

Vocational English I (Mesleki Yabancı Dil I) Week 11

03.12.2024



Engineering Faculty
Computer Engineering



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PREPARING CV

This week we will work on



CV

- A curriculum vitae (CV) - UK english
- Résumé in US english.
- CV is your first impression on potential **employers**.
- A well-written CV can help you stand out from the competition.
- A CV should clearly highlight your skills, experience, and qualifications.

DANI SCHWAIGER

WEB DEVELOPER



📞 123-456-7890
✉️ hello@reallygreatsite.com
📍 123 Anywhere St., Any City
🌐 reallygreatsite.com

PROFILE

I am a qualified and professional web developer with five years of experience in database administration and website design. Strong creative and analytical skills. Team player with an eye for detail.

SKILLS

- Web Design
- Design Thinking
- Wireframe Creation
- Front End Coding
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication

EXPERIENCE

APPLICATIONS DEVELOPER

Really Great Company
2016 - Present

- Database administration and website design
- Built the logic for a streamlined ad-serving platform that scaled
- Educational institutions and online classroom management

WEB CONTENT MANAGER

Really Great Company
2014 - 2016

- Database administration and website design
- Built the logic for a streamlined ad-serving platform that scaled
- Educational institutions and online classroom management

ANALYSIS CONTENT

Really Great Company
2010 - 2014

- Database administration and website design
- Built the logic for a streamlined ad-serving platform that scaled
- Educational institutions and online classroom management

EDUCATION

SECONDARY SCHOOL

Really Great High School
2010 - 2014

BACHELOR OF TECHNOLOGY

Really Great University
2014 - 2016

Key Component of a CV

- *Contact information:* Your name, email address, phone number, and LinkedIn profile. Make sure you do not share only certain info as it might look unprofessional in certain countries.
- *Professional summary:* A brief overview of your skills, experience, and career goals.
- *Education:* Your academic qualifications, including degrees, **institutions**, and dates.
- *Work experience:* Your previous jobs, including company names, positions, and **responsibilities**.

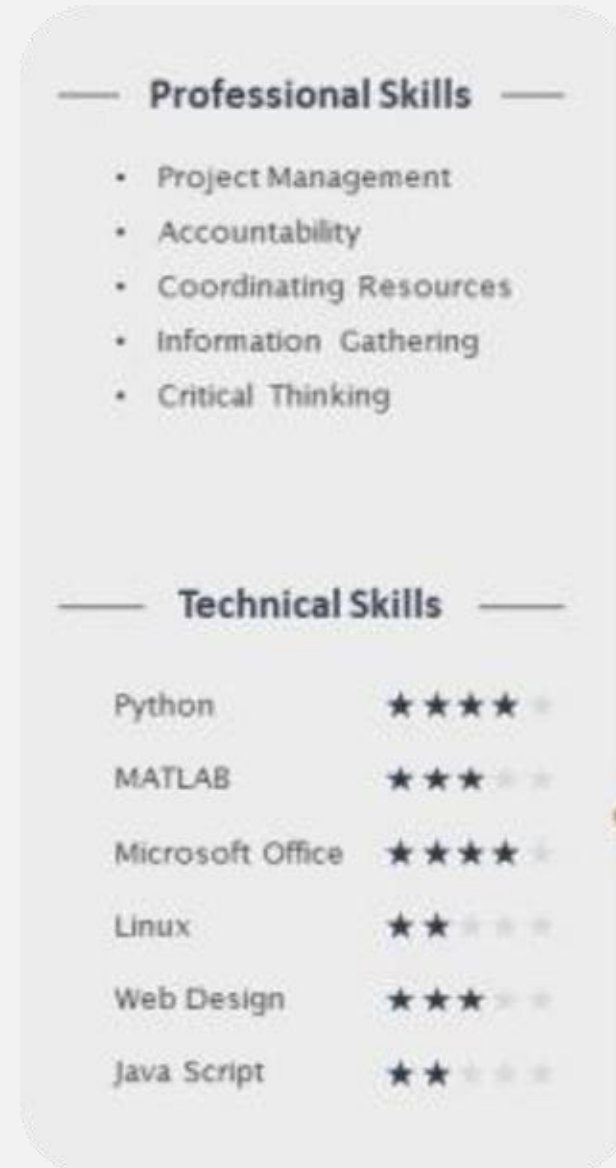
What **contact info** should I add to my CV?



