

# CV Writing & Interviewing Skills

PRESENTED BY:

7/30/2025

Instructor





# Course Overview:

**By the end of this course participants will learn how to:**

- Identify the different sections of a CV
- Practice how to write each section
- Prepare an ATS friendly CV
- Avoid key mistakes when writing CV's
- Practice interviews

# Why do we write a CV ?

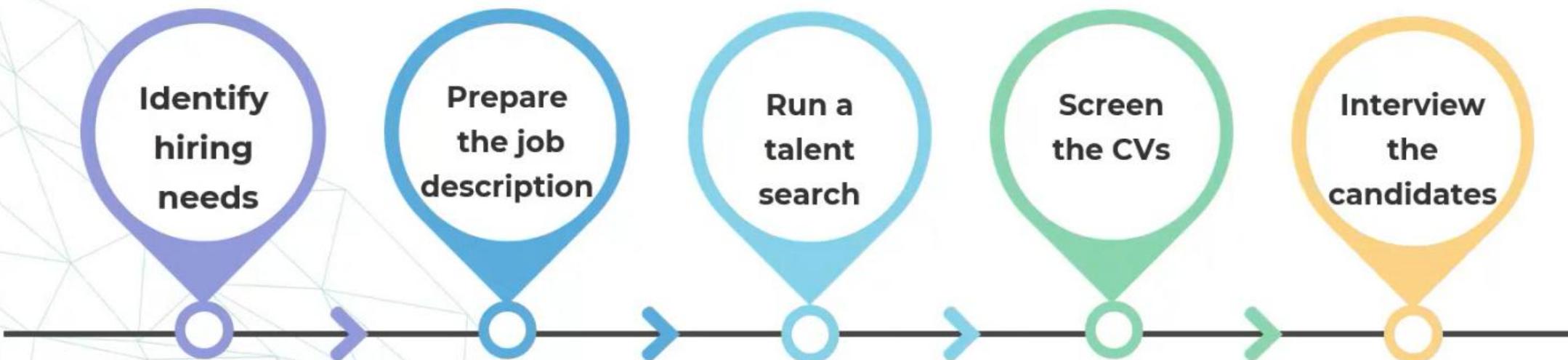
To get an INTERVIEW

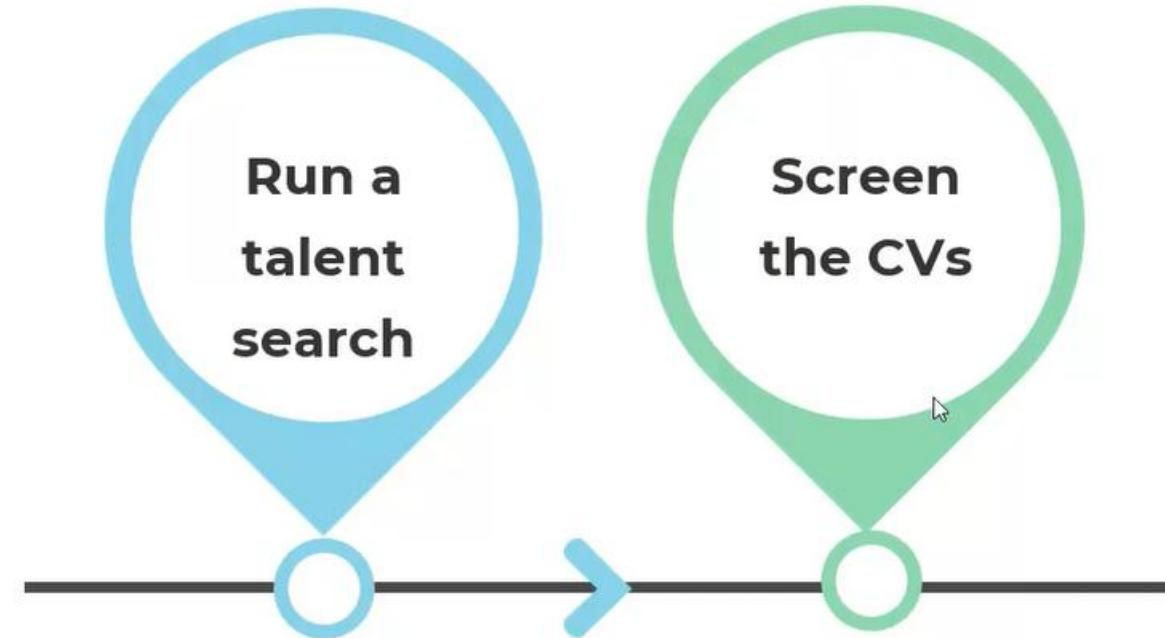
So make sure to add information that is most relevant to the job you are applying for.



