

CV Workshop 42 Berlin

Julia Sponholz



CV Guide and Best Practices

Why a Great CV Matters

First Impression:

Your CV is often the first point of contact between you and potential employers. A well-crafted CV makes a strong first impression, showcasing your professionalism and attention to detail.

Gatekeeper to Interviews:

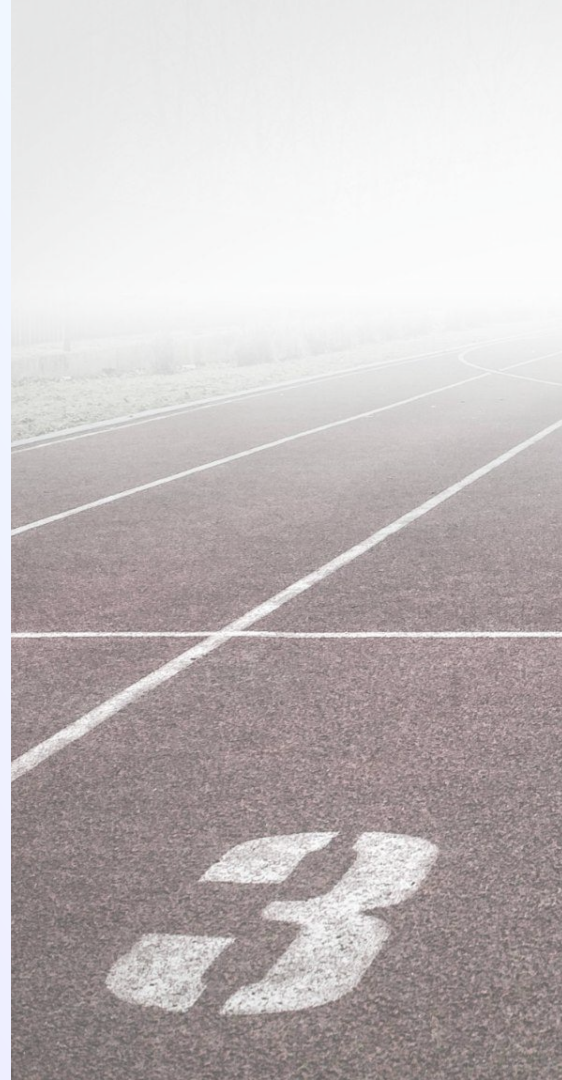
Many companies use Applicant Tracking Systems (ATS) to screen resumes. A great CV is formatted and keyword-optimized to pass these systems and reach human eyes.

Showcase of Skills and Experiences:

A CV effectively organizes and highlights your skills, experiences, and educational background tailored to the specific role, demonstrating why you're the best fit for the job.

Competitive Edge:

In the competitive job market, particularly in tech, a standout CV can place you ahead of numerous other qualified candidates by clearly delineating your unique capabilities and achievements.



CV Guide and Best Practices

What Employers Look for

Technical Proficiency: Employers prioritize specific technical skills such as programming languages, tools, and technologies that are crucial for the role. Demonstrating proficiency and continuous learning in these areas is key.

Problem-Solving Skills: Technical roles require strong analytical and problem-solving skills. Showcasing projects and experiences where you've successfully tackled challenges can be particularly persuasive.

Teamwork and Communication: Since technical projects often involve teamwork, demonstrating your ability to communicate and collaborate effectively with others is essential.

Adaptability and Innovation: Employers look for candidates who are adaptable and can thrive in dynamic environments. Highlighting experiences where you've learned new technologies or contributed to innovative projects can set you apart.

Passion and Drive: A genuine interest in technology and continuous professional development is highly valued. Employers want candidates who are not just looking for a job, but are passionate about their field and eager to grow within it.



CV Guide and Best Practices

Content of Your CV

Header

- Include Name, Contact Information (phone, email)
- Choose a title (e.g. the role you are applying for, your current role)
- Add professional links (LinkedIn, GitHub).

Summary

- A concise paragraph introducing who you are, what you offer, and what you're passionate about, specifically tailored to the role and environment you are targeting.
- Emphasize coding skills, tools, and technologies learned through code school and personal projects.

Work Experience:

- List experiences starting with the most recent.
- Include both tech and non-tech jobs, focusing on transferable skills like problem-solving, teamwork, and project management.
- Describe main responsibilities and achievements relevant to the roles you are applying for, demonstrating your capability and creativity.