Key Component of a CV-2

8

- *Skills:* Your technical and soft skills, such as programming languages, problem-solving, and teamwork.
- *Projects:* Any relevant projects you have worked on, including your contributions.
- *Publications and certifications:* Any **publications, awards**, or certifications you have **obtained**.



Writing a Strong Professional Summary

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Software Engineer

MarketSmart

April 2012 - January 2015 / Washington, DC

- Built RESTful APIs that served data to the JavaScript front-end based on dynamically chosen user inputs that handled over 500,000 concurrent users
- Built internal tool using NodeJS and Puppeteer.js to automate QA and monitoring of donor-facing web app, which improved CTR by 3%
- Reviewed code and conducted testing for 3 additional features on donor-facing web app that increased contributions by 12%

-
- Use strong action verbs to **describe** your achievements.
 - **Quantify** your **accomplishments** whenever possible.
 - Tailor your summary to the specific job you are applying for.

Tailoring Your CV to Different Job Applications

- Research the company and the job requirements. Check out tech stack and the products they have been building.
- Highlight the skills and experiences that are most **relevant** to the position.
- Use keywords from the job **description** in your CV and Cover Letter.



EXAMPLE CV

11

CHARLES MCTURLAND

SOFTWARE ENGINEER

CONTACT

cmcturland@email.com ✉
(123) 456-7890 📞
New York, NY 📍
[LinkedIn](#) 🔗

EDUCATION

B.S.
Computer Science
University of Pittsburgh
September 2008 - April 2012
Pittsburgh, PA

SKILLS

Python (Django)
Javascript (NodeJS ReactJS, jQuery)
SQL (MySQL, PostgreSQL, NoSQL)
HTML5/CSS
AWS
Unix, Git

WORK EXPERIENCE

Software Engineer

Embark

January 2015 - current / New York, NY

- Worked with product managers to re-architect a multi-page web app into a single page web-app, boosting yearly revenue by \$1.4M
- Constructed the logic for a streamlined ad-serving platform that scaled to our 35M users, which improved the page speed by 15% after implementation
- Tested software for bugs and operating speed, fixing bugs and documenting processes to increase efficiency by 18%
- Iterated platform for college admissions, collaborating with a group of 4 engineers to create features across the software

Software Engineer

MarketSmart

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Software Engineer Intern

Marketing Science Company

April 2011 - March 2012 / Pittsburgh, PA

- Partnered with a developer to implement RESTful APIs in Django, enabling analytics team to increase reporting speed by 24%
- Using Selenium I built out a unit testing infrastructure for a client application that reduced the number of bugs reported by the client by 11% month over month

PROJECTS

Poker Simulation

- Built a full-stack web app to allow users to simulate and visualize outcomes of poker hands against opponents of different play styles using open source cards.js on the front-end
- Utilized sci-kit learn in Python to simulate possible outcomes under different scenarios that the user chose

EXAMPLE
CV 2

AVA JOHNSON

Software Engineer | Cloud Solutions | OS Development

+1-(234)-555-1234

linkedin.com

help@enhancv.com

Philadelphia, Pennsylvania



SUMMARY

With over 9 years of experience in software engineering, I bring to the table a deep understanding of cloud computing, operating systems, and data structures. My technical expertise includes hands-on experience with AWS, Azure, and Google Cloud. The highlight of my career so far has been leading a team in developing machine learning solutions to optimize search engine algorithms.

