



# INTRODUÇÃO À INVESTIGAÇÃO

MEFT – 5º ANO

Filipe Rafael Joaquim (CFTP-DFIST)



- Curriculum Vitae
- Motivation Letter

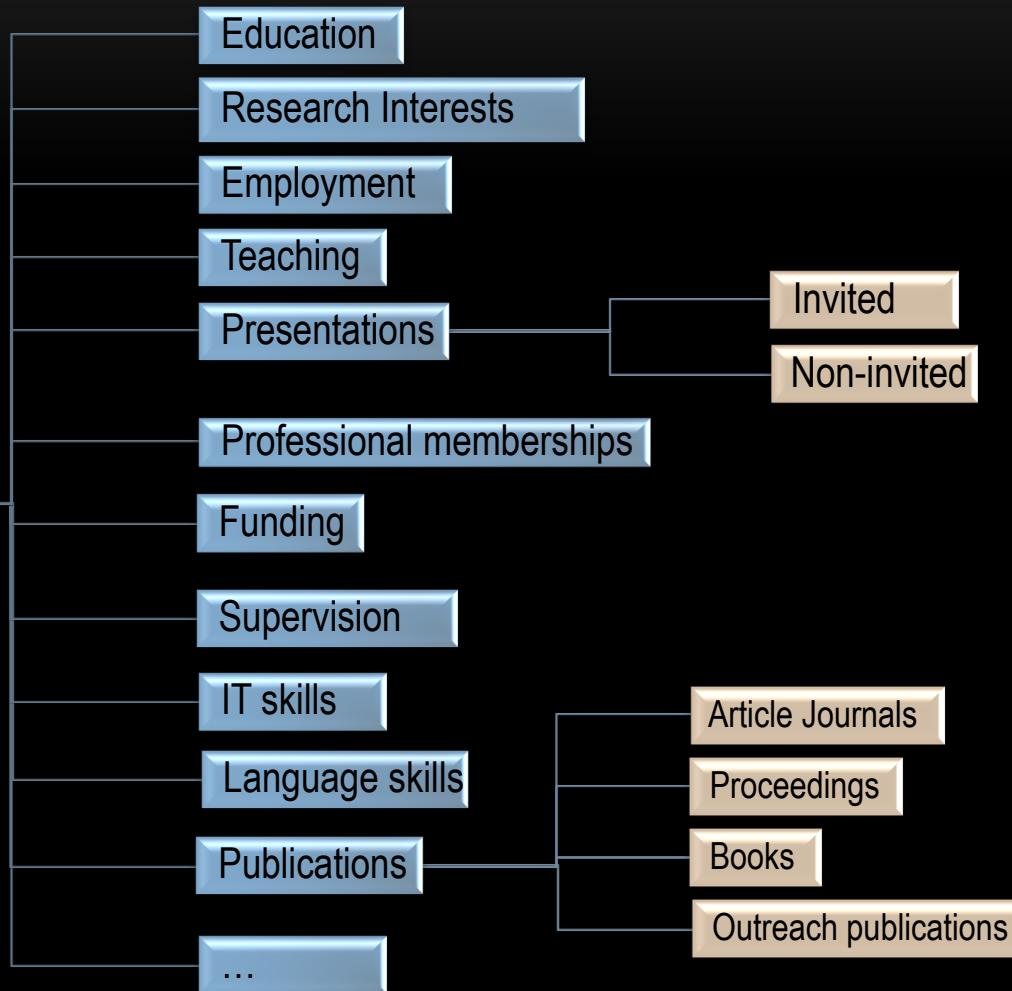
Compact and traditional way of  
communicating your professional/academic  
accomplishments :

Jobs, grants, prizes, etc...

You should adapt your CV/motivation letter to each situation.

# Curriculum Vitae

CV tree





# Curriculum Vitae

Having a tree CV allows for the construction of a CV for any purpose.

## Education

- Standard. Do not forget theses and academic degrees (title, supervisor, date).
- Perhaps some aspects of your past education (kindergarten, primary school and high school) are not relevant anymore...



# Curriculum Vitae

## Employment

- Time period, employer, functions.

## Teaching

- List of all courses with dates and institutions.

## Presentations

- Date, type, title, where (professional/outreach, invited?)