# THE HIRING PROCESS

The hiring process is a series of steps that an organization follows to identify, attract, and recruit qualified candidates for a specific job opening.







# ATS ?



# ATS

An applicant tracking system (ATS) is software for recruiters and employers to track candidates throughout the recruiting and hiring process.

It automatically scans and sorts job applications based on specific criteria such as **keywords, skills, and experience**.





# Why do so many firms use ATS?

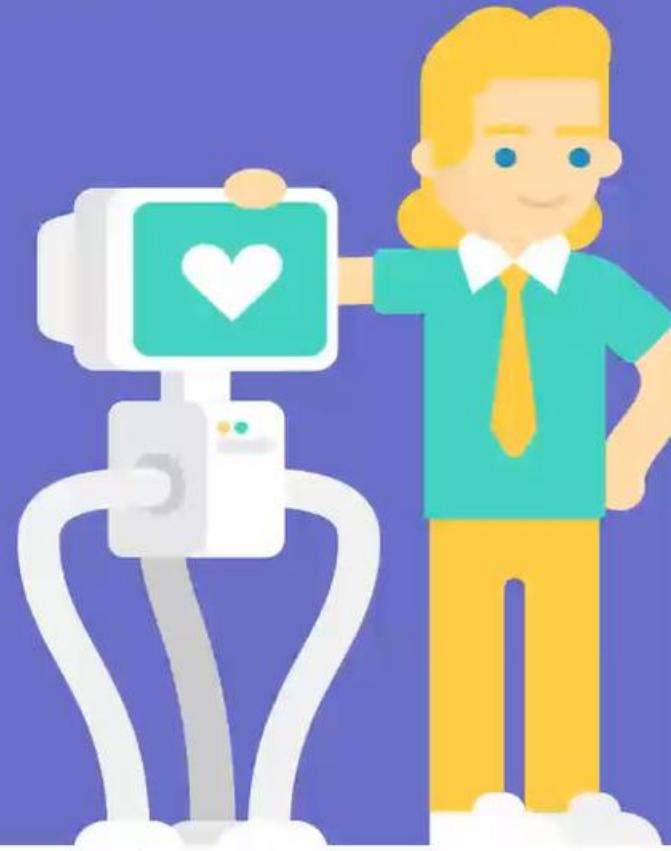
- The system narrows down the flood of applications, saving them time and resources.
- The system is also non-discriminatory, which means it does not look at factors such as age, gender, or race.