EXPERIENCE

Senior Software Engineer

Google

03/2019 - Present Mountain View, CA

- Led a 5-person team on a machine learning project to improve search algorithms, achieving a 12% increase in search relevance.
- Automated key deployment workflows for mobile services, decreasing deployment time by 34% and improving code integration frequency.
- Developed a series of security protocols for mobile applications, reducing potential security threats by 20%.
- Pioneered a cross-functional initiative to streamline database management, optimizing data retrieval processes by 15%.
- Enhanced system monitoring tools to track performance metrics, aiding in a 10% reduction in unexpected system outages.
- Initiated a successful collaboration with the UX team to refine user engagement on key applications, boosting user satisfaction by 18%.

PROJECTS

Open Source Database Contribution

Contributed to improving open-source database efficiency, enhancing transaction speeds by 30%.
github.com/AvaJohnson/database-project

Cloud Service Monitoring Tool

Developed a monitoring tool for cloud services to streamline incident response times.
github.com/AvaJohnson/cloud-monitoring

ACHIEVEMENTS



Optimization Expert Award

Recipient of the 'Optimization Expert Award' at Microsoft for exceptional performance in system efficiency improvements.



Published Machine Learning Article

Authored a well-received article on innovative machine learning strategies implemented in search algorithms.



Spearheaded Security Initiative

EXAMPLE CV 2

engagement on key applications, boosting user satisfaction by 18%.

Software Engineer II

Microsoft

06/2016 - 02/2019 Redmond, WA

- Implemented a new application feature that was adopted by 80% of the user base within the first three months of release.
- Participated in code reviews and paired programming, resulting in a 30% reduction of code defects.
- Optimized database queries in Azure SQL Database, which improved application performance by 25%.
- Contributed to the migration of legacy systems to cloud-based platforms, enhancing system scalability.
- Facilitated a workshop on cloud security best practices, leading to a 15% improvement in team compliance.

Software Engineer

Oracle

01/2014 - 05/2016 Austin, TX

- Developed a custom Oracle database solution for a finance client, increasing data processing speeds by 40%.
- Assisted in the integration of cloud services into existing products, expanding service offerings.
- Engaged in continuous learning initiatives to keep up with the latest in cloud computing trends.
- Collaborated on a six-month project that cut down system downtime by 12% through enhanced failover techniques.

EDUCATION

Master of Science in Computer Science

Stanford University

01/2012 - 01/2013 Stanford, CA

Bachelor of Science in Computer Science

Carnegie Mellon University

01/2008 - 01/2012 Pittsburgh, PA



Spearheaded Security Initiative

Led a security protocol overhaul that became the company standard at Oracle, significantly minimizing security risks.



Cost-Saving Cloud Integration

Played a key role in a cloud system integration project that cut on-premises infrastructure costs by 25%.

SKILLS

Cloud Computing

AWS

Azure

Google Cloud Platform

Operating Systems

Data Structures

COURSES

Advanced Data Structures and Algorithms

Specialized course by MIT focusing on complex data structures optimization.

Certified Cloud Practitioner

AWS Certification validating cloud expertise to help professionals highlight in-demand skills.

PASSIONS



Cloud Technology Enthusiast

Eagerly following and participating in advancements in cloud services and platforms.



COVER LETTER



A cover letter is a **personalized** introduction to a potential employer that **complements** your resume. Unlike the resume, which focuses on skills and work experience, a cover letter showcases your **soft skills**, motivations, and **fit** with the company's culture.

It connects your career goals to the organization's **values**, highlighting why you're the ideal **candidate** for the role. Employers use cover letters to evaluate your **ability** to communicate effectively and **align** your experiences with their needs.

A **well-crafted** cover letter provides insight into how your **background**, personality, and professional goals make you a strong fit. By **tailoring** your message to the company and role, you demonstrate enthusiasm and attention to detail, enhancing your **candidacy**.



COVER LETTER STRUCTURE



Header: Include your name, contact details, and, if relevant, links to your portfolio or professional profiles. Optionally, add the employer's name and contact information.