# Curriculum Vitae

## Professional Memberships/other activities

- Professional memberships
- Editorial boards, refereeing, evaluating committees, etc.

## Projects/Funding

- Research projects to of which you were part (period, designation, financing institution, PI)
- The same for those projects of which you were PI



# Curriculum Vitae

## Supervision

- Supervision of MSc/PhD students (student's name, thesis title, conclusion date)

## IT skills

## Languages

(you should know more than saying  
“buongiorno”...)

## Publications

- Articles, conference proceedings, Books, chapters in Books, outreach articles.



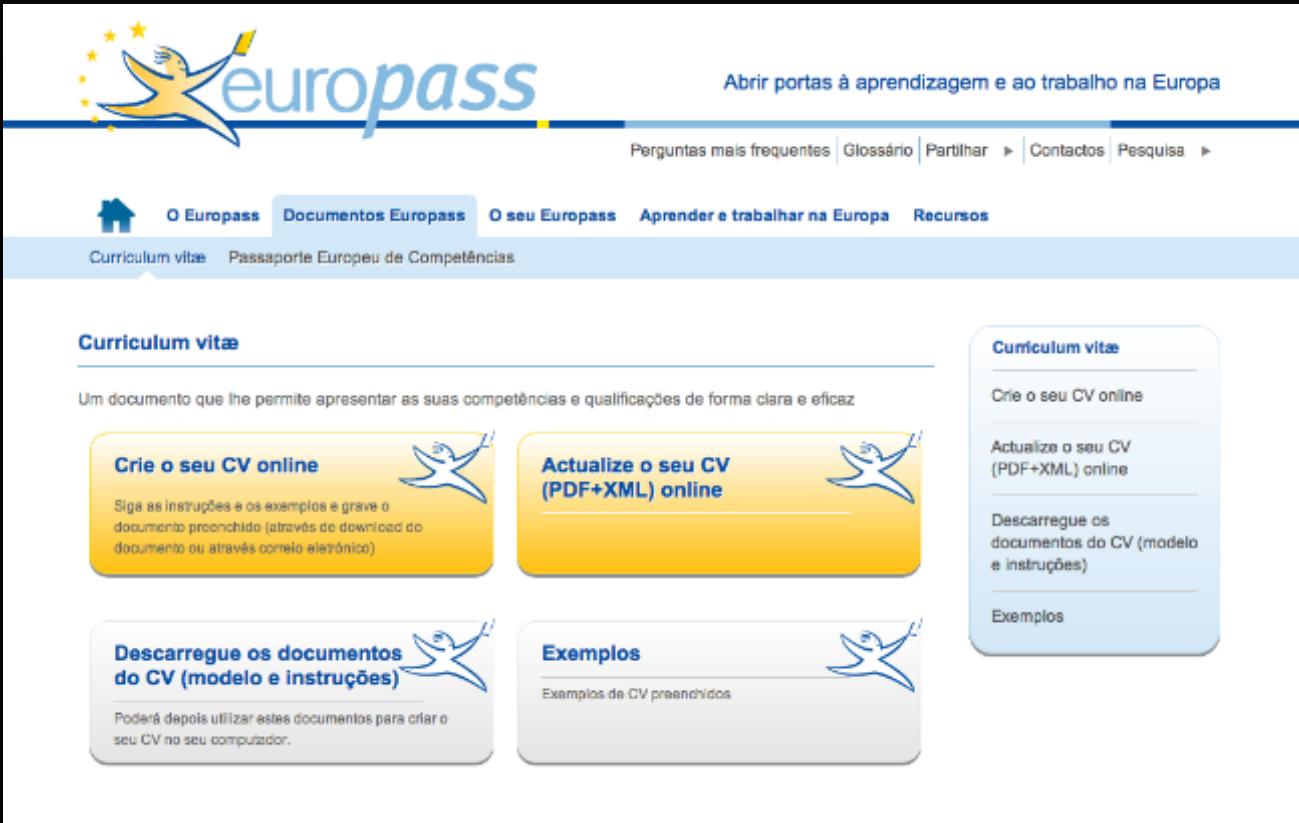
# Curriculum Vitae

The block to include depend on the purpose of the CV

- Information must be found easily;
- Must be organized in a uniform and sober way;
- Inverse chronological order;
- Classic font style (arial, calibri 10-12)

# Curriculum Vitae

European CV platform



Not used in academics. More for companies.