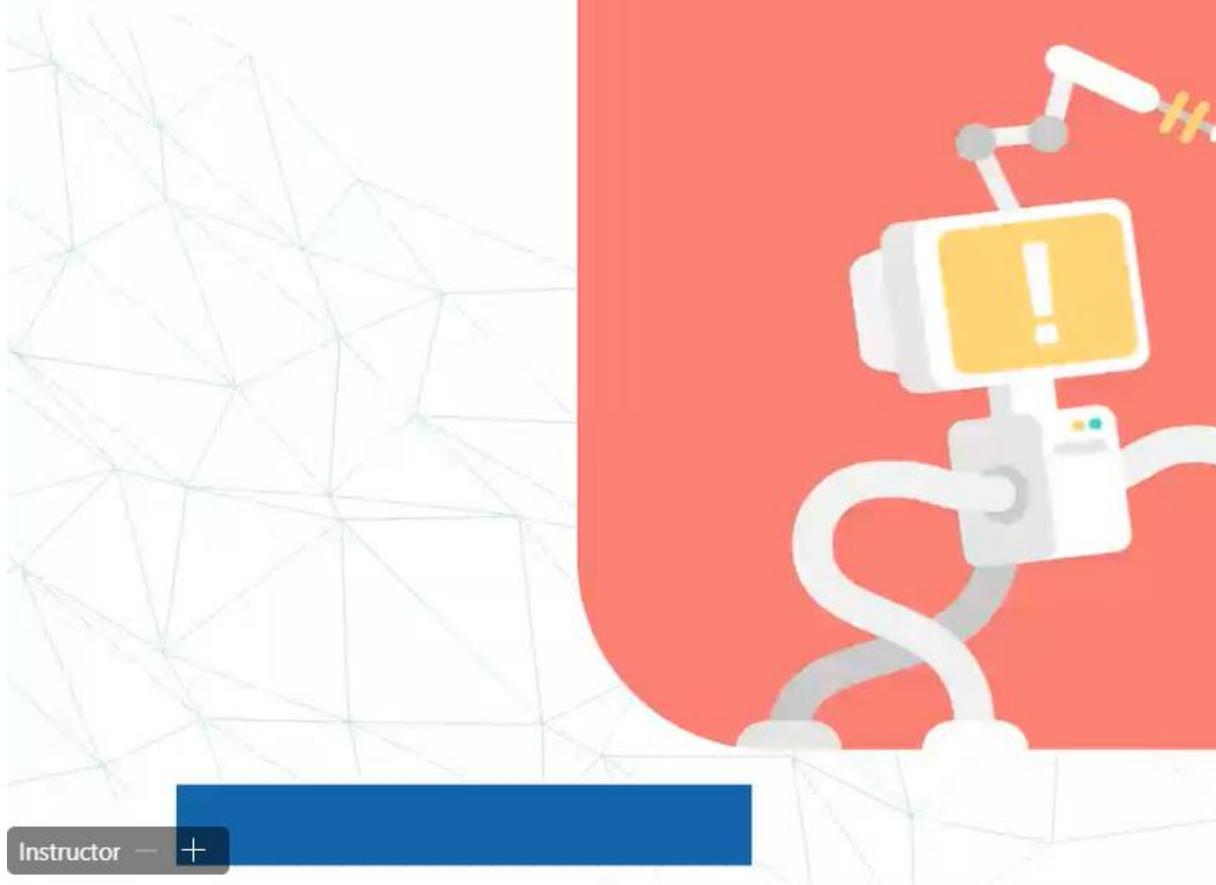
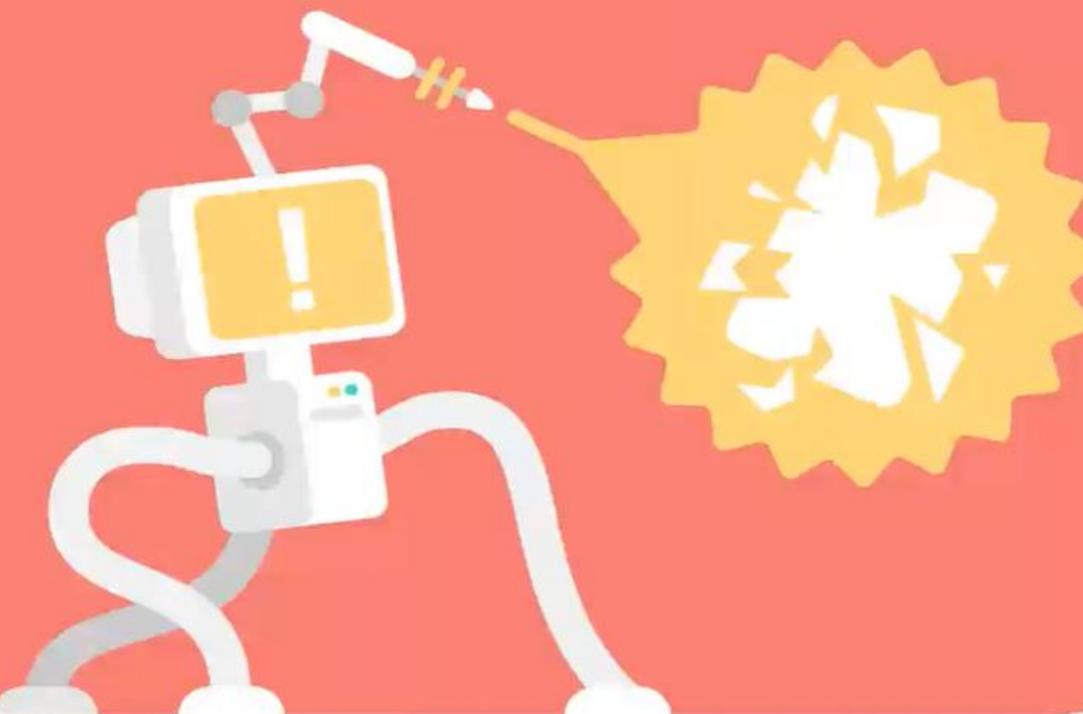
- First, the system creates a job posting for the company.
- It then publishes this posting to company websites, job boards, hiring platforms, or email.
- Once an application for the job comes in, the system scans it.
- The ATS divides the resume into the different resume sections: Work Experience, Education, Skills, Languages, Certifications, etc.
- It then searches for specific keywords and qualifications to see whether you match the job description or not.



**An estimated 98% of companies use ATS**  
(application tracking systems) or other  
hiring systems.



**70% of job applications get disqualified by applicant tracking systems without being read**  
This statistic emphasizes how important it is to tailor your resume to the job you're applying for



Power & Battery

Energy saver is on



# Example

Let's illustrate this with an example:

- You are applying for a Web Developer.
- Your CV summary writes:

“Highly-driven Web Developer with 5+ years of web development experience. Proven experience of success, employer satisfaction, and strong communication skills.”

