

Career Readiness Workshop ●●●

Build An Impactful CV



Learning Objectives

01.

Summarize the **purpose of CV** and how to present the **best version of ourselves** in it

02.

Understand **key sections of CV** and how to write on each of it

03.

Evaluate **CV** to **fit** the desirable standard of tech industry



Outline

1

What you know about a good CV

2

Write. Revamp. Repeat.



While Attending This Session....

1. Please **turn on Video and turn off your Audio** while on the session unless the Instructor asks you to do so. This is to minimize disruption during the sessions.
2. **Feel free to ask questions in the chat box.** In between the session, the Instructor will take a look at your questions and answer them.
3. This is a **place to learn and share our experience.** Let's open our mind to other people's stories and understand each others' perspective.
4. **Be responsive and active** telling your thought.
5. **Be present.** No idle working or browsing during class. **Hands off phones or other devices** that may distract you from giving your full attention.



Let's Do a Quick Check First!



By using the Annotation Tool, choose which of the following sections in CV that you find most difficult to write?

Personal Details

Education

Personal Statement

Work Experience

Key Achievements

Reference

Testimonial



***Fret not,
We have some amazing tips and tricks for you!***

Which One Do You Prefer?



Charles Bloomberg

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SUMMARY

Software engineer with 3+ years experience in designing and providing cloud-native platform. Seeking to leverage experience implementing REST API based services and solid knowledge of cloud computing.

EXPERIENCE

Software Engineer

Company A

March 2020 - Current, New York City, NY

- Implemented jupyter notebook provisioning service with Django, Go, and Kubernetes.
- Designed and implemented Apache Hadoop, Apache Spark, Elasticsearch cluster provisioning service with Django, Go, Kubernetes, and Helm to process log data from 4.4m+ MAU.
- Designed and implemented image prepulling service for 200+ nodes of kubernetes cluster. Startup times of instances reduced from 20+ minutes to less than 10 seconds.
- Participated in React based front end development.

DevOps Engineer

Company B

January 2020 - March 2020, New York City, NY

- Managed Kubernetes clusters (500+ nodes, 1m MAU) with Istio service mesh.
- Delivered Kubernetes-based development environment with AWS EC2 at 30+ instances.
- Implemented a continuous delivery system for microservices and A/B test with Kubernetes, Istio, Python Django, and GoCD.

Software Engineer

Company C

December 2016 - January 2020, New York City, NY

- Designed Cloud network architecture with Software Defined Networking targeted 100+ nodes of datacenter.
- Designed and implemented Kubernetes CNI plugin with Go to provide additional network features including public IP provisioning, multi tenancy.
- Implemented underlay Software Defined Network controller including Proxy ARP, Routing, TLS, ACL functions with C, and OpenFlow protocol.
- Implemented overlay Software Defined Network controller with VXLAN, OpenFlow protocol, and Go.
- Developed patented consensus algorithm invented for High Availability of the controllers.
- Participated in Elasticsearch-based log aggregation system development.

Software Engineer Intern

Company D

July 2014 - August 2014, New York City, NY

- Implemented compute node clustering service with Python-based on Openstack Nova at 100+ nodes.

Software Engineer Intern

Company E

January 2014 - February 2014, New York City, NY

- Implemented 1m+ downloaded free internet call application with Android.
- Implemented Flask based back-end admin server.

EDUCATION

Master of Engineering, Computer Science

Massachusetts Institute of Technology (MIT) · 2017

Bachelor of Engineering, Computer Science

Massachusetts Institute of Technology (MIT) · 2015

SKILLS

Language: Python, Go, C, JavaScript

Cloud system: Kubernetes, Helm, Docker, Istio

Before we start, Have a right mindset!

Treat your CV as
your professional
branding

Put yourself in
recruitment shoes

Hiring is about
selling yourself

Your Brand Statement: Tips

- What is the “one thing” that everyone says you are amazing at
- What gets you excited
- What have you accomplished?
- What are you most proud of?
- What makes you get out of bed in the morning
- What do you enjoy doing the most?
- What do you love the most about your current / past working* experience?

It can also be volunteering, freelancing or internship experience that **highlights YOU & make you STANDS OUT.*

Your Brand Statement: Tips

If finding it yourself is still too hard, **ask
people you know...**

- Colleagues
- Managers
- Teachers
- Academics
- Friends
- Parents (in most cases they know you the best!)

... to describe you

Key Achievements: Tips

Key achievements do not always have to do with awards or winning a competition. Achievements are **things you've done successfully, by effort, courage, or skill**. An achievement usually displays your skill, character and leadership.

