Career Management- CDEV8130

Assignment 3: My Resume and Cover Letter

2021-2022 Academic Year

Worth 35% of Final Grade and is comprised of two parts

Due Date

**Part 1 of this assignment is due by the end of module nine and will be worth 15%**

Part 2 of this assignment is due by the end of module ten and will be worth 20%

Purpose

Your polished resume and cover letter will serve to market your skills to employers.

Explanation of tasks

This assignment will be divided into two parts.

The first part of the assignment asks you conduct an analysis of a job posting, then you will tailor your resume and cover letter to that job posting.

The second part of this assignment asks you to incorporate feedback to ***finalize*** your resume and cover letter.

Prior to completing the tasks, be sure to review the attached rubrics.

Student Name: Basavraj Jaliminche Student Number: 8800149

List of Activities

Part One Instructions –Submit to Dropbox

Follow these instructions to submit your materials to the Assignment Submission Folder. All of your materials must be submitted in a single word document.

Module 7: My Job Posting and Job Posting Analysis chart

My Job Posting

Copy and paste your selected posting in the space below. Using the highlighter, highlight as many key words or phrases that indicate what the employer is looking for.

My Job Posting

Companey- [Bell](https://www.linkedin.com/company/bell/life/)

Job Role: Full Stack Developer

Job Description:

At Bell, we do more than build world-class networks, develop innovative services and create original multiplatform media content – we advance how Canadians connect with each other and the world.  
  
If you’re ready to bring game-changing ideas to life and join a community that values, professional growth and employee wellness, we want you on the Bell team.  
  
The Bell IT team uses emerging technologies, Agile and DevOps to design and build innovative solutions that enable Bell’s communications services for businesses and consumers. We’re looking for creative problem-solvers who are curious, collaborative and ready to be on the leading edge of technological transformation.

Application Development and Support teams are responsible for the development and support of a variety of Bell products and services. We are looking for candidates to join various teams, including the Operations Support Systems, Network Strategy, Digital Systems (Bell Media) and Managed Services teams. Candidates must be able to understand customer needs and propose solutions, while being able to work in a dynamic environment. They should also be interested in solving complex technical problems.

**Main Responsibilities**

* Collaborate effectively with a team of developers to support the operational team.
* Develop software applications and add new functions to current applications using the Agile and Scrum approach
* Establish standards for user testing, business requirements and implementation plans
* Analyze, diagnose and solve software problems
* Collaborate with internal and external client groups to determine their needs
* Develop technical documentation for the client and internally and keep it up to date
* Find improvements to processes or systems
* Research industry trends, best practices and new technologies that will provide internal teams with operational insights, with a focus on continuous improvement of the customer experience
* Foster innovation and find opportunities to leverage emerging technology

**Essential Technical Skills**The technical skills required vary depending on the position. Your application will be considered if you possess some of the following skills.

* University degree in computer science, software engineering or information technology, or equivalent
* Experience working in a dynamic environment
* Experience in the development and integration of software solutions
* Ability to develop web applications such as JAVA, CSS, XML, HTML, PERL and REST
* Ability to write code to automate processes, orchestrate deployments and manage code
* Knowledge of virtualization technologies and Internet protocol
* Knowledge of automation tools
* Perfect command of all Office applications (Outlook, Word, Excel, PowerPoint)

**Essential Leadership Skills**

* Ability to manage multiple implementation projects occurring concurrently.
* Great thinker, very resourceful, ability to become familiar with new technologies on the spot, determination and proactivity
* Excellent interpersonal, verbal and written communication skills.
* Team player and ability to put the interests of the team before any other priority
* Strong ability to recognize opportunities for improvement in day-to-day operations and take appropriate action
* Strong analytical, problem-solving and decision-making skills with strong attention to detail
* Strong time management skills and work ethic (highly motivated) to manage multiple projects and responsibilities

**Desired Skills**

* Contribution to industry standards and free software communities, an asset
* Knowledge of Bell Canada products and services, as well as media, network, IT and call center environments
* Knowledge of database, infrastructure and security standards
* Knowledge of model languages

My Skills and Qualifications Matched to the Job Posting

Using the job posting you selected, paste the responsibilities and qualification requirements into this table, then add your own examples to evidence how your skills and abilities against what the employer is seeking in their new hire. To help you identify your own skills and qualifications, go back to your first assignment and review your experiences.