ATS reads:

1. “Web Developer”
2. “5+ years of experience”
3. “Employer satisfaction”
4. “Strong communication skills”

## Then, matches it to their list of requirements:

1. CHECK: web developer
2. CHECK: 5+ years of experience
3. CHECK: employer satisfaction
4. CHECK: communication skills
5. NOT CHECK: Analytical skills
6. NOT CHECK: Microsoft Office

If your CV matches the basic requirements, it's **ranked by relevance** (i.e. the best resume goes on top of the recruiter's pipeline).

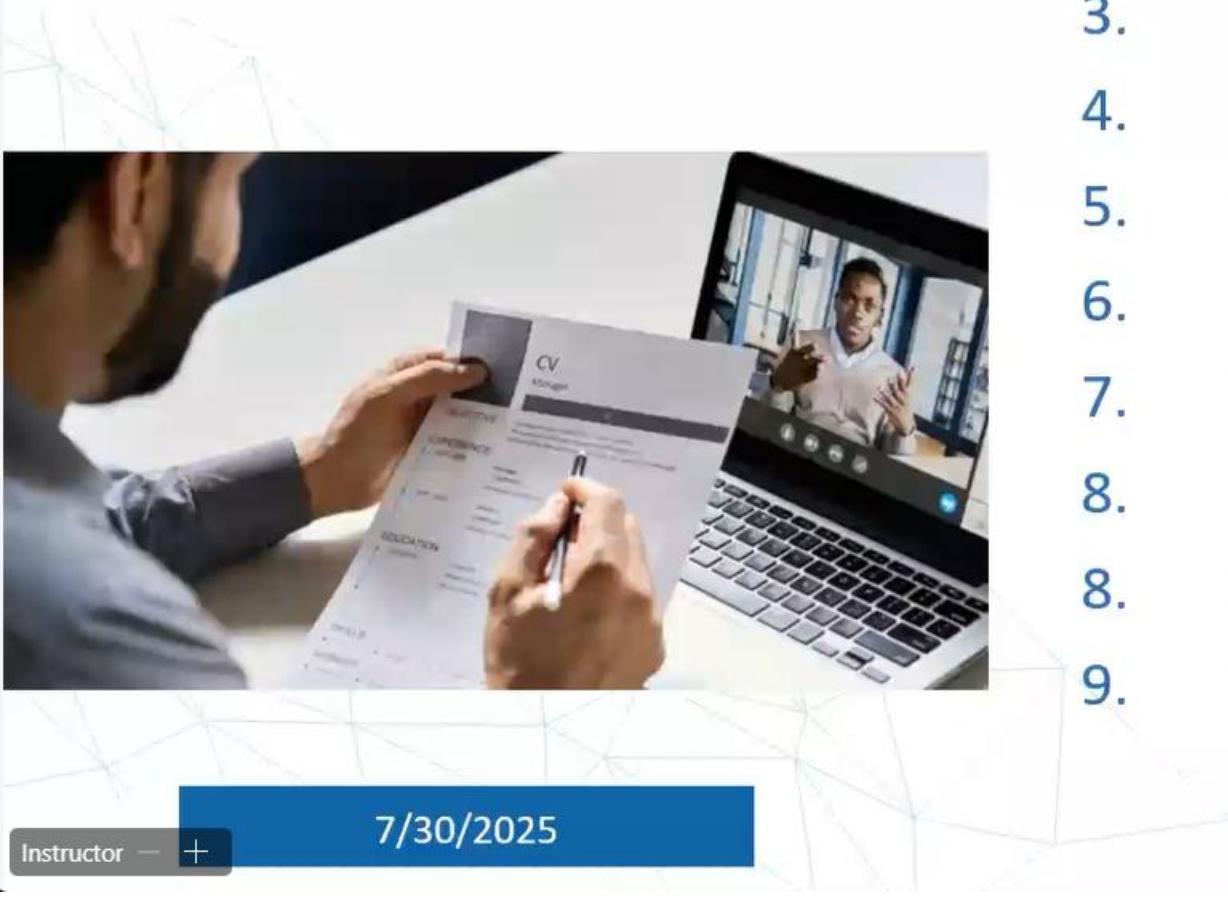
If it doesn't match the basic list of requirements, **IT'S AUTOMATICALLY DISCARDED.**



# What are the main CV sections?

# CV Sections

The CV should include the following sections:



1. Contact Information
2. Summary
3. Career Objective/Career Highlights
4. Work/Internship Experience
5. Education
6. Training/Courses & Certifications
7. Skills (Technical/Language/Personal)
8. Projects
8. Awards
9. Volunteering/Extra-curricular Experience



# 1. Contact Information



## Contact Me

-  +20-115-820-2034
-  abdkam3010@gmail.com
-  shobra  
Cairo, EGYPT

**Ahmed Fahim El-bahy**

Chemist

[Af566069@gmail.com](mailto:Af566069@gmail.com) • +20 01144178481 • Cairo, Egypt • 10/12/1999 • complete

**Ahmed Mohsen Hanafy**

Software Engineer

Tel. No.: 01100350520 Email:

[ahmedmohsen9623@gmail.com](mailto:ahmedmohsen9623@gmail.com)

GitHub: [github.com/am9623](https://github.com/am9623)

Nationality : Egyptian

Military status : Completed

Date of Birth : 6<sup>th</sup> Nov 1998

Address : Cairo, Egypt



Ammar Mohamed Azooz

0100xxxxxxxx | Dokki, Giza, Egypt

**Ammar Mohamed Azooz**  
0100xxxxxxxx | Dokki, Giza, Egypt  
[amarmohamedazooz@gmail.com](mailto:amarmohamedazooz@gmail.com)  
[linkedin.com/in/ammarazooz/](https://linkedin.com/in/ammarazooz/)

+ 10 years of professional experience in management, software development, and system integration.

Education:

Bachelor's Degree in Computer Science from Cairo University (2007)

+ Completed a postgraduate diploma in professional accounting (IBM, Cisco, Vodafone, UNDP, UNICEF, PEG, and others).

+ Completed projects worth \$10 million.

+ Developed a portfolio of 4 projects worth \$10 million (IBM, Cisco, Vodafone, UNDP, UNICEF, PEG, and others).

+ Total value of projects worth \$10 million.

+ Worked on 15 projects through our social media platforms.

Extracurricular Activities:

President and Project Manager, VIT Club, Cairo University (2007 - 2008)

+ Managed a team of 100 volunteers.

+ Organized a portfolio of 4 projects worth \$10 million (IBM, Cisco, Vodafone, UNDP, UNICEF, PEG, and others).

+ Total value of projects worth \$10 million.

+ Worked on 15 projects through our social media platforms.

Courses:

Digital Marketing Course, Udemy, 25 Hours (How2Lab)

Skills:

Technical Skills:

- Java
- Python
- JavaScript

Professional Skills:

- Excellent Listener
- Excellent Team Player
- Excellent Communication Skills

Communication Skills:

- Very Good
- Excellent

Projects:

Project: A software application used by software companies for managing customer data and software versions. Built using Angular and Angular Material, it includes data validation, and extensive performance optimization.

(July 2023)

Familiar With:

- React.js
- Node.js
- Angular

# Contact Information

The contact information section goes on top of your CV:

