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Sabay Digital

Workshop

On

CL & CV Writing

HOU Soytry, Head of HR

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Content

1. Cover Letter
2. CV
3. Tech Guides
4. Building Effective LinkedIn Profile
5. Final Words
6. Q & A
7. References

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Questions

1. What is a Cover Letter**?**
2. Why do we need a Cover Letter**?**

What is a Cover Letter?

- ✓ **A one-page document that accompanies your resume or CV when you apply for a job.**

- ✓ The main purpose of a Cover Letter is to **fill in the gaps** in your resume and give hiring managers a **deeper insight** into your **professional background**.

- ✓ A well-written Cover Letter can **help you stand out** from other applicants and **demonstrate your enthusiasm** and **passion for the position.**

- ✓ It serves as an opportunity for you to **showcase your communication** and **writing skills**, as well as your **attention to detail** and **professionalism.**

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Purposes of CL

1. Present your qualifications
2. Demonstrate the interest in the role
3. Market yourself as the ideal candidate
4. Explain any red flags (potential challenges)
5. Highlight your achievements

Remember

Your cover letter should accomplish the following:

- ✓ Introduce yourself to the hiring managers
- ✓ Provide details about your qualifications
- ✓ Tell employers why you want to work for them
- ✓ Illustrate why you're the best match for the job
- ✓ Explain circumstances like job hopping or gaps in employment

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What to include in a Cover Letter?

A professional Cover Letter must contain:

1. Your contact info.
2. The current date
3. The hiring manager's name & position (if any)
4. The company's address
5. The hiring manager's email
6. A salutation (greeting)
7. An opening paragraph
8. Body paragraphs
9. A closing paragraph
10. A sign-off

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How to write a good Cover Letter?

9 Steps to write a Good Cover Letter?

1. Do your research
2. Choose a Cover Letter template
3. Add a professional header (contact detail)
4. Greet the hiring manager
5. Write a compelling introduction
6. Write the body paragraphs
7. Write a closing paragraph
8. Sign-off
9. Proofread your Cover Letter

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Cover Letter Checklist

- ✓ Template
- ✓ Contact information
- ✓ Date
- ✓ Company information
- ✓ Salutation (greeting)
- ✓ Opening paragraph
- ✓ Body paragraphs
- ✓ Closing paragraph
- ✓ Sign-off

Cover Letter Mistakes to Avoid

1. Copy & Paste
2. Not completed Cover Letter (template)
3. Wrong spelling and grammar
4. Use informal language
5. Put wrong company's address/name…
6. Copy & Paste the content from CV
7. Over talked (exaggerated)
8. Make unnecessary errors
9. Don't know what you have written

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What is a CV (Curriculum Vitae) or Résumé?

❖ A resume is a brief summary of personal and professional experiences, skills and education history.

❖ It allows you to summarize your education, skills and relevant work experience enabling you to successfully sell your abilities to potential employers.

Pronunciation: Curriculum Vitae (kə- ˈri-kyə-ləm- ˈvē-ˌtī, Vee Tai)
Ref. https://www.merriam-webster.com/dictionary

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What should a CV include?

1. Personal Details
2. Personal Profile /Application Objective (role, why you, purpose)
3. Qualification/Skills (hard/soft) (key skills)
4. Education (High School, BA, MA…)
5. Work Experiences (company name, position & key responsibilities)
6. Trainings & Seminars (relevant courses)
7. Extra Curricular Activities/Internship/Volunteer
8. Publications/Portfolios/Projects
9. Honors & Awards (if any)
10. Languages & Computer Application
11. Programing Languages, Frameworks/Libraries, Databases, Deployment and other Tools (if any)
12. Other Available Skills (if any)
13. Hobbies/Interests
14. References

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Tips for Writing Effective CV

1. Create a master CV (a comprehensive document)
2. Make your CV as closely as possible to the position
3. Don't make your CV longer than 2-3 A4 pages (if can)
4. Make sure that vital sections of your CV are included
5. Focus on achievements (task + skill + outcome/result), not responsibilities
6. Prioritize the most important information
7. Be honest
8. Check spelling and grammar
9. Have your CV checked by someone else (if can)
10. Pay attention to the format and layout of your CV

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Formatting and Styling your CV

When formatting and styling your CV, pay attention to the following:

1. **File Format:** Use PDF

2. **Clear and Legible Font:** This makes it as easy to read as possible

3. **Clearly Divided Sections:** This will allow recruiters to easily distinguish and find the sections they are interested in

4. **Use a neutral or calm color scheme:** This makes a CV appear professional and easy-to-read

5. **Avoid images:** They take up space and can seem unprofessional

6. **Use bullet points:** These allow for lots of information to be communicated quickly

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CV Mistakes to Avoid

1. Copy & Paste
2. Wrong spelling and grammar
3. Use informal language
4. Too long CV
5. Overcomplicating design
6. Dates of education & work experiences
7. Don't make up (fake info.)
8. Don't know what you have written
9. References

Tech Guides

1. Programing Languages

- Javascript
- Go
- PHP
- Python
- R
- Swift/Objective-C, Java
- Flutter

2. Frameworks/Libraries

- ReactJs
- React native
- Nodejs
- TypeScript
- NextJs
- Express
- GraphQL
- Laravel

Tech Guides (Continue)

3. Programing Languages

- MongoDB
- MySQL
- Postgres
- Redis
- Clickhouse

4. Deployment

- Gitlab CI/CD
- Docker swarm hosting

5. Message Queue

- RabbitMQ

6. Other Tools

- Gitlab
- Firebase
- Matomo
- Promethus
- Jaeger

Building Effective LinkedIn Profile

1. Cover
2. Profile photo
3. Titles
4. About (who you are)
5. Activities
6. Work Experiences
7. Education
8. Licenses & Certificates
9. Skills
10. Recommendations
11. Publications
12. Languages
13. Interests

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Final Words

1. Develop your strong skills (hard & soft)
2. Build your experiences gradually
3. Learn from experiences
4. Improve your English & Communication skills
5. Dare to ask questions/supports (if needed)
6. Be open to learning
7. Be detail oriented
8. Be honest
9. Be better
10. Be healthy

References

1. Link to CL: https://www.myperfectresume.com/career-center/cover-letters/how-to/write
2. Link to CL: https://resumegenius.com/blog/cover-letter-help/what-is-the-purpose-of-a-cover-letter
3. Link to CV: https://novoresume.com/resume-templates
4. Link to CV: https://www.myperfectresume.com/cv/templates
5. Link to CV: https://standout-cv.com/what-is-the-purpose-of-a-cv
6. Link to CV: https://www.jobseeker.com/en/cv/articles/cv-tips

Links to CL & CV Templates

1. Canva App
2. Create.microsoft.com
3. Myperfectresume.com
4. Novoresume.com
5. Standout-cv.com

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THANKS for Your Attention