

Intro to IT Job Application

by Vaggelis Daravigkas & Kostas Platis



DISCLAIMER



Not Europass...

END OF PRESENTATION

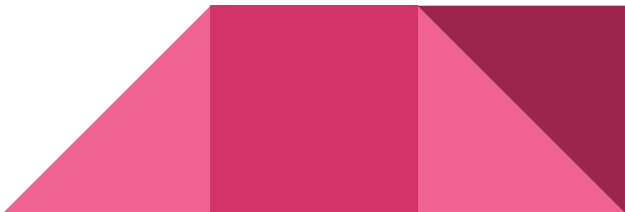


CV


You in no more than 2 pages

Recommended Structures for IT Students

1. Personal Info
2. Summary
3. Technical Skills
4. Experience
5. Education
6. Communication

1. Personal Info
 2. Summary (optional)
 3. Experience
 4. Education (with languages)
 5. Technical Skills
- 

Personal Info

- **Full Name**
 - Date of Birth
 - Address (optional)
 - Nationality
 - Website (optional)
 - **Github**
 - LinkedIn
 - No photos
- 

Summary

- What are you currently doing?
- What are your goals?
- Basic characteristics of yourself
- Interests



Technical Skills

- Programming Languages
- Tools (IDEs, Suites, Git, Vim, etc.)
- OSs (Windows, Linux expertise, etc.)
- CMSs

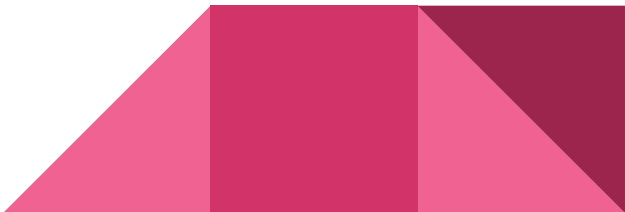


Experience

- Title of the position
- Duration - Dates
- What were your duties and tasks?
- What did you create? Provide links if available..
- Bullets of tasks are welcomed



Education

- Degree title
 - Duration
 - Projects you took part in
 - Some important courses you took part in based on the job / grades
 - University teams
 - GPA (≥ 7.5)
- 

Projects (Optional)

- Write about your personal projects
- Open-source projects
- Projects you have contributed in
- Github / Bitbucket (public)



Communication

- Languages you know
- Level
- Degrees (latest ones)



Tips for writing a CV

- ≤ 2 pages

//most recruiters take 5-7 secs to read your CV

- make it personal

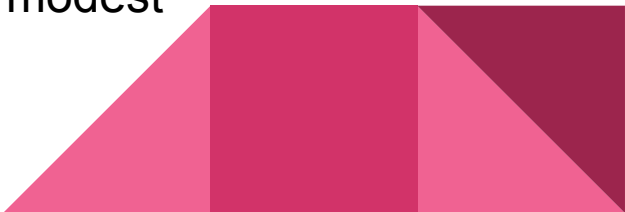
//you can use a template but add your personal touch

- job - oriented

//highlight your skills for this specific job

- be honest

//and do not be modest



Tips for writing a CV

- keep it **updated**... //for obvious reasons
- make it **readable**... //layouts, headings, spacings, fonts
- use **bullets**





Alejandro Avilés

Full Stack Dev / UX / Machine Learning
I really enjoy making tools for people

Geneva (Switzerland)
omegak@gmail.com
+41 789 75 1193
http://omegak.io

SUPERPOWERS

Breathing underpressure
Pixel-perfect design
Code spelology
Explaining ideas
Naming stuff

PROGRAMMING

Python (5 years)
Javascript (6 years)
HTML & CSS (6 years)
Shell (5 years)
LaTeX (2 years)

TECHNOLOGIES

Git, Flask, PostgreSQL,
SQLAlchemy, Angular,
jQuery, Sass, Puppet,
Docker, pytest

PROJECTS

Dotfiles engine
Blindstore
Everware

LANGUAGES

Spanish (native)
English (proficient)
French (intermediate)
Japanese (basic)

THINGS I LOVE

A good discussion,
An intricate story,
A difficult video game,
Boxing, Snowboarding,
Hacking, Meditation,
Coffee with milk

EXPERIENCE

2018 Mar — now <http://indico-software.org/>
Full-Stack Software Developer **Indico (CERN)**
Indico is a web application for event organization used at CERN, UN, Fermilab, and 150+ other institutions.

- Migrated Flask application from ZODB, an object-oriented database, to PostgreSQL.
- Refactored complete back-end and most of front-end, substantially improving user experience.
- Introduced numerous reusable UI components to enforce visual consistency application-wide.
- More: testing, machine orchestration, integration with LDAP, user support, technical training, etc.