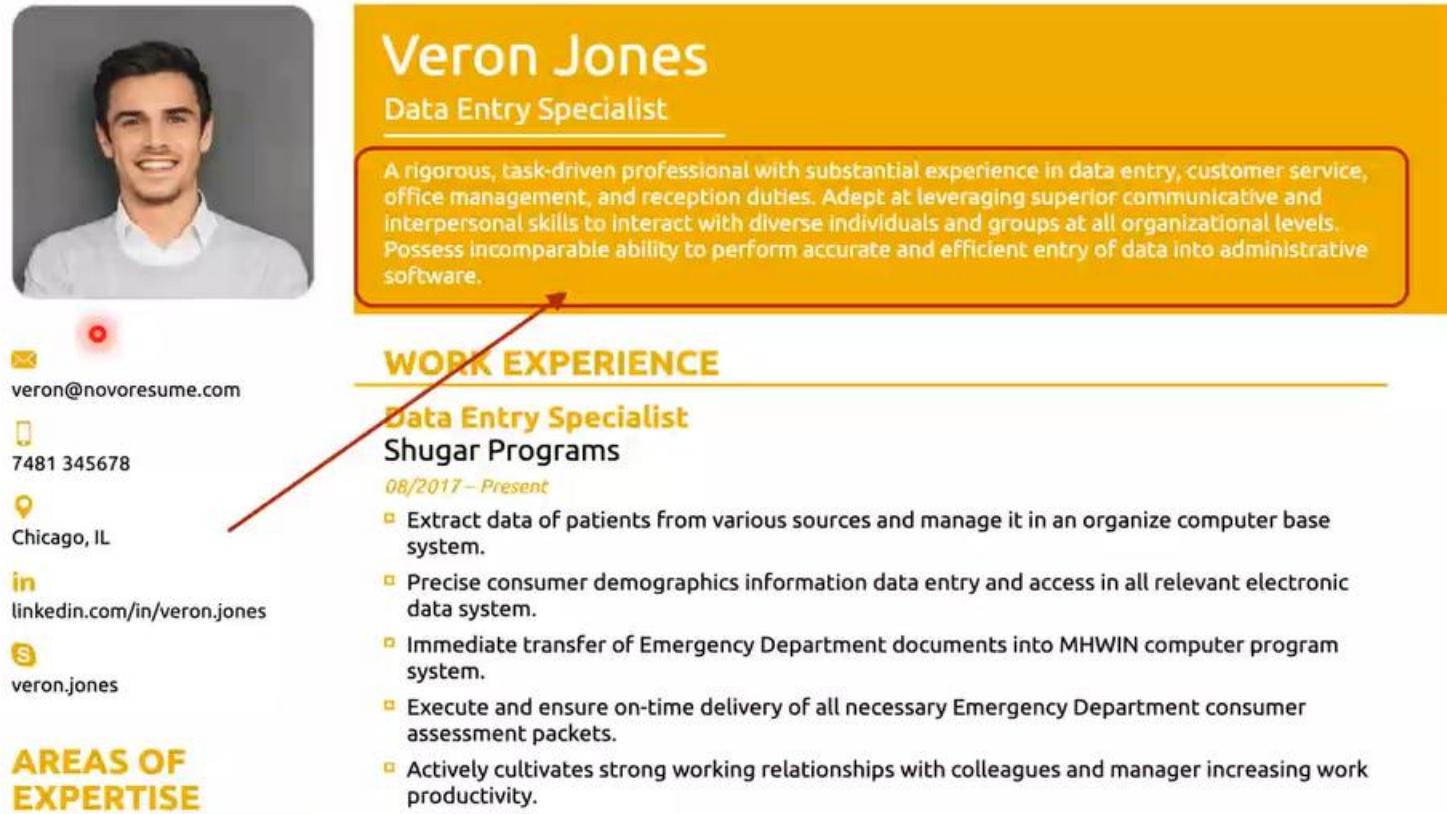
**And includes the following information:**

- Full Name (make sure to include your family name, especially if it's unique)
- Job Title
- Email Address (has to be professional!)
- Address (Just the city/area - don't include an exact address)
- Phone Number (make sure the network is working!)
- Professional Profiles (LinkedIn, Behance, GitHub)
- Personal Website (if you have one! & it has to be relevant to your technical expertise)



## 2. Summary

- The summary sits on top of your CV, right after your contact information.
- Without title, or can be under the title “Profile” or “Summary”.



**Veron Jones**  
Data Entry Specialist

A rigorous, task-driven professional with substantial experience in data entry, customer service, office management, and reception duties. Adept at leveraging superior communicative and interpersonal skills to interact with diverse individuals and groups at all organizational levels. Possess incomparable ability to perform accurate and efficient entry of data into administrative software.

**WORK EXPERIENCE**

**Data Entry Specialist**  
Shugar Programs  
*08/2017 – Present*

- Extract data of patients from various sources and manage it in an organize computer base system.
- Precise consumer demographics information data entry and access in all relevant electronic data system.
- Immediate transfer of Emergency Department documents into MHWIN computer program system.
- Execute and ensure on-time delivery of all necessary Emergency Department consumer assessment packets.
- Actively cultivates strong working relationships with colleagues and manager increasing work productivity.

**AREAS OF EXPERTISE**

veron@novoresume.com  
7481 345678  
Chicago, IL  
[linkedin.com/in/veron.jones](https://linkedin.com/in/veron.jones)  
veron.jones

# Profile/Summary

- Acts as an introduction to your CV, and it's usually the first thing a recruiter reads. If it is relevant for the role, they'll read the rest of your resume. Otherwise, they'll just stop here.
- Must have the magic keywords!
- **Here's how:**

2-3 sentences: [Professional Title] + [Years of Experience] + [Top 1-2 Achievements] +  
[Most Relevant Skill(s)]

- *Project manager with 10+ years of experience using agile and waterfall methodologies to take projects from start to finish. Managed over 3 separate IT projects from start to finish at last position at Company X. Basic knowledge of several programming languages, including React, C++, NodeJS, and Java.*

## 3. Objective

- Mainly for recent graduates with no/minimal work experience.
- Focusing on goals in terms of the job title/type.
- Don't copy'n'paste from other CVs!
- **Here's how:**

1 sentence: [Current Situation] + [Desired Role] + [Relevant Educational Background] +  
[Most Relevant Skill(s)]

- *Recent Communications graduate seeking to start my career with the role of secretary at XYZ Inc. Strong at time-management, writing, and multitasking. Some management and coordination experience through practical university projects, where I led a team of students to organize several events on university campus.*

## 4. Education

### Education

- Bachelor of Engineering Ain Shams University, Egypt.