|  |  |
| --- | --- |
| Responsibilities from the posting:   * Collaborate effectively with a team of developers to support the operational team. * Develop software applications and add new functions to current applications using the Agile and Scrum approach * Establish standards for user testing, business requirements and implementation plans * Analyze, diagnose and solve software problems * Collaborate with internal and external client groups to determine their needs * Develop technical documentation for the client and internally and keep it up to date * Find improvements to processes or systems * Research industry trends, best practices and new technologies that will provide internal teams with operational insights, with a focus on continuous improvement of the customer experience * Foster innovation and find opportunities to leverage emerging technology | My examples:   * I am involved in Requirements gathering * I have implemented the control layer using Spring MVC * I have Implemented persistence layer using Spring ORM * I was involved in code integration. * Performed developer testing (Unit testing) for the application. * I have prepared User guide for the tool. * Fixed the issues during SIT and UAT phase and submitted the product on time . * I done functional Testing of the enhancements / bugs. |
| Qualifications from the job posting :   * University degree in computer science, software engineering or information technology, or equivalent * Experience working in a dynamic environment * Experience in the development and integration of software solutions * Ability to develop web applications such as JAVA, CSS, XML, HTML, PERL and REST * Ability to write code to automate processes, orchestrate deployments and manage code * Knowledge of virtualization technologies and Internet protocol * Knowledge of automation tools * Perfect command of all Office applications (Outlook, Word, Excel, PowerPoint) * Contribution to industry standards and free software communities, an asset * Knowledge of Bell Canada products and services, as well as media, network, IT and call center environments * Knowledge of database, infrastructure and security standards * Knowledge of model languages | My examples:   * Having hands on experience in implementing MVC architecture * Work experience with Agile process. * Having a good knowledge of Java 8, Spring Core, Spring Boot, JSP, Servlet, JDBC. * Experience in developing an application using Spring MVC Framework, Spring Boot, Rest web service, and having knowledge of Hibernate (ORM tool) Framework. * Having experience in using and implementing Design Patterns * Having good knowledge Junit and Mockito-Unit testing frameworks, Jmeter etc * Working exposure on IDEs like Eclipse, My Eclipse and STS * Has ability to work under pressure, prioritize objectives and meet stringent deadlines, quick learner * I have bachelor’s in computer engineering and currently studying Reporting systems and database development from Conestoga College. * Java Technologies : Java, JDBC, Servlets, JSP * Databases : Oracle, MySQL * Web/App Servers : Apache Tomcat, * Java IDE : Eclipse, STS * Operating Systems : Windows family * Frameworks : Spring, Hibernate, Web Services * Other Technologies : HTML, XML, JavaScript |

Module 8: My Work/Volunteer Inventory and My Resume

My Inventory

In module 8, the emphasis was on analyzing job postings to tailor your resume. Now that you are writing your resume, it can be helpful to craft an inventory of your history including work and volunteer experience, and education. This inventory allows you to quickly access the information you need to tailor your resume. Each and every resume you write will be tailored to the job! You’ve already begun to complete the work! In your first assignment you documented your collection of experiences so, you’ve already done much of the work to build the content of your resume.

My Work Experiences

Enter each employment and volunteer experience at a time, so that under each position, you can include your accomplishments (accomplishment statements - job duties/actions). **Continue to add each experience until you have a full list of all the things you have done - Don’t for get to include all of the activities you have done, including work and volunteer. . Add as many as needed.**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Where I did it  (Company and location) | What did you do? 3 accomplishment statements (job duties/actions) | When I did it |
| Full stack developer | **SSP Technology** Pune ,India | 1.I worked with CSS, HTML, and JavaScript, along with CSS languages preprocessors, to craft client-facing platforms  2.I have managed databases and servers  3.Did Coding for functionality across multiple languages and platforms  Communicated with specialized developers and the graphic design team to deliver the best possible product  Keept up with emerging technology that may serve the business’ needs  Prototyped minimal viable products for communication with company stakeholders | I have joined the company after my bachelor’s education, and I have 5 years of experience. |

Module 9: Matching the Job Posting to Your Cover Letter, Writing your Cover Letter Chart

Matching the Job Posting to Your Cover Letter

Using the same job posting you found in module eight, use the table below to pull company information and qualification requirements. Next, fill in the two boxes on the right with specific information to match your cover letter to the job posting.

