

ROBERTA WILLIAMS

Product Engineer



SUMMARY

Industry expert in Structural Engineering with excellent understanding of Drilling and Exploration techniques, Geology, and mechanical equipment used in underground and open pit mining operations. Safety focused with analytical approach to using numerical simulations to predict the behavior of underground excavations.

- Comprehensive knowledge of Finite Element Analysis techniques using a variety of software, as well as strong math and physics skills.
- Ensure smooth business operations by following projects from conceptualizing phase to completion, including system design, incorporation of customer needs, and technical support.

WORK EXPERIENCE

2000 - 2008 Fea Engineer
POWERTRAIN (FORMER INDUSTRIES INC.)
Developed structural finite element analysis (FEA) simulations and design optimizations. Managed file translations and drawings updates. Participated in product design on Honda projects. Developed solutions for FEA problems using variety of software applications. Organized structural FEA procedures for Ford flex plate group. Technical expert in stamping, mechanical, CAD and FEA issues. Developed new technologies in order to produce better, safer and less expensive products. Technical counselor on highly technical issues for the plants.

Accomplishments:

- Helped with CAD and FEA quoting for a stamped valve cover for Company resulting in project work of over \$1M.
- Saved over \$200K in tooling rework through numerical simulations.
- Created FEA simulations in the prototype phase and saved \$70K.

1995 - 2000 Product Engineer

PRODUCTS - CITY, STATE

Developed structural FEA simulations and design optimizations. Worked on-site in Detroit with Jeep Truck Engineering Group on Chrysler KJ 2002 program product design. (brought in jobs for the Company in value of over \$1M). Product Engineer tasked to follow up on a new product from its inception, going through subsequent CAD modifications, FEA simulations, to completion as a final product on the plant floor. Updated production plants with any changes for a specific product.

Accomplishments:

- Secured over \$1M in project work for the company.

EDUCATION

Bachelor of Science, Mechanical Engineering
University

Open Cast Mining and Quarrying - CESECO
Mining School



(Free) CV Templates

- <https://www.canva.com>
- https://lebenslauf.com/?sc_oge=sem00ae84ec&gclid=EAlaIQobChMluK-76ouA4QIVyOF3Ch0Z8gFhEAAAYASAAEgL55vD_BwE
- <https://www.cv-template.com/en>
- <https://www.hloom.com/resumes/>
- <https://www.livecareer.com>
- Gimp
- Indesign

CV

➤ Please triple check for mistakes!

➡ Send it to graduates@digitalcareerinstitute.org for checking

DCI will share your CV with partner companies. If you are not ok with this - please let me know!

Cover Letter

- Necessary for each application
- Personalize it for each company (mass applications never work out)
- No enumerations or repeat of your CV
- Keep it short and focused (max. $\frac{2}{3}$ of the page)
- Arouse interest by giving only **a few significant information**

(You can get detailed in the job interview)

Formal email forms

> important for your cover letter and in any kind of communication with companies

Beginning:

- **known person:** Dear Mr./Ms. (name) Concern,”
 - “Mrs.” and “Miss” = old-fashioned & refers to marital status (who cares?) > use shortest one
- **Institution:** “To Whom It May Concern,” “Dear Hiring Manager”

End:

- **known person:** Yours sincerely (if you know the name)
- **Institution:** Yours faithfully (without knowing the name)

Your Return Address
City, State Zipcode
Date

(4 SPACES)

Employer's/Hiring Manager's Name
Title
Company
Address
(2 SPACES)

Dear Mr. (or Ms.) Person's Last Name:
(2 SPACES)

First Paragraph (Why I'm Writing): Provide your reason for the cover letter including the position title or type of work and the source from which you obtained the opening (CareerQuest, internet job board, friend, employment service). Be sure to arouse the employer's interest and include one tidbit about what you can offer the company (i.e. education experience, etc.).

Middle Paragraph(s) (How and Why I'm Right): Explain why you are interested in the position, the company, its products or services. Be sure to relate yourself to the company, proving that you a good match for the position. Focus on what you can do for the employer, not what the employer can do for you. You can also cite personal characteristics with ways you could use them on the job. Try not to repeat the same information the reader will find in the resume.

Final Paragraph (How to Me or What Steps I'll take to Contact You): Focus on action in the closing paragraph. Request an interview and thank the employer for their consideration. Provide contact information including your phone number and email address. Finally, close your letter with a statement or questions that will encourage a response. Be sure to mention your resume if it is enclosed.
(2 SPACES)
Sincerely,

(4 SPACES for handwritten signature)

(2 SPACES)
Your typed name

Cover Letter - content

➤ Introduction:

Refer to the Position you´re applying for

Name your qualification

What´s your motivation and how can the company benefit from you?

➤ Middle part:

Don´t repeat your CV

Only argue with the most persuasive and for this position relevant arguments

Give examples for your qualification / Justify it (experiences)

Why do you want to work exactly for this company?

Cover Letter - Tips

➤ Last part:

Explain your possibilities (internship that is part of the course or full-time position)

Propose meeting them in a personal interview (express interest in meeting them)

Thank for consideration

- Use key-words you´ll be finding in the job description
- Visit the companies website and gather key words
- Make sure you understand their product / services
- What is their philosophy?