Use AQS (**A**ction verb, **Q**uantifiable evidence, & what **S**pecific task)

Examples:

- *Led 10 people on a waste management project in school neighborhood*
- *Successfully enabled marketing strategy through social media that generated 1000+ registrations*



Writing tips

Key Action words

Passive

Exciting

Led

Chaired, Coordinated, Operated,
Planned, Executed

Achieved

Outperformed, Awarded, Earned,
Demonstrated, Surpassed

Managed

Guided, Motivated, Inspired, Enabled,
Facilitated, Shaped

Responsible for

Headed up, Took charge of, Produced,
Directed

Modify Verbs with Adverbs

Adverb	Verb
Significantly	advanced the final stages of the project
Reliably	informed customers of changes to the product
Diligently	organised department training day
Consistently	meet and exceed targets set

Work Experience: Tips

For school leavers, students and graduates with minimum full-time working experience, here are some more tips.

If you have a variety of internships in an industry:

- Section entitled 'Professional Work Experience'

If you have undertaken volunteering projects:

- Have a section entitled 'Volunteering Experience'

Find the **transferable skills** from the previous experience/
activities you had **that aligned** with the role you are applying

Reference or Testimonial?



If you're not comfortable with adding testimonial in your CV, you can add name, job title and email of your referees.

Who should be your referees?

- Someone who has positions or authority in the job field
- Someone who worked with you previously
- Someone who knows your works or achievements

Testimonial is more than just adding names to your CV. Testimonial is getting a powerful quote from people you've worked with.

It will sounds something like..

"Jihan is a very professional illustrator. She understands my briefs and delivers great products in timely manner."



Revamp Your CV

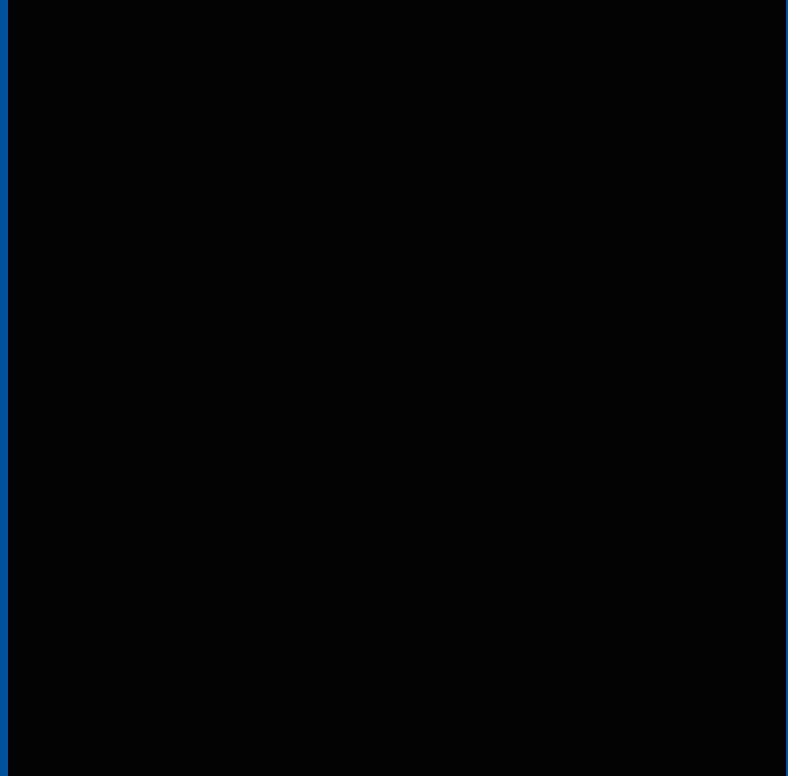
Duration: 10 minutes

Now that you've learned more tips, review your CV and revise it accordingly. Be prepared to showcase your CV in the next session and get more suggestions from the class!



10:00





Showcase.
Review.
Improve.

Repeat.



Let's do a role play!

- Raise hands using Zoom feature to showcase your CV
- There will be one reviewer for every CV showcase
- You have 3 minutes to showcase or review the CV

For reviewer: please review the CV based on what you read in the pre-reading and tips you learn in this session.

Let's Wrap Up!

- Your CV is a marketing document and you need to think like your employer for your CV to have impact.
- It should include your personal details, linkedin link, education, work experience and interests.
- Your CV is NOT a job description but a document that highlights your key achievements and shows your value.
- It should ALWAYS be tailored to the role you are applying for.

Homework:



Good news for you.. There is no homework!

If you're done with your CV, please submit it right away through our
LMS (Learning Management System)

If you need more time to review and revamp, worry not - we'll wait until
Wednesday, August 9th.

Please kindly rename your CV file according to this format:
Participant ID_Name_CV

If you need a CV template you can access it [HERE](#)

Thank You