JANE DOE

Junior Software Developer

(123) 456-7890

linkedin.com/in/janedoe

Berlin

jane.doe@example.com

GitHub Link



EXPERIENCE

Software Engineering Intern

123 Tech Innovations GmbH

01/2023 - 06/2023 Berlin

- Implemented responsive front-end features using JavaScript and React, leading to a 15% improvement in user session time on key application pages.
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Digital Marketing Intern

XYZ Creative Agency

11/2020 - 11/2021 Barcelona

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09/2023 - 09/2023 Berlin

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INTERESTS

Outdoor Exploration

Community Involvement

Woman in Tech Network

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Content of Your CV

Education

- Start with the most recent educational experiences, highlighting code school training, relevant coursework, and certifications.
- Include incomplete degrees or courses, focusing on the skills and knowledge acquired.

Skills

- Technical Skills: Detail programming languages, frameworks, tools, and environments.
- Soft Skills: Highlight critical soft skills essential for engineering roles.
- Language Skills: List language proficiencies and levels.

Projects / Portfolio

- Provide descriptions of key projects, specifying your role, technologies used, and outcomes. Include links if available.

Additional Sections

- Mention certifications, workshops, volunteer work, and interests that showcase a well-rounded personality and soft skills.

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★ Woman in Tech Network

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Content of Your CV



Dont's

- Avoid personal information that could lead to discrimination (age, gender, marital status, religion).
- Only include a photo if it is standard practice in the country your are applying for a job.
- Research regional requirements as some locations might require information typically omitted in other regions.

CV Guide and Best Practices

Format and Structure of Your CV



Keep it Concise: Limit to 1-2 pages, focusing only on what's relevant for your applications.



Maintain Clarity: Ensure it is easy and inviting to read with structured formatting.



Ensure Accuracy: Check for spelling, grammar, and punctuation errors.

CV Guide and Best Practices

Format and Structure

Length

- Concise and Relevant: Keep your CV as brief as possible without omitting crucial information. For entry-level positions, aim for one page; more experienced professionals can extend to two pages.
- Avoid Overstuffing: Focus on the relevance and quality of information rather than trying to include as much as possible.

Structure

- Prioritize Work Experience over Education to immediately engage hiring managers with relevant experience.
- For those with limited experience, consider a skills-based format, focusing on competencies before listing education and other details.

Design

- Choose a clean and professional layout.
- Utilize bullet points for clarity and readability.
- Employ professional CV builder tools for modern designs and customizable templates.
- For creative roles, consider an innovative resume format.



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Example CV

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Spanish

Native



English

Proficient



German

Beginner



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Outdoor Exploration



Community Involvement



Woman in Tech Network

A silhouette of a person standing on the peak of a cliff, holding a trophy high in their right hand. The background is a vibrant sunset sky with shades of orange, yellow, and blue, and a body of water visible in the distance. The overall image has a warm, motivational feel.

10 Important Tips for your CV

**Tailor
Your CV**



CV Guide and Best Practices

Tailor Your CV

- **Quality Over Quantity:** Focus on applying to jobs where your skills are a good fit rather than mass applying. This allows you to spend more time on each application, increasing your chances of success.
- **Customize for Each Job:** Adapt your resume to each position you apply for, emphasizing the skills and experiences that align with the job description.
- **Include relevant keywords** from the job description to pass ATS scans.

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❤️ Community Involvement

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**Include the Right
Keywords
and Skills**



CV Guide and Best Practices

Keywords and Skills

- **ATS Optimization:** Use keywords from the job description to ensure your resume passes through Applicant Tracking Systems and reviews.
- **Use Word Cloud Tools:** To find the most relevant keywords, paste the job description into a free online word cloud tool to quickly see which terms are most frequent, and incorporate these naturally into your CV.
- **Balance Hard and Soft Skills:** While technical skills are crucial, do not underestimate the importance of soft skills, such as teamwork and communication, which are highly valued in tech roles.