Greeting: Address the hiring manager by name. If unavailable, use "Dear Hiring Manager" or reference the role's department.



Introduction: State your interest in the role, mention the job title, and briefly highlight relevant strengths or referrals. If there is a reference for the job ad, use it when writing cover letter.



Qualifications: Align your skills and achievements with the job requirements. Use examples to showcase results and impact.



Values & Goals: Demonstrate how your goals align with the company's mission and culture, emphasizing how you'd be an asset to their team.



Call to Action: Summarize your enthusiasm and propose the next steps, such as scheduling an interview.



Signature: End professionally with phrases like "Sincerely" or "Best regards," followed by your name.



EXAMPLE Cover Letter 1



Dear Aran Skinner,

I've recently come across an exciting piece of news about BlueTech creating a new department dedicated to developing software solutions for agriculture. The innovative strides your company is taking in this sector caught my attention, and I am writing to express my enthusiasm for the Software Engineer position within the team.

My name is Marco Soto, and I bring over 9 years of extensive experience in software development, systems design, and engineering, with a focus on React and PHP. I have successfully leveraged my skills to build scalable SaaS applications supporting over 1 million users, making me particularly excited about the prospect of contributing to BlueTech's agricultural SaaS solutions.

In my current role as a Software Architect at SparkCircuit, I led the development of a scalable system architecture using Java and Spring, resulting in a 20% improvement in overall system performance. This experience aligns seamlessly with the challenges of developing sophisticated software solutions for agriculture, where performance and scalability are crucial.

Additionally, my work at SparkCircuit involved spearheading the adoption of cloud technologies (AWS), optimizing resource utilization, and cutting infrastructure costs by 30%, showcasing my commitment to efficiency and innovation.

My role as a Senior Software Engineer at NexGen Nexus saw me engineer critical features using C# and .NET, resulting in a 15% increase in user engagement. As your new department focuses on agriculture, my proficiency in Jira for project management and collaboration with Git for version control becomes invaluable, ensuring efficient teamwork and streamlined project delivery – factors vital in the dynamic field of agricultural technology.

Thank you for considering my application. I am eager to contribute my skills and experience to BlueTech's department and discuss how my background aligns with the specific needs of your team. I look forward to the opportunity to further elaborate on my experiences and explore the exciting prospects that lie ahead.

Sincerely,

Marco Soto



EXAMPLE

Cover Letter

Coolblue

Dear Coolblue Team,

I hope this message finds you well and thriving in the world of Coolblue bikes and trucks navigating our streets. Intrigued by your call for a Routing Algorithm Engineer, I couldn't resist reaching out, albeit in a less conventional manner.

I, a wandering soul with a PhD in conquering the enigma of the Travelling Salesman Problem(TSP), am captivated by the prospect of sculpting the routes of Coolblue's fleet. For over a decade, I've been crafting algorithms that dance through complexities with elegance, optimizing paths for both efficiency and delight.

My journey involves writing not just code but stories—tales of simplicity born from intricacy, of modular elegance, and of the perpetual quest for optimization. Committed to the craft, I bring forth 5+ years of algorithmic wizardry and a polyglot tongue fluent in Python and Java.

What makes me tick? The thrill of unravelling combinatorial puzzles, the rhythmic hum of data structures, and the choreography of object-oriented symphonies. With a penchant for graph theory and a secret love affair with TSP, I am eager to infuse Coolblue's route planning with my unique blend of pragmatism and artistry.

Let's explore the road less traveled, where algorithms dance, and Coolblue bikes hum in harmonious precision.

Looking forward to unravelling routes together,

Sincerely,

LISTENING

Learning English For Work

Short podcasts to help you improve your English at work. Find more programmes and activities at *www.bbclearningenglish.com*

1- 6 Minute English: Does your CV Shine?

Learning English For Work

The jobs market is very competitive - especially when the economy is struggling. Some people go to great lengths to attract the attention of potential employers. Rob and Neil talk about what makes a good CV. Listen to their conversation and learn some new vocabulary.