### EDUCATION

2018-2021

#### FACULTY OF COMMERCE

alexandria university

# Education

## Education:

**2019-2023:** B.Sc. of Computer Science from Modern University for Technology & Information (MTI)

## Education

**Bachelor of Commerce**, University of Mansoura, June 2019

- Major: Accounting
- General Grade: Good

## 5. Experience: Work/Internships

### WORK EXPERIENCE

experience (1.5 year oct 2020-2022)

- Diploma full stack developer .net

experience (3 month dec 2022-march 2023)

- Training front end (with react js)

(creativa) information technology  
institute

- El-Araby Group | Sep 2020- Nov 2020  
Introduction to C programming by  
practicing problem solving.

### Internships

- Codsoft company .
- TecnoHachs company .
- Pioneers of Digital Egypt Initiative.

### Internships

#### • Embedded systems

summer internship program as intern at the artificial intelligence  
technology center (AITC) February 2023

#### • UI/UX Designer

virtual internship program as a UI/UX Designer  
by intern2grow 22-27 october 2023

Ammar Mohamed Azooz

(13865655) Cairo, Giza, Egypt  
www.linkedin.com/in/ahmedazooz/  
www.ahmedazooz.com

Education  
Faculty of Economics: English Stream, Cairo University  
Major: Business  
GPA: 3.8  
Work Experience

## Senior Procurement Engineer

May, 2022 - Oct,2022

### The Arab Contractors, Helwan Branch



- Procure equipment, materials and systems that comply with project requirements
- Ensure timely delivery of equipment and materials to support site installation
- Maintain positive relationships with suppliers and subcontractors, ensuring company reputation and credibility.
- **Key Projects :** Cairo Monorail Project & The Islamic Cultural Center(Administrative Capital) & Egyptian Military Academy(Administrative Capital)

Overall Marketing Courses, Jönköping, 25 Hours (Finish 2021)

Skills  
Communication Skills:  
• Excellent  
• Fluent  
• Very Good  
Leadership Skills:  
• Excellent  
• Fluent  
• Very Good  
Computer Literacy Skills:  
• Good  
• Proficient

Projects  
Tapping  
Kashima is an offshore wind farm situated in the sea between Japan's main island Honshu and the northern island of Okinawa, approximately 100 kilometers off the southern coast of the prefecture of Miyazaki.

Experiences  
Familiar With:  
• Microsoft Office  
• Communication  
• Illustration



Ammar Mohammed Azoot

Software Engineer | Egypt | 25 years

Software Development

Frontend Development

Education

January of Education: English Academy, Communication

(Year 2000)

NileCT Business

University

Work Experience

**BIM Structure Intern**

**KAITECH, Egypt**

( August 2021 – November 2021)

- Utilize BIM software such as Revit and Navisworks Dynamo BIM360 to develop and coordinate building design models in 3D.
- Collaborate with architects and engineers to integrate MEP systems into the building design.
- Conduct clash detection and resolution to identify and resolve design conflicts
- Create and manage construction documents including 2D drawings, schedules, and Specifications.

Gigya (Marketing Content, 10 items, 25 Hours) (Nov 2023)

Skills

Experience 2018  
• Microsoft Office  
• Excel

Experience 2019  
• Microsoft Office  
• Microsoft Word  
• Microsoft Word Document

Experience 2020  
• Microsoft Office  
• Microsoft Word Document

Projects

Topper  
Topper is an efficient educational application for managing students' and faculty information. It includes assignment management, material management, and student achievement management.

Familiar With  
• Programming  
• Microsoft Office  
• Microsoft Word

# Work Experience

- Position Name, Company Name, Dates
- Highlights/Achievement Bullets (numbers, innovations, etc. – past tense)
- Most recent first.



## Good Example:

- Hit and exceeded department KPIs by 20% for the year 2019.



## Bad Example:

- Managed sales at Company X.

## 6. Courses

### Courses

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2024

**Power Distribution course**

2023

**Embedded Systems Diploma**



### Certificates

- (28 April 2023) Approaches to software development , Open University
- (3 March-13 March 2023) UI/UX design , Edrak.com
- (November 2022) Data analysis challenger track, Udacity
- (2 August 2021 - 26 August 2021) UI/UX design , ITI



## COURSES

### **Problem Solving**

#### **Coach Academy**

- Introduction to Programming in C++
- Covered fundamentals of computer science and programming using C++.