2012 Jun — 2012 Sep **CERN**
Data Visualization Engineer

- Developed interactive tool for LHC data visualization in Java EE and integrated it into Java Swing app.

EDUCATION

2012 Oct — 2016 Sep **GPA: 2.4**
Master in Machine Learning **University of Granada**

- Thesis: Survey on style transfer techniques and generative models with neural networks.

2010 Sep — 2012 Jul **GPA: 3.54**
Master in Computer Science **University of Jaén**

- Thesis: Evaluation route discovery on catastrophe scenarios using ant colony optimization.
- Exchange programs at University of Central Florida and Tokyo University of Science.

2007 Sep — 2010 Jul **GPA: 2.99**
Degree in Computer Engineering **University of Jaén**

- Directed and hosted a weekly program about technology at UniRadio Jaén radio station.
- Was the main organizer of Microsoft .NET Club events at my university.

TRAINING

2016 Certified White Hat (CERN)

- injections, cross-site scripting, request forgery, race conditions, framework exploits, etc.

2015 CERN School of Computing (University of Kavala)

- Multicore programming, architecture performance tuning, cloud storage, networking QoS, data analysis.

2014 Advanced Python (CERN)
2013 Design for Usability (CERN)

AWARDS

2012 Platinum Curriculum recognition for academic and social merits (University of Jaén)
2012 Top of my Class at Master in Computer Science (University of Jaén)
2011 Best student in the International Mobility Program (University of Jaén)
2010 Top of my Class at Degree in Computer Engineering (University of Jaén)

AND MORE

2017 Talk: The path of code linting
2017 Talk: Flex-box, the yoga of CSS
2016 Workshop: Hands-on tutorial on Git
2013 Volunteering: Organized and mentored Summer Student Webfest hackathons (Geneva)
2011 Volunteering: Organized 5K+ visitor Japanese culture event (Jaén)

source: <https://github.com/OmeGak/cv>

One-page CV

source: <http://targetjobs.co.uk>

Luke Riley • 129 Lime Street, Liverpool L1 1JN • 07901 679710 • L.Riley@gmail.com

Technical skills

Programming

Java, JavaScript, C,
C++, C#, PHP, DPL,
CSS, Ruby, ASP.NET

Databases

MySQL, SQL Server,
Interbase

Microsoft Office

Access, Excel,
PowerPoint, Word

Network construction & admin

Windows Server 2008/2012,
AD configuration, Exchange Server,
Linux OS

Main areas of experience

- Software development
- Problem solving
- Project management
- Object-oriented programming
- Technical support
- Product testing
- Programming
- Hardware installation
- Database administration
- Graphic design
- Strategic planning
- Network construction & admin

Education

- BSc (Hons) computer science with information systems, achieved a 1st class degree, Plymouth University (2013–2017)
 - Included a one-year placement at ExxonMobil
- A Levels: maths (A), English (B) and information technology (A), City of Liverpool College (2012–2014)

Work experience

IT support technician, ExxonMobil, one-year placement (2015–2016)

- Supported a wide and varied client base
- Worked closely with suppliers to resolve operational issues
- Tested products for functionality and efficiency
- Installed and configured computer hardware systems and IT software
- Monitored IT networks to maintain availability to internal and external users
- Troubleshoot desktop PCs, laptops and mobile devices

Voluntary work

Volunteer at Plymouth & District Disabled Fellowship (Jun–Jul 2014)

- Supported fundraising pushes by phoning local businesses for financial support
- Helped to organise and attended outdoor events for service users
- Designed, created and distributed flyers for events

Interests

Mobile device applications: designed and developed three basic apps for android phones and tablets, which are available via Play Store. Combined, they have been downloaded 1,389 times.

References available on request

One-page CV

source: <http://aplus.com>



One-page CV

Motivation Letter

Hint: it's not a letter...

Motivation Letter

The topics that should be covered in general are:

- Introduce yourself (more or less like CV's summary)
- What can you offer?
- Why this company / organisation?
- Why this country?
- Why this specific position?
 - Domain
 - Passion



Address

Wednesday, May 1st, 2013

Company Address

ATTN: (If you know the hiring manager's name/
department)

Dear _____,

Let me introduce myself.

Saying something like *"On Wednesday, May 1st, I discovered your need for a self-starting Communications Specialist, and I think my [best trait #1, best trait #2, best trait #3] closely parallel your needs"* Always state the position you are applying for, as they receive hundreds of applications for many different postings. If a mutual connection referred you to this posting, you can state that in your opening sentence to establish some familiarity, but do not focus too heavily on that, as it may appear that you're name-dropping to get in with them.

This is how you could benefit from me.