- <https://www.bbc.co.uk/learningenglish/features/6-minute-english/ep-150205>

Junior Frontend Engineer - Guest Experience

About the job

- Harran Hotel is one of the fastest-growing travel tech companies worldwide. Our mission is to make the booking and hosting of holiday homes free of doubt and full of joy. We help hosts to manage their vacation rental with ease and guests to find the perfect holiday home they truly enjoy. Our team of more than 600 colleagues from 60+ nations shares a passion for modern technologies, an ambition for constant improvement and the drive to bring the best experience to more than 40k hosts and 100 million website users each year. You want to achieve amazing milestones with us? Then pack your bag, hop on board and get ready for take off!

Your future team

You will be part of one of the 6 teams in the Guest Experience department. The department is responsible for the user journey starting from attracting users (paid search/SEO/returning customers) till the very end of the booking process and even beyond. Your future team consists of backend and frontend engineers, a project manager, a designer, a QA manager and an engineering manager. You will take an active part in shaping the product as well as architecture, delivering a high-performance website with an exceptional user and developer experience.

• Our Tech Stack

We write in Typescript and run NodeJS processes in Kubernetes. We use ReactJS, Zustand and TailwindCSS on the client and Express on the server. We store data in Elasticsearch 7, PostgreSQL, Kafka, MongoDB, Redis. We heavily use AWS, Docker, Jenkins, Git. We monitor with ELK, Grafana, Looker and internally developed technologies.

• Your role in this journey

You own the entire frontend journey of users in your team. You are involved in the whole end-to-end software development process, from ideation all the way through to the release and monitoring. You have the freedom and ownership to implement your ideas on how to improve and develop our products further. You collaborate closely with the product manager, the designer and the backend developers.

• Your backpack is filled with

Experience: 0-1 years of professional development experience with JavaScript (ES6+) and ReactJS. Technical Skills: Experience with TypeScript, state-management libraries, and TailwindCSS is a plus. UI Development: Experience in creating good UI design to improve how users interact with your products. Problem-Solving: Ability to analyse and solve issues independently and work effectively within a team. Passion: Genuine love for coding and building high-quality products. Learning: Motivation to learn and experiment with modern technologies. Educational Background: A bachelor's degree in Computer Science or a related technical field, or equivalent practical experience.

• Our adventure includes

Impact: Make a difference for hundreds of thousands of monthly users. Growth: Take responsibility from day one and develop through regular feedback, workshops, and knowledge exchanges. Personal Development: Use your learning budget and 2 extra study days for conferences, books, courses, and more. Community: Engage with international, diverse, yet like-minded colleagues through regular events and 2 office days per week with your team. Flexibility: Benefit from our hybrid work policy and the chance to work from other local offices for up to 8 weeks a year. Fitness: Get a premium gym membership at a discounted rate. Travel: Enjoy 28 vacation days + 13 public holidays in Bavaria and the possibility to take up to 10 unpaid vacation days with special discounts on our properties.



Words of the Week



- Employer
- Institution
- Responsibility
- Publication
- Obtain
- Award
- Various
- Launch
- Regular
- Consider
- Excel
- Stand out
- Modest
- Concise
- Describe
- Accomplishment
- Quantify
- Relevant
- Description
- Numerous
- Insurance
- Qualification
- Competent
- Involve
- Certain
- Viral
- Tailored
- Crafted

