10 Academy cB : Week 0

Careers - Exercise 1

CV

**First submission deadline: Tuesday, 9th April 2024, 8 pm UTC**

**Second resubmission deadline: Saturday, 13th April 2024, 8pm UTC**

# **Exercise**

Submit your CV by carefully following the instructions and requirements

listed below.

The following link provides more information and tips on constructing a CV: [CV writing tips.](https://docs.google.com/document/d/1JqPEJLbAu56WGNxBhZKjWOG6fbmH5tn5gBDqKZ21sfc/edit#heading=h.aqhnsxpqaioq)

Requirements:

* 1 page CV in PDF format
* Your email address, phone number, and address should be listed right at the top.
* Provide a 50-word summary of yourself. This concise introduction provides the hiring team with information about you, your key qualifications, accomplishments, and experience. It must be brief and pertinent to the job for which you are seeking.
* List all of your most important technical skills and soft skills.
  + Be careful not to list too many skills.
  + Limit yourself to skills most relevant to your application.
  + Examples of technical skills are proficiency in Python, SQL, C++, etc.
  + Examples of soft skills include Communication, Teamwork, Problem-solving, Time management, Critical thinking, Decision-making and Organisational skills.
  + Consider how best to make this easy for an employer to skim and understand what you are capable of delivering, by organising into relevant sections.
* List your education in chronological order (starting with the most recent educational achievement attained). For each educational experience, include the name and location of the institution, year(s) of study, expected date of completion (if applicable) and title or certificate attained. If there are more than 3 educational experiences, highlight only those which are relevant to the position you are applying for. These might include courses in Mathematics, design, algorithms, statistics, Data Science,etc.
* Use digits instead of spelled-out numbers where necessary.
* Using [Bock’s rule](https://www.linkedin.com/pulse/20140929001534-24454816-my-personal-formula-for-a-better-resume/), describe your experience well.

See CV template example here: [Sample CV Template](https://docs.google.com/document/d/1gM6HdstF5-_ITWqmTF62yK7xmA-BXrT4/edit)

**Other Checklist Includes**

* Accurate contact information (e.g.: include country code to your phone number)
* Include a link to an online portfolio that expands on your experiences, projects, achievements, etc.
* Ensure all links (LinkedIn, portfolio, email, etc.) are clickable
* Take note of international naming conventions (first name last name)
* Relevant and targeted experience
* Proofread the document to confirm there are no spelling mistakes
* Use a consistent and readable font type and size
* Do not include any extra fancy formatting
* Minimal use of colours
* Be clear and concise; keep your CV to 1 page, since recruiters may not have time to review more than 1 page.
* Saved and submitted as a PDF.

# **Support, Meeting and Tutorials**

On Tuesday, 9th April 2024, there will be a tutorial for this exercise. Please get in touch with **Pascaline Iyodusenga** on Slack or during the tutorial session if you need assistance or have any queries.

# **Marking Rubric**

1. **Content Relevance and Clarity:**

* Personal Information: Check if the CV includes the candidate's full name, phone number, email address, and physical address (optional).
* Professional Summary: Evaluate the professional summary is a 50 words brief description of themselves in relation to what they can do and concepts and tools they are familiar with. The professional summary should serves a an introduction to the trainee's CV and shows an overview of a trainees’ background as well career aspirations.
* Skills: Ensure that the CV lists relevant skills, both technical and soft skills.
* Work Experience: Verify the presence of detailed descriptions for each job position held, including job title, company name, dates of employment, and a concise overview of key responsibilities and achievements (quantify with data whenever possible). The list of experiences should be in choronological order.
* Education: Check if the CV includes relevant educational qualifications, a chronological list of degrees, including institution name, degree name, major/minor (if applicable), and graduation year. Note that Expected graduation date can be included if applicable.
* Licence & Certifications. This is optional, but check a if relevant certifications are listed in reverse-chronological order

1. **Professionalism & Formating**

* Layout and Structure: Evaluate the CV's organization, including clear section headers (e.g., Education, Work Experience, Skills) and a logical flow of information.
* Font and Style: Check for consistency in font type, size, and formatting throughout the document.
* Spelling and Grammar: Identify and flag any spelling or grammatical errors, ensuring a polished final product.
* Length: Assess if the CV is appropriately concise while still providing sufficient detail, typically aiming for one to two pages in length.
* Professional Appearance: Look for the Overall layout and design that convey professionalism and attention to detail.

Note: Individual feedback given.

# **Usefulness in real life**

A good CV is the foundation of a successful career launch. A properly outlined CV shows both your past accomplishments and your potential for future success.

# **Submission**

Upload a PDF on Tenx.