This is the part that will change the most between different job applications. Pick out the two **most relevant experiences** (you only have one page!), and instead of making 'I' statements, focus the explanation around how your previous employer benefited from what your role. After providing two examples of your experience and knowledge, sum it all up by stating how this prospective employer would benefit from the above statements—this might involve some research on the company and knowing how you would fit into it.

In summation, I would like to offer:

This section is a good place to leave a personal impression on the employer—stating **three of your most admirable behavioral traits** will leave them with a sense of who you are as a person and will fit nicely into your qualifying statements you made in the section above. Saying something like *"ABC Enterprise can always rely on me to have spitfire energy, to always be in pursuit of a challenge, and to play well with others"* or that these things would be *"an asset to ABC Enterprise"*.

I look forward to hearing from you.

This is where you can leave on a high note and position your sentence in a way that requests action. For example, *"If you have any further questions regarding my candidacy for the Communications Specialist position at ABC Enterprise, I would be more than happy to address them"*.

Kindest regards,

Your Name

Cover Letter Template

source:

<https://www.pinterest.com/steezohh/cover-letters>

Tips for writing a motivation / cover letter

- Be highly motivated!
- Max: 1 page [if not mentioned elsewhere]
- Check your syntax and your spelling



Technical Application

Some organisations require to fill out a technical Application based on the domain
for which you apply...

Technical Application

- Relevant to your perspective field of studies, what are your reasons for applying to this position?
- Within your studies, which are your preferred topics for gaining work experience?
- Describe the projects where you used the selected programming languages / databases/ information technologies and/or any others that are not listed



Interviews

How NOT to interview



Next Phase

- Phone Interview (Skype or Telephone)
 - Technical
 - Behavioral
- Test
- On-camera questions



Telephone VS Skype

Telephone: Demands only your statements

Skype: Most of the times is preferred due to the fact of being able to observe the behaviour of the candidate.



Technical Interview

Depends always on the business area of the company or the organization.

May involve a collaborative test (eg: Hackerrank)



Hackerrank

A platform for code practice, offering problems of various fields and difficulties, as well as competitive challenges. The development can be implemented in over 20 different programming languages, including the latest, such as Java 8, C++14, Python 3 etc.

<https://www.hackerrank.com/>



Example

Bloomberg's Collaborative Hackerrank

The screenshot displays the CodePair interface for a collaborative coding session. At the top, the CodePair logo and participant names (Ashutosh, Parth, and Sriram Karra) are visible. The main area is divided into several sections:

- Task Description:** On the left, it provides the problem statement for a binary tree search. It asks to search for a specified integer in a binary tree and return 1 if found, otherwise 0. It also includes sample test cases and an input example.
- Scratchpad:** The central area shows a C++ code editor with a "Pad Locked (Unlock Pad)" message. The code includes headers for vector, list, map, set, queue, deque, stack, bitset, algorithm, functional, numeric, utility, stream, iostream,omanip, cstdio, cstring, cmath, cstdlib, ctime, and namespace std. It defines a class node and a function insert.
- Chat:** On the right, a chat window shows messages from participants. Ashutosh says "Hey", Sriram Karra says "Great job. Keep Rocking!", Parth says "The video feature is great.", and Ashutosh says "Join us on call Parth."
- Input/Output/Notes:** At the bottom, there are tabs for Input, Output, and Notes. The Output tab is active, showing the execution of the code.
- Actions:** A small menu is visible, containing options like "Lock All Pads", "Unlock All Pads", "Settings", "Chat Desktop Notifications", and "Brace Completion".
- End Interview:** A button is located in the top right corner.

The interface is designed for collaborative coding, allowing multiple participants to view and interact with the code in real-time.

Behavioral Interview

Most important question #1: Why company XYZ?