|  |  |
| --- | --- |
| Company Information :  Canada’s communications leader for 140 years, Bell continues to transform itself to provide more value to its customers and shareholders. Our goal is to be recognized by customers as Canada’s leading communications company. To achieve it, we rely on the efforts, engagement and expertise of our employees. Our 50,000+ team members are located across Canada, working in thousands of locations in urban and rural areas. Our diverse team is made up of individuals who are highly skilled in a broad range of jobs, working in an environment designed to nurture an engaged workforce and a performance-driven culture. We focus on attracting, developing, and retaining the best talent, as well as creating a positive employee experience that drives effectiveness and high performance in our evolving business environment. Through workplace wellness initiatives – including innovative mental health programs – and by celebrating diversity in the workplace, we reinforce our commitment to create an inclusive atmosphere for all team members. | How I connect to them?   * I have connected to the company through LinkedIn. * I got the job posting in my job suggestion. * I mailed my resume to the HR of the respective department. |
| Qualifications from the job posting   * University degree in computer science, software engineering or information technology, or equivalent * Experience working in a dynamic environment * Experience in the development and integration of software solutions * Ability to develop web applications such as JAVA, CSS, XML, HTML, PERL and REST * Ability to write code to automate processes, orchestrate deployments and manage code * Knowledge of virtualization technologies and Internet protocol * Knowledge of automation tools * Perfect command of all Office applications (Outlook, Word, Excel, PowerPoint)   **Essential Leadership Skills**   * Ability to manage multiple implementation projects occurring concurrently. * Great thinker, very resourceful, ability to become familiar with new technologies on the spot, determination and proactivity * Excellent interpersonal, verbal and written communication skills. * Team player and ability to put the interests of the team before any other priority * Strong ability to recognize opportunities for improvement in day-to-day operations and take appropriate action * Strong analytical, problem-solving and decision-making skills with strong attention to detail * Strong time management skills and work ethic (highly motivated) to manage multiple projects and responsibilities   **Desired Skills**   * Contribution to industry standards and free software communities, an asset * Knowledge of Bell Canada products and services, as well as media, network, IT and call center environments * Knowledge of database, infrastructure and security standards * Knowledge of model languages | My examples:   * I am having bachelor’s degree in computer engineering. * I have hands on experience in implementing MVC architecture * Work experience with Agile process with dynamic environment. * Having a good knowledge of Java 8, Spring Core, Spring Boot, JSP, Servlet, JDBC. * Having good knowledge Junit and Mockito-Unit testing frameworks, Jmeter etc * Working exposure on IDEs like Eclipse, My Eclipse and STS * virtualization technologies and Internet protocol * I have good experience in Outlook, Word, Excel, PowerPoint * Technical Skills : * Testing tolls : Cucumbr,Selenium * Java Technologies : Java, JDBC, Servlets, JSP * Databases : Oracle, MySQL * Web/App Servers : Apache Tomcat, * Java IDE : Eclipse, STS * Operating Systems : Windows family * Frameworks : Spring, Hibernate, Web Services * Other Technologies : HTML, XML, JavaScript * I am team player, and I am having strong analytical skills. * I have aa good time management skills. * I am having good communication skills. |

Writing your Cover Letter—3 paragraph method

Using the module as an example craft the three distinct paragraphs of your cover letter.

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| --- | --- |
| Talk About Them! | Bell is Canada’s communications leader for 140 years, Bell continues to transform itself to provide more value to its customers and shareholders. Our goal is to be recognized by customers as Canada’s leading communications company. To achieve it, we rely on the efforts, engagement and expertise of our employees. Our 50,000+ team members are located across Canada, working in thousands of locations in urban and rural areas. Our diverse team is made up of individuals who are highly skilled in a broad range of jobs, working in an environment designed to nurture an engaged workforce and a performance-driven culture. We focus on attracting, developing, and retaining the best talent, as well as creating a positive employee experience that drives effectiveness and high performance in our evolving business environment. Through workplace wellness initiatives – including innovative mental health programs – and by celebrating diversity in the workplace, we reinforce our commitment to create an inclusive atmosphere for all team members. |
| Talk About  You! | I have overall 5 years of experience in IT industry involving Development, Build and Deployment of Software Applications. I am having hands on experience in implementing MVC architecture in many software projects . I have work experience with Agile process for the management. I have a good knowledge of Java 8, Spring Core, Spring Boot, JSP, Servlet, JDBC.I have experience in developing an application using Spring MVC Framework, Spring Boot, Rest web service and having knowledge of Hibernate (ORM tool) Framework.I have experience in using and implementing Design Patterns.I have good knowledge Junit and Mockito-Unit testing frameworks, Jmeter etc .I have a great exposure on IDEs like Eclipse, My Eclipse and STS.I have ability to work under pressure, prioritize objectives and meet stringent deadlines, quick learner. |
| Ask! | 1. Due to this covid-19, am I allowed to work remotely? 2. I have read various online accounts of this company's culture, but I'm curious to hear your thoughts. What distinguishes the culture of this company from those of others? 3. What positions have people moved to from this role, either within the company or elsewhere? 4. How does this company provide opportunities for training? |

My References

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| Name of Person | Where We Worked /Supervised me | Examples of my work they can speak to (skills/performance) |
| Mr.Sudeep Reddy (Team Leader) | SSP Technology | He was involved in requirement gathering and Prepared User guide for the tool. He was a good teammate. |
| Mr Jino Thyil (Technical Lead) | SSP Technology | He performed developer testing (Unit testing) for the application and also, he implemented persistence layers in ORM. Overall was a great college. |
| Ms.Jonita Gandhi (Project Manager ) | SSP Technology | He is having great agile skills. He participated to the daily scrum meetings and at the end of every sprint his performance was excellent. He has done all tasks given to him. |
| Ms.Archana Wale | Sinhagad Institute of Technology | He has great problem-solving skills. He was good in college days, and he likes coding. |