# Curriculum Vitae

@ this point you should include:

- Personal data: Name, Birth date, nationality, civil state, address, phone and mobile, fax, email(s).
- Education: MSc Physics Engineering (date and final grade). Thesis (title, supervisor, date and final grade).
- Research interests



# Curriculum Vitae

- Professional experience – teaching (monitor) and others
- Participation in research projects
- Prizes/awards/grants
- Other activities – Attendance to conferences, workshops, mentoring, etc
- IT skills
- Language skills
- Publications

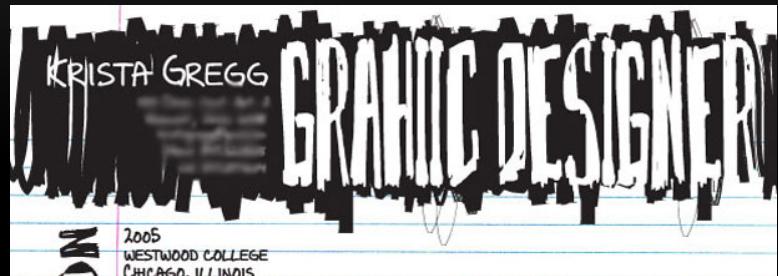


# Curriculum Vitae

Appealing format but sober  
(You are not design students)

- Blocks conveniently separated
- Time periods must be somehow emphasized
- Suitable font style and size
- Bullets to emphasize
- Dated and signed

# Curriculum Vitae



Obviously this is not for you...  
(use your creativity to do science...)



Programmer, Graphic and Web Designer (personal freelance company)

- Program the front- and back-ends of various web projects in PHP.
- Design website templates and customize content management systems.
- Design high resolution corporate identity materials (brochures, business cards, flyers, etc.) for various clients.
- Create custom logos and illustrations for various clients.

Miramar Professional Business Center, Pembroke Pines, FL

Graphic Designer

- Designed corporate identity materials (brochures, business cards, flyers, etc.) for various clients.

AgencyNet Interactive, Fort Lauderdale, FL

Graphic and Web Designer

- Designed layout and wrote content for corporate web banners and HTML promotions.
- Participated in the advertising campaign development for the Ford Motor Company "Bold" project.
- Updated ongoing web projects on a weekly basis.

Feb. 2008 – Nov. 2009

Jun. 2006 - Dec. 2006 (Seasonal)

**“Ideas are the root of creation.”**  
- Ernest Dimnet

CHICAGO, ILLINOIS  
STUDENT WORKER-LIBRARY

Straightened and reshelfed books, checked books in and out of library, and general library upkeep. Helped students and teachers locate information via the Internet or books. Helped students operate PC and MAC based computers and programs.

2003

WESTWOOD COLLEGE  
CHICAGO, ILLINOIS  
STUDENT WORKER-TUTOR

Taught other students the following programs: Adobe Illustrator and Adobe Photoshop on both PC and MAC computers.

WWW.INTHEROAD.NET/BOARD  
MESSAGE BOARD MODERATOR

ALPHA BETA KAPPA  
EXECUTIVE DIRECTOR'S LIST  
DEAN'S LIST  
PERFECT ATTENDANCE

**AWARDS**



# Curriculum Vitae

## CURRICULUM VITÆ OF FILIPE RAFAEL JOAQUIM

### PERSONAL DATA

- |                              |  |
|------------------------------|--|
| • <b>Family name:</b>        | Joaquim  |
| • <b>First names:</b>        | Filipe Rafael  |
| • <b>Gender:</b>             | Male   |
| • <b>Date of birth:</b>      | December 23, 1974  |
| • <b>Place of birth:</b>     | Suresnes, Paris – France   |
| • <b>Nationality:</b>        | Portuguese   |
| • <b>Marital status:</b>     | Single   |
| • <b>Mailing Address:</b>    | Centro de Física Teórica de Partículas<br>Instituto Superior Técnico – <u>Dep.</u> de Física<br>Av. <u>Rovisco Pais</u> , 1<br>1049-001 Lisboa, Portugal |
| • <b>Telephone (office):</b> | +351 21 8419074  |
| • <b>Mobile:</b>             | +351 92525XXXX   |
| • <b>Fax:</b>                | +351 21 8419143  |
| • <b>E-mail address:</b>     | filipe.joaquim@ist.utl.pt  |