Example

Booking.com's telephone interview



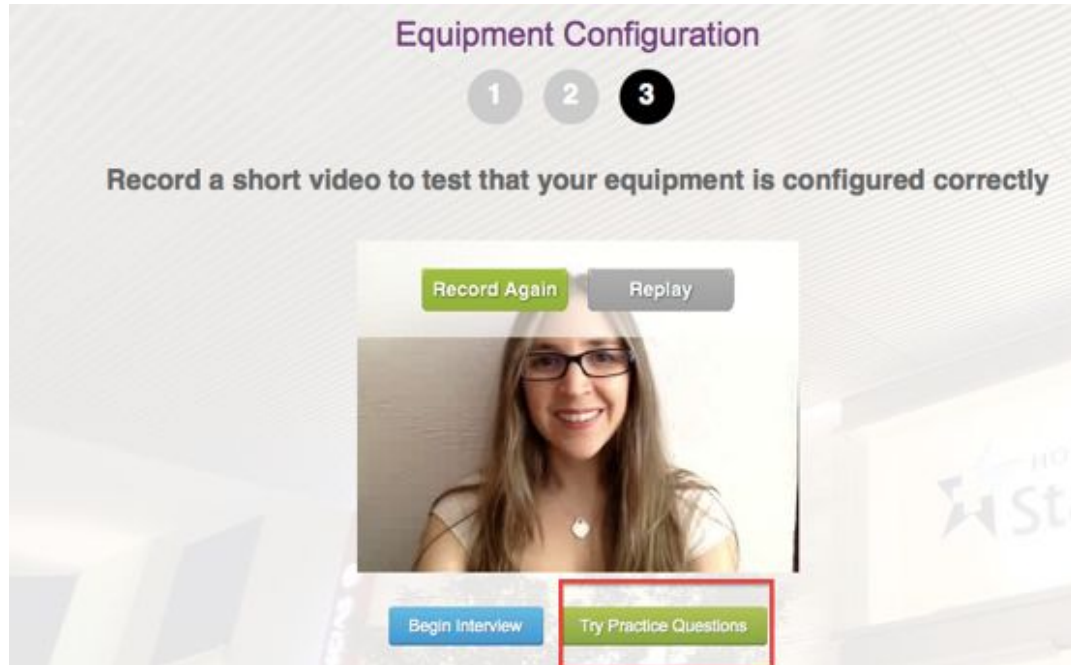
Tests

- Coding Tests (Hackerrank, Codility)
- “IQ” Tests (Analytical, Quantative, Verbal)
- Behavioral - Task Management



Camera Questions

Record your short answer to a specific question.



Pre-Last Phase

May be optional or may include something from those already mentioned.

For example, if the second phase is a behavioral telephone interview, the third might be a collaborative coding test via telephone.



Final Phase

Most possibly, the last phase is on-site. What makes the process hard during this stage is the interaction and the pressure of the interviewer or the interviewers. This also, and usually, may take a greater amount of time.



LinkedIn

A social network for professional connections, business-oriented profiles and employment opportunities, as well as job searching.

<https://www.linkedin.com>



Glassdoor

A website for job searching, but most importantly for reviews on the procedure of the interview, as given by the candidates.

<https://www.glassdoor.com>



Jobsites and Other Links

- [graduateland.com](https://www.graduateland.com)
- [indeed.jobs](https://www.indeed.jobs)
- [reed.co.uk](https://www.reed.co.uk)
- [targetjobs.co.uk](https://www.targetjobs.co.uk)
- [kariera.gr](https://www.kariera.gr)
- [jobsite.co.uk](https://www.jobsite.co.uk)
- [monster.com](https://www.monster.com)
- [themuse.com](https://www.themuse.com)
- [careerbuilder.com](https://www.careerbuilder.com)
- [skywalker.gr](https://www.skywalker.gr)



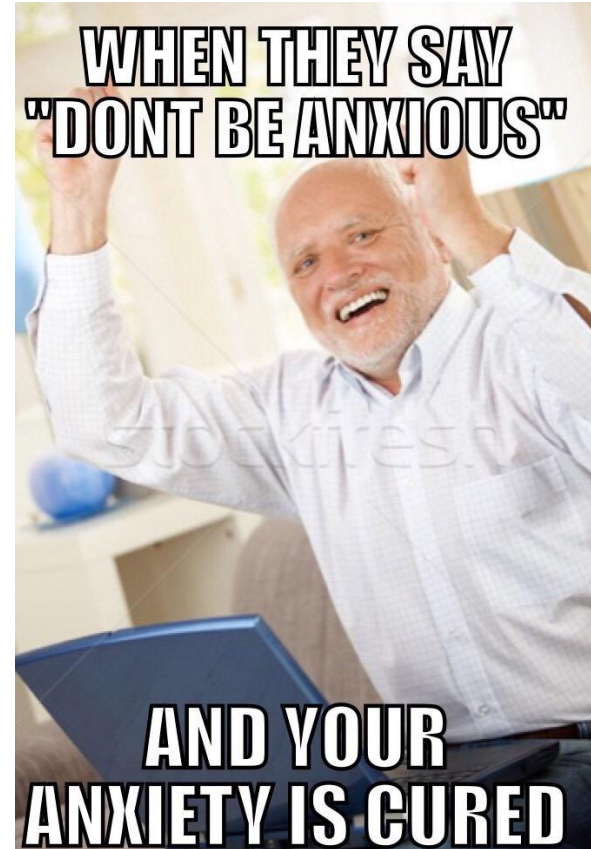
Books

- Cracking the Coding Interview
- Programming Interview Exposed



Generally

Find what you like and is related to your skills and beliefs. Always **prepare** for an interview and try to **stay** as **calm** as possible.



Contact

Vaggelis Daravigkas

edaravig@csd.auth.gr

Kostas Platis

platiskp@csd.auth.gr