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- 🏃 Outdoor Exploration
- ❤️ Community Involvement
- ★ Woman in Tech Network

Showcase Impact



CV Guide and Best Practices

Showcase Impact

- **Use Meaningful Metrics:** Don't just list your duties. Show the outcomes and impact of your actions using quantifiable data.
- **X-Y-Z Formula:** Apply this formula to describe your achievements: Accomplished [X] as measured by [Y], by doing [Z]. For example, "Increased server uptime by 15% by optimizing system monitoring, resulting in fewer customer complaints."
- **Narrative of Contribution:** Even if your role didn't directly increase revenue, you can still quantify impact by describing how your work improved processes, efficiency, or customer satisfaction, team collaboration etc.

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**Include and
optimize your
LinkedIn Profile**



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Include and optimize your LinkedIn

- **Higher Interview Rates:** Including a LinkedIn profile on your resume is associated with higher interview rates.
- **Effort Matters:** Your LinkedIn only makes a great first impression if its detailed and well-maintained. Make sure yours is up-to-date with a professional headshot, a complete work history, and effort put into building your network and connections.
- **Entry-Level Importance:** Having a strong LinkedIn profile is crucial for entry-level job seekers, potentially more so than for those with more experience.

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Include your GitHub in your CV

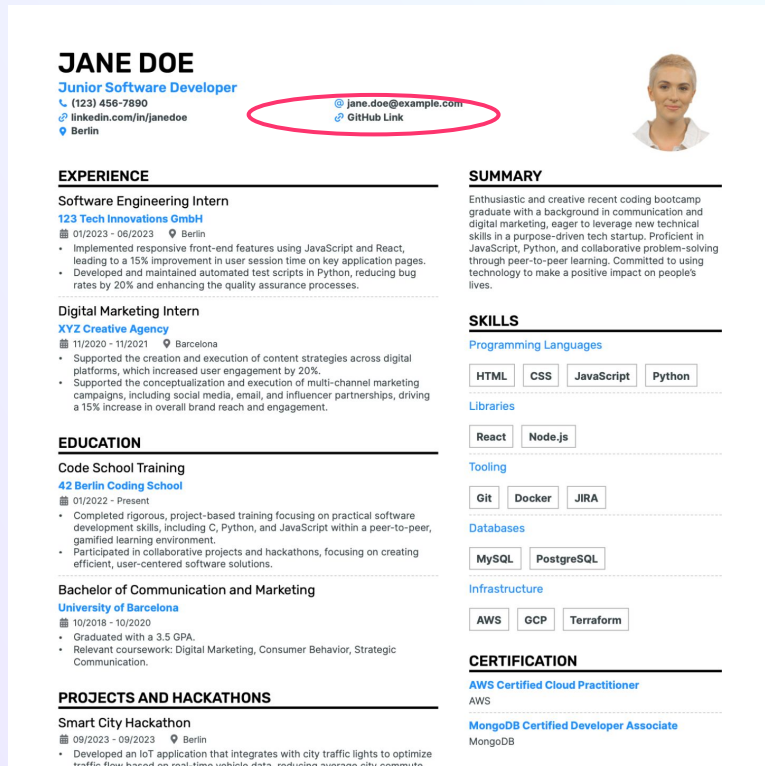
Including a link to a GitHub account on a CV is highly beneficial, especially when relevant projects and contributions are well-documented and organized:

- **Showcase Technical Skills:** A GitHub profile can provide concrete evidence of your programming skills and familiarity with different programming languages and tools.
- **Demonstrate Version Control Proficiency:** Being active on GitHub demonstrates proficiency in using version control systems, an essential skill for any software developer.
- **Highlight Personal Projects:** Your GitHub account is the perfect place to showcase projects
- **Display Collaboration:** Contributions to open source projects or collaborative projects on GitHub can illustrate your ability to work with others and engage with the community.
- **Provide Live Examples of Code:** Employers can review your coding style, problem-solving skills, and ability to write clean, efficient code.
- **Evidence of Continuous Learning:** Regular updates and new projects on GitHub show an ongoing commitment to learning and professional development.

CV Guide and Best Practices

How to Optimize your GitHub Repos

- **Clear, Detailed README:** Include project introduction, technologies used, installation steps, usage instructions, screenshots/videos, and contact info.
- **Well-Documented Code:** Ensure your code is easy to understand with helpful comments, consistent naming conventions, and logical organization.
- **Unit Tests:** Demonstrate reliability and professionalism by including tests that verify your code's functionality, along with instructions on how to run them.
- **Commit History:** Maintain a clean commit history with meaningful messages to show systematic progress and effective documentation skills.