Cover Letter

- Be confident
 - **Don't:** "I hope to get invited..." (Conjunctive)
 - **Do:** "I'm looking forward to hearing from you."
 - Don't set up theses without proving them
 - Don't repeat the content of your CV
 - Always try to find out the name of the person it concerns
 - Add a head with the address, contact details, date and headline
 - Unique File name: lastname_firstname_coverletter.pdf
 - Send it - together with the CV - as a PDF with an e-mail
- ➡ Send it to graduates@digitalcareerinstitute.org for checking

3. Github

- What companies are most interested in is your code!
- Share your projects and code on GitHub
 - > counts your contributions and shows how active you are



- Keep it clean (review your code before committing)

- Be active (follow people / organisations / the DCI profile)
- Follow discussions in issues (you can learn how to work in open source projects collaborative -> good for the future)

Public profile

Name

Public email

Select a verified email to display

You have set your email address to private. To toggle email privacy, go to [email settings](#) and uncheck "Keep my email address private."

Bio

Tell us a little bit about yourself


You can @mention other users and organizations to link to them.

URL

Company

You can @mention your company's GitHub organization to link it.

Profile picture



Edit

5. LinkedIn

- Have a profile!
 - It's your digital CV and recruiters use it to find employees
- Self-Marketing
- Be active and give as many information as possible so the algorithm shows your profile more often
- Connect with recruiters / CTOs / HR-persons / colleagues / friends >200 people
- Keep profile updated!

What to add

- Professional Photo + background picture (20 x more profile views and 9 x more requests)
- Customized headline (Avoid generic ones)
- Summary (About me / What are you looking for / what are your skills)
- Education
- Experiences
- Technical Skills
- References / Projects
- Github / Portfolio
- Languages
- Companies / Organizations you like (interests)

Summary

- 3-5 short paragraphs
give your work passions, key skills, unique qualifications and a list of the various industries you've had exposure to over the years
- Like short cover letter
- Be creative
- Prove by examples
- Add Github Link!
- Should be on LinkedIn, GitHub, your website

Example of a summary (3-5 paragraphs on LinkedIn)

Nachricht

Mehr ...

Hello World!

I've decided to change my career path and direction about a year and a half ago. I always liked computers, and self-development and improvement are important parts of my life. Learning to code has been so far very interesting, challenging, and frustrating, which means for me that I've made the right choice.

So far I worked on small projects that were part of the freeCodeCamp curriculum and the web development bootcamp curriculum I am participating in.

Ideally, I would like to find an internship in order to learn from professionals while being in a working environment, thus increasing the potential value I would bring to the company that would eventually hire me as a member of its' team.

Weniger anzeigen ^

Different example:

About me:

- Marketing Technologist with a hybrid background in sales & marketing
- Self-starter, problem solver, and strategist
- Always ready to take on the next challenge and make an impact
- Fluent in Chinese (Cantonese & Mandarin) – read, write, speak
- I am a vegetarian (or what others called me – carbetarian)

Specialties:

B2B Marketing, Email Marketing, Marketing Campaigns, Marketing Operations, Demand Generation, Marketing Automation, Marketing Programs, Customer Marketing, Customer Acquisition, SaaS, Salesforce Administration, SFDC, Eloqua, Marketo, Lead Generation

[Weniger anzeigen](#) ^

Different example: projects @coding school as experience

Experience



Full Stack Java Web Developer

Ubiquim Code Academy

2018 – Present · 1 yr

Full time course with focuses on learning by doing, over the course of 800 hours I worked on simulated real-life project for fictional clients but which included real requirements and design specifications. The project was carried out in agile methodology weekly or fortnightly sprints in which I had to present the project in its different stages to the client and present my code to my colleagues.

Projects that I worked on during the course:

1. Website of the Northside Youth Soccer League

Technologies used: HTML, including HTML5, CSS, Flexbox.

2. Transparent Government website (TGIF)

Technologies used: Javascript, jQuery, AJAX, JSON and API, Bootstrap, CSS.

3. Northside Youth Soccer League (NYSL) mobile web application

Technologies used: HTML5, CSS3, JavaScript, jQuery, JSON and API, Firebase, Google login.

4. Game Safe (Battleships)

Technologies used: jQuery, JavaScript, AJAX, JSON, Java 8, Spring Boot

[See less](#)

- **highlight your best accomplishments**

experience section > bullet points that describe what you did, which technologies were used etc. (projects during the course)

- **include GitHub**

- option 1 : create a specific current experience section and then you have the opportunity to talk more about what you do and offer as a Web Dev)
- option 2 : GitHub profile in your summary section (live link does not work)

- **Cluster your skills logically** (if included in “ABOUT ME” > separate them by bullet points instead of comma!)

Any questions regarding LinkedIn? Ask!

Start to apply as soon as you can!

- Finalize your CV and cover letter and send them to graduates@digitalcareerinstitute.org until the **23rd April**
- Finalize your Online presentation
- Visit job fairs, conferences, meet-ups, etc.
- Send out at least 4 applications per week
- Expected answer rate: 30% - be prepared & don't give up! (As more you´re sending, the more often you´ll get replies!)