28/08/2014

Networking Tips  
- Remember names

- Networking conversation should always be inclusive using

- 30% responding to questions about you vs 70% actively to learn about the others

- Know where *your* credibility in your field lies.

- Create a profile on professional networking site eg LinkedIn

LinkedIn Tips:

Structure:

> Personal Bio, Only use for if looking for specific job!

Work Experience

> Educations

> Include a recent, professional looking photo.

> Update your status regularly to keep it fresh.

> Share information/tips/articles you are interested in and are relevant to your field.

- Don’t use the standard connection request – customise your message.

- Don’t skip the summary.

Curriculum Vitae

What is the purpose of a CV?

It’s and Advert for you. Of You.

Key Points to Include:  
> Contact info

> Personal Profile

> Work History

> Education History

> Interests and Hobbies

Tailor it to the company your applying too

My experience, im looking into this area of work, and believe I can bring into the Company/Offer.

Personal Profile

This is what an employer reads first.

Needs to be brief & succinct (approx..15 scentences/two paragraphs)

Don’t waste your words > every word needs weight.

Any skills that you have which differentiates you from other developers/candidates.

Education

Standard Inclusion in all CV’s

Aim to go back approx.. 5 years.

Reverse chronological order. (most recent first)

Include Degree classification/grades and highlight where directly applicable to the role

Work History

Basics: dates, employer, location, Job Title

Describe role and responsibilities

List achievements, skills and experience gained

No previous experience?  
-Voluntary work

-School or University extra-curricula responsibilities

-Highlight leadership/supervisory experience

Keep this section brief – expand if particularly relevant; align to the application.

> Work out metrics, %saving to company

Interests and hobbies

Its about life outside of It

Remember:  
-It’s all about transferable skills

LinkedInTips Update:

In summary, have a breakdown of the course. Little more information of the course.

I’m enthusiastic

I am known for my enthusiastic

Breakdown of the degree modules in a simple list.

List some modules

Personal LinkedIn Updates

List modules in the 12 weektraining

Write summary. Look at Romeo Ledesma

Personal Branding!!!