# Curriculum Vitae

## PAST POSITIONS

- **01/10/2009-15/11/2011** FCT researcher at CFTP under the programme "Ciência 2008".
- **01/01/2009-31/12/2010** Fellow at the CERN theory division (PH-TH), Geneva, Switzerland.
- **01/09/2007-31/12/2008** Post-Doc researcher at the Physics Dep. of the Universidad Autónoma de Madrid (UAM)
- **01/09/2007-31/12/2008** Associate researcher at the Instituto de Fisica Teorica (IFT), Madrid, Spain.
- **01/04/2004-30/09/2007** Post-Doc researcher at the Dipartimento di Fisica "Galileo Galilei" of the "Università degli studi di Padova", Padova, Italy.
- **01/04/2004-30/09/2007** Associate researcher at the "Istituto Nazionale di Fisica Nucleare (INFN)", Padova, Italy.
- **1996-2003** Physics teaching assistant at the physics department of IST



# Motivation Letter

- The application letter **IS NOT** a motivation letter!

(o seu nome)  
(a sua morada)  
XXXX-XXX Lisboa (Código postal da sua cidade)

Exmo.(a). Senhor(a)  
Diretor(a) de Recursos Humanos da (nome da empresa)  
Rua da Saudade, 321 ( a morada da empresa)  
XXXX-XXX Lisboa (Código postal/cidade da empresa)

Assunto: Resposta ao anúncio com a referência xxxxxxxxx

Lisboa, X de setembro de 2011

Exmo(a). Senhor(a),

Gostaria de apresentar a minha candidatura para o cargo de (nome do cargo) que a V. empresa anunciou, na edição de X de de 2011 no Jornal "x" (nome do Jornal/internet).

Junto envio o meu curriculum e a minha carta de motivação, que apresentam em pormenor a minha formação académica, a minha experiência adquirida ao longo dos estágios que efetuei, bem como a minha motivação para me candidatar a este cargo. Gostaria contudo de aprofundar mais as razões da minha candidatura através de uma possível entrevista.

Na expectativa de um próximo contacto, subscrevo-me com os melhores cumprimentos.

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(assinatura)  
Anexo: *Curriculum Vitae e carta de motivação*



# Motivation Letter

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This letter only shows that you are interested in applying.

A motivation letter must not only show that you are interested in the job but also that you are qualified for that.



# Motivation Letter

A motivation letter is much more than a CV attachment

- How is your past experience relevant for the job
  - Mention your professional path
  - Some details which show that you are qualified
- Reveal your strong points
- Reveal your motivation and how can you contribute to the company/institution
- Perspectivate a future.
- Appeal to the interview!



# Motivation Letter

THE CV MUST COMPLEMENT THE  
MOTIVATION LETTER

HOW TO WRITE A MOTIVATION LETTER?



# Motivation Letter

## Avoid:

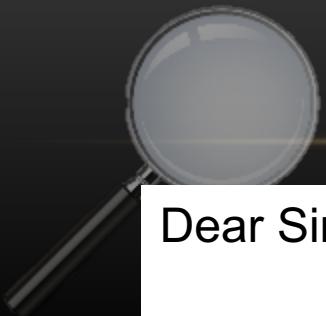
- Wrong format (missing contact and ID elements). “business letter” format
- Me, Me, Me... A motivation letter should be also turned to the company/institution to which you are applying to.
- Typos and grammar mistakes= lack of interest



# Motivation Letter

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- Sentences without support
- Very long motivation letters
- Use the same letter for different applications
- Do not send a motivation letter without CV.



# Bad Motivation Letter

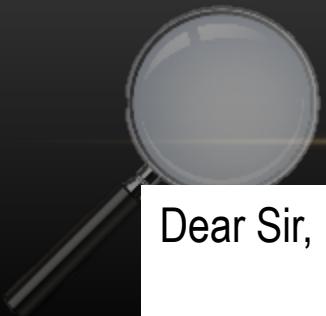
Dear Sir,

The purpose of this letter is to express my interest in the job opening you advertised. I have lots of experience as and ad account manager and think I would be good for the job. Ads that I have designed have been in many different newspapers and I have gotten a lot of awards for my work.