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- Implemented responsive front-end features using JavaScript and React, leading to a 15% improvement in user session time on key application pages.
- Developed and maintained automated test scripts in Python, reducing bug rates by 20% and enhancing the quality assurance processes.

Digital Marketing Intern
XYZ Creative Agency
📅 11/2020 - 11/2021 📍 Barcelona

- Supported the creation and execution of content strategies across digital platforms, which increased user engagement by 20%.
- Supported the conceptualization and execution of multi-channel marketing campaigns, including social media, email, and influencer partnerships, driving a 15% increase in overall brand reach and engagement.

EDUCATION

Code School Training
42 Berlin Coding School
📅 01/2022 - Present

- Completed rigorous, project-based training focusing on practical software development skills, including C, Python, and JavaScript within a peer-to-peer, gamified learning environment.
- Participated in collaborative projects and hackathons, focusing on creating efficient, user-centered software solutions.

Bachelor of Communication and Marketing
University of Barcelona
📅 10/2019 - 10/2020

- Graduated with a 3.5 GPA.
- Relevant coursework: Digital Marketing, Consumer Behavior, Strategic Communication.

PROJECTS AND HACKATHONS

Smart City Hackathon
📅 09/2023 - 09/2023 📍 Berlin

- Developed an IoT application that integrates with city traffic lights to optimize traffic flow during peak hours.

SUMMARY

Enthusiastic and creative recent coding bootcamp graduate with a background in communication and digital marketing, eager to leverage new technical skills in a purpose-driven tech startup. Proficient in JavaScript, Python, and collaborative problem-solving through peer-to-peer learning. Committed to using technology to make a positive impact on people's lives.

SKILLS

Programming Languages

HTML CSS JavaScript Python

Libraries

React Node.js

Tooling

Git Docker JIRA

Databases

MySQL PostgreSQL

Infrastructure

AWS GCP Terraform

CERTIFICATION

AWS Certified Cloud Practitioner
AWS

MongoDB Certified Developer Associate
MongoDB

Highlight Personal Projects



CV Guide and Best Practices

Personal Projects

- As a Junior Software Engineer with limited work experience, highlighting personal projects, contributions to open source, and participation in hackathons can be a great way to showcase your skills and potential to employers.
- Let's dive into a sample list of project types and descriptions that could be effectively included on a CV

JANE DOE

Junior Software Developer

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Berlin

jane.doe@example.com
GitHub Link



EXPERIENCE

Software Engineering Intern

123 Tech Innovations GmbH

- 01/2023 - 06/2023 Berlin
- Implemented responsive front-end features using JavaScript and React, leading to a 15% improvement in user session time on key application pages.
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Bachelor of Communication and Marketing

University of Barcelona

- 10/2018 - 10/2020
- Graduated with a 3.5 GPA.
- Relevant coursework: Digital Marketing, Consumer Behavior, Strategic Communication.

PROJECTS AND HACKATHONS

Smart City Hackathon

- 09/2023 - 09/2023 Berlin
- Developed an IoT application that integrates with city traffic lights to optimize traffic flow based on real-time vehicle data, reducing average city commute times by 20%.

AI Coding Challenge

- 03/2023 - 04/2023 Berlin
- Participated in an artificial intelligence challenge to develop a predictive model that identifies potential high school dropouts, aiming to provide early interventions.

Team Project: E-commerce Website

- 10/2022 - 02/2023 Berlin
- Collaborated with classmates in a software engineering course to build a fully functional e-commerce website. Used HTML, CSS, JavaScript, and PHP with a MySQL database for backend storage.

Branding Consultant for Startup Fashion Label

- 08/2019 - 07/2020 Barcelona
- Led the development of a comprehensive branding strategy, including visual identity and online presence, which enhanced the brand's visibility and market entry.

SUMMARY

Enthusiastic and creative recent coding bootcamp graduate with a background in communication and digital marketing, eager to leverage new technical skills in a purpose-driven tech startup. Proficient in JavaScript, Python, and collaborative problem-solving through peer-to-peer learning. Committed to using technology to make a positive impact on people's lives.