07/2021 – 09/2021

### **Competitive Programming**

#### **Coach Academy**

- Learned various sorting algorithms
- Acquired skills in searching algorithms including Binary Search.
- Gained proficiency in implementing these algorithms efficiently for competitive programming challenges.

07/2022 – 09/2022

Ammar Mohamed Azooz

Faculty of Commerce | Dokki, Giza, Egypt

ammar.mohamed.azooz@gmail.com

LinkedIn: com/in/ammarazooz

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Education

Faculty of Commerce; English Section, Cairo University [June 2019]

Major: Business

Grade:

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Work Experience

Senior Recruitment Specialist, LAMAR Egypt [July 2019 - Present]

- + Perform the full life cycle of recruitment for white-collar employees
- + Perform full recruitment process for blue-collar workers for LAMAR O/C's and Wadiya Plant
- + Ensure job profiles and position requirements are aligned with business objectives

Education Details

- MSc Computer Science
- Bachelor's Degree

Languages Skills

- Arabic: Native
- English: Very Good
- French: Very Good

Software Development Skills

- C/C++
- Python

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Projects

Tappetti

Tappetti is an efficient administrative system for managing export sales and factory resources. Built with Angular and Angular Material, it streamlines operations and enhances resource management.

Familiar With

- Photoshop
- JavaScript
- Illustrator

(March 2022)

## 7. Skills

### SOFT SKILLS

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- Self-motivated.
- Attention to details.
- Critical thinking.
- Communication.
- Team player.
- Curiosity.

### SKILLS

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- Excellent Command of PC skills. (Windows-Web browsing- Word- Excel)
- Problem Solving
- Basic knowledge in HTML and CSS.
- Excellent Written and Non-Written Communication.

# Skills

## TECHNICAL SKILLS

- C#, c++
- JavaScript / ES6
- ASP .NET Core MVC
- React js
- RESTful API
- HTML5 / CSS3
- Entity Framework Core
- Bootstrap
- LINQ

### Language Skills:

- Arabic: Native
- English: Very Good
- French: Very Good

## Technical Skills

- Proficient in HTML, CSS, Sass Integration, and JavaScript.
- Familiar with modern front-end libraries and frameworks like React and BootStrap.
- Basic understanding of responsive web design.

### Technical Skills

#### **Frontend development**

- Html/CSS , JavaScript ,Bootstrap , UI/UX design ,Responsive Design

#### **Backend development**

- C# , LINQ , Microsoft SQL server , ASP Web API ,MVC .net core

#### **Other**

- Java programing language, Software engineering concepts, SOLID Principles

# Skills

- List your top skills and give them a proficiency level.
- Technical Skills, Language Skills, Soft/Personal Skills.

## TECHNICAL SKILLS



## SOFT SKILLS

Verbal and Written Communication   Teamwork   Leadership   Time Management   Flexibility   Patience

## MARKETING SKILLS

**SEO**  
Ahrefs, Semrush and Link-building Techniques

**Google**  
Ads, Analytics and Tag Manager

**Email Marketing**  
ActiveCampaign, Litmus and SendGrid

**CMS**  
WordPress, Joomla and Ghost

## LANGUAGES

English	
Spanish	
French	

# Tips on how to get your skills section right:

- Make sure to mention the skills listed in the job description.
- Be realistic about your skill level.
- Focus more on hard skills than soft skills. Recruiters usually look for hard skills on the CV to make sure you're a good skill-fit, and then analyze your soft skills during the interview.

## 8. Projects

If you are in a field where you make projects such as Software Development, Engineering, Graphic Design, add this section to show your work.



## Ammar Mohamed Azooz

0100xxxxxx | Dokki, Giza, Egypt  
[amarmohamedazooz@gmail.com](mailto:amarmohamedazooz@gmail.com)  
[linkedin.com/in/ammarazooz/](https://linkedin.com/in/ammarazooz/)

### Education

Faculty of Commerce, English Section, Cairo University

(June 2019)

Major: Business

Grade:

### Work Experience

Senior Recruitment Specialist, LAMAR Egypt

(Feb 2019 - Present)

## Projects

- **kAPPot IOS Mobile Application (Graduation Project)**

**Project Description:** An application that helps users in emergency cases to order a specific car spare part or to get the nearest service centers to repair their car based on user location.

**Tools:** swift 5, Firebase, Google Maps, Google places, Cocoapods.

**GitHub Link:** <https://github.com/xDeuxer/kAPPot>

- **Bikeshare System**

**Project Description:** The datasets selected for three major