Enclosed you will find my resume. Please get back to me about the job.

JoeJones  
532-4789

- Date, address,...?
- Not addressed to a specific person



# Bad Motivation Letter

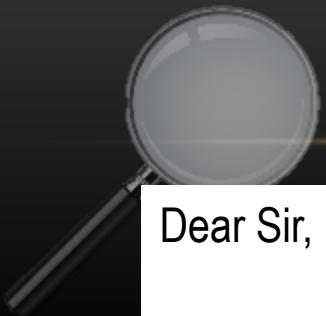
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532-4789

- Does not identify the source of the add



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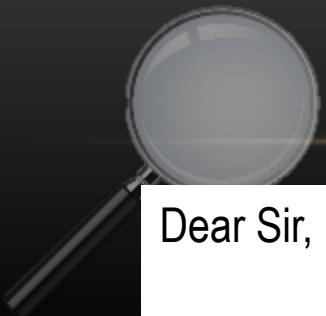
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JoeJones  
532-4789

- Mistakes
- Please get back to me about the job???



# Bad Motivation Letter

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JoeJones  
532-4789

- « I think I would be good...» - not very convincing
- Why is he suitable for the job?



# A good motivation letter

Elementos de contacto, data  
(email, telefone?)

Dr. John Matthews  
Civil Engineering  
University of Texas at Austin  
Box 19308  
Austin, TX 76019-0308

Dear Dr. Matthews,

Identificação do  
responsável pela  
selecção

502 W. Main Street #221  
Houston, TX 77204

November 23, 2012

Dirige-se pessoalmente ao responsável



# A good motivation letter

I am writing to apply for the position of Assistant Professor in Structural Engineering beginning Fall 2011, as advertised on the University of Texas website. I am currently a doctoral candidate at the University of Houston and fully expect to complete my Ph.D. degree requirements by May 2011. I am extremely interested in obtaining a faculty position at the University of Texas, as its engineering research programs have a stellar reputation that is known worldwide.

- Identifies the position to which is applying;
- Refers to the present job;
- Shows interest and at the same time refers about the reputation of the institution;



# A good motivation letter

I believe that my academic training and my six years of experience working as a structural engineer prepare me to be an effective researcher and instructor in your department. My doctoral dissertation was conducted under the direction of Prof. Mark Daniels, and looks at the use of a relatively new methodology for the design of joints, walls, footings, and other portions of reinforced or prestressed concrete structures. In my research, I developed an integrated design and analysis environment for this methodology in which both strength and serviceability requirements are explicitly satisfied. This was delivered in a computer-based program that is freely available to the community and has been downloaded by more than 2500 people.

- Relevance of past experience for the position;
- Relevant aspects of past research;
- Strong point- “integrated... by more than 2500 people”



# A good motivation letter

Although my dissertation focuses on a single topic, other areas that interest me for my future research stem from my goal of developing improved analytical models and methods for design, evaluation, and upgrade of concrete structures subjected to monotonic and reversed loading and structures equipped with passive systems. One of the studies that I have started is the development of a performance-based seismic design under the auspices of a project from the Applied Technology Committee, a national organization.

- Perspectives for the future
- Research projects
- Not vague.



# A good motivation letter

During my graduate training, I have been fortunate enough to also serve as a teaching assistant and occasionally instruct for an intermediate level course on reinforced concrete design. My five years of professional experience as an engineer have provided me with a broad view that is useful in assisting students with projects and assignments. Through my participation as a teaching assistant, I have developed confidence and an interest in teaching and look forward to the opportunity to both teach assigned classes and to develop my own classes.

- Teaching experience
- Relevance of his experience for teaching
- Confidence



# A good motivation letter

I would enjoy discussing this position with you in the weeks to come. In the meantime, I am enclosing my Curriculum Vitae and statement of teaching and research interests. Letters of recommendation will arrive under separate cover. If you require any additional materials or information, I am happy to supply it. Thank you very much for your consideration.

- Appeal to the interview
- Refers attachments and recommendation letters
- Shows availability

Sincerely,

*Stephen Thompson*

Stephen Thompson