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Programming Languages

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Libraries

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Tooling

Git Docker JIRA

Databases

MySQL PostgreSQL

Infrastructure

AWS GCP Terraform

CERTIFICATION

AWS Certified Cloud Practitioner

AWS

MongoDB Certified Developer Associate

MongoDB

LANGUAGES

Spanish Native

English Proficient

German Beginner

INTERESTS

Outdoor Exploration

Community Involvement

Woman in Tech Network

CV Guide and Best Practices

Projects Examples

Personal Coding Projects

- **Weather App:** Developed a weather forecasting app using JavaScript and the OpenWeatherMap API. Features include real-time weather updates, a 5-day forecast, and user-customizable locations.
- **Personal Blog:** Created a blog from scratch using Django. Implemented features such as user authentication, post creation, and comment functionality.
- **Stock Price Predictor:** Built a Python application using historical stock price data and machine learning (Linear Regression) to predict future stock prices, improving prediction accuracy by 10% compared to traditional time-series forecasting models.

Open Source Contributions

- **Feature Enhancement for Vue.js:** Contributed to the Vue.js codebase by developing a new directive that allows developers to easily integrate third-party animation libraries into their projects. This feature has been used in over 100 projects, significantly simplifying animations and enhancing UI interactivity.
- **Documentation Improvement for React:** Enhanced and corrected documentation, making it easier for new developers to understand React component lifecycle methods.
- **Bug Fixes in Mozilla Firefox:** Resolved five bugs related to browser rendering issues, enhancing user interface responsiveness and compatibility with new web standards.

Hackathons and Coding Competitions

- **Smart City Hackathon:** Developed an IoT application that integrates with city traffic lights to optimize traffic flow based on real-time vehicle data, reducing average city commute times by 20%.
- **AI Challenge:** Participated in an artificial intelligence challenge to develop a predictive model that identifies potential high school dropouts, aiming to provide early interventions.

CV Guide and Best Practices

Projects Examples

Group Projects (University or Online Courses)

- **E-commerce Website (Team Project):** Collaborated with classmates in a software engineering course to build a fully functional e-commerce website. Used HTML, CSS, JavaScript, and PHP with a MySQL database for backend storage.
- **Online Course Capstone Project:** Designed and built a comprehensive inventory management system for a hypothetical retail company as part of a Coursera software engineering capstone project. Implemented in Python and integrated with a SQLite database.

Freelance Projects

- **Small Business Website:** Developed and launched a responsive website for a local bakery to showcase their products and take online orders. Employed HTML, CSS, Bootstrap for the frontend, and PHP for server-side logic.
- **Mobile App for Event Management:** Designed and developed a mobile app using Flutter and Firebase that allows event organizers to manage schedules, notifications, and attendee feedback in real-time.

Bug Bounty Participation

- **Google VRP (Vulnerability Reward Program):** Identified and reported a cross-site scripting (XSS) vulnerability in one of Google's internal services, which led to a safer browsing experience for users and earned a place in Google's Security Hall of Fame.
- **HackerOne Challenges:** Successfully participated in multiple HackerOne bug bounty challenges, identifying security vulnerabilities in web applications for large tech firms, improving system security, and demonstrating proficiency in ethical hacking and penetration testing.

**Pay Attention
to Detail**



CV Guide and Best Practices

Pay Attention to Detail

- **Proofread Thoroughly:** Simple errors can undermine your professionalism. Review your CV multiple times and have it proofread by others. First impression matters!
- **Consistent Formatting:** Ensure that your CV uses uniform fonts, sizes, and formatting, which are crucial for presenting a professional document.

Avoid Cliches and Buzzwords



CV Guide and Best Practices

Avoid Cliches and Buzzwords

- **Be Specific and Authentic:** Replace vague terms like "hard working" and "team player" with specific examples that demonstrate these qualities.
- **Personal Touch:** Share unique experiences and achievements that set you apart from other candidates.

Use Tools and Resources



CV Guide and Best Practices

Use Tools and Resources

- **CV Builders:** Use tools for high-quality, modern templates that suit your industry and style.
- **Writing Assistance:** Tools like ChatGPT can help you formulate impactful descriptions and advice on structuring your content but always personalize the suggestions to fit your specific experiences and goals.

Get Feedback



CV Guide and Best Practices

Get Feedback

- **Ask for Reviews and Feedback:** Get feedback from peers, friends, mentors, recruiters, headhunters or hiring managers who can provide constructive criticism and insights.
- **Iterative Improvements:** Use the feedback to continuously refine your CV, adapting as your career goals and the job market evolve. With time and experience and shifting focus you might need to reformat your CV.