Assignment



PREPARE A CV and A COVER LETTER



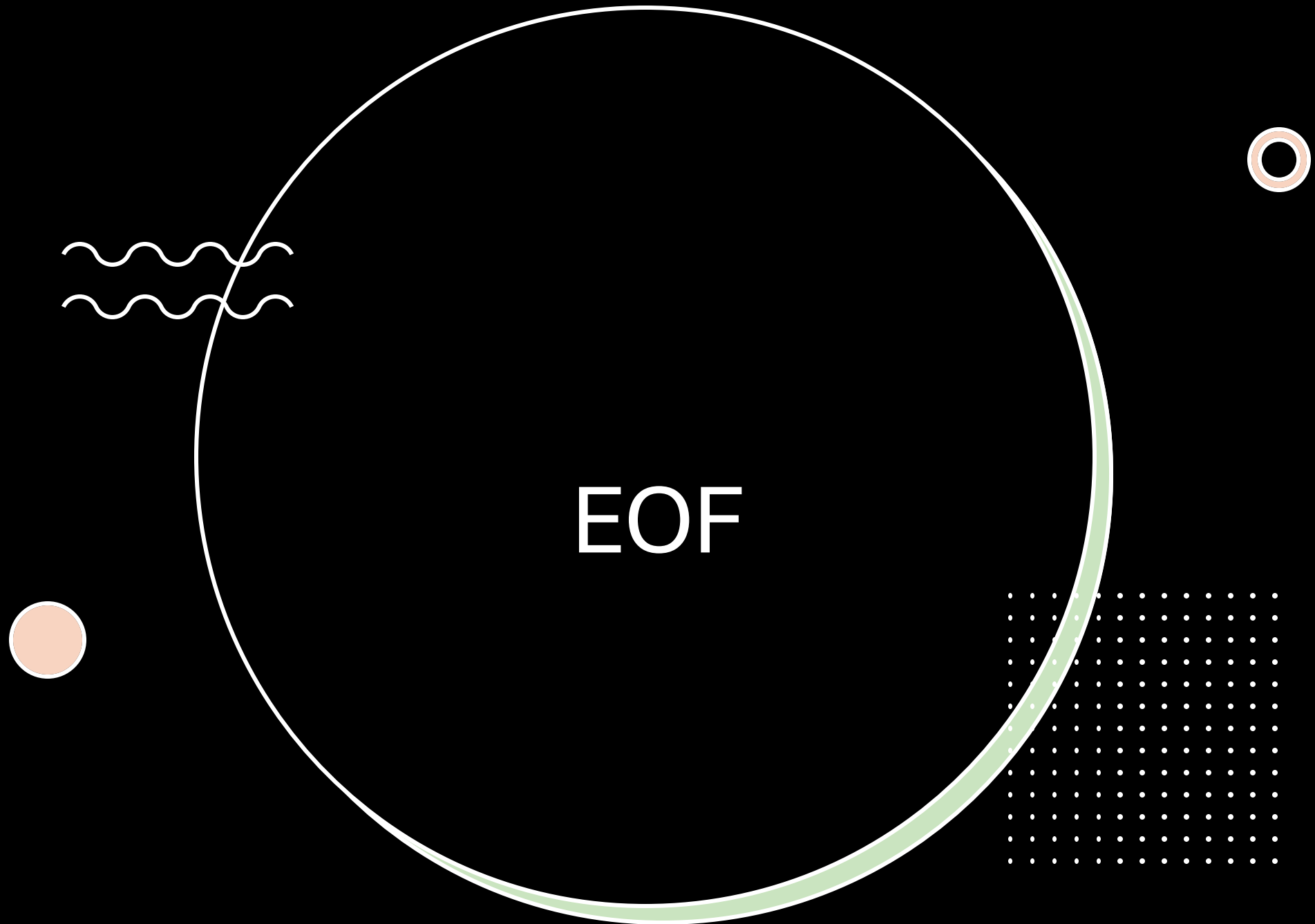
Based on what you have learnt in the classroom today, prepare your CV both in Turkish(Optional) and English tailored to the given job ad. Write a Cover Letter showing your interest to the job.



Send your CV and Cover Letter to me by the deadline of 09.12.2024 23:59 . Please only send PDF files. I won't be replying if it is not PDF.



[How to export PDF.](#)



REFERENCES/CREDITS



Dr Zeynel Abidin Samak- Professional English
Course notes-Given at Adiyaman University



BBC Learn English Podcast



<https://learnenglish.britishcouncil.org/skills/reading/b1-reading/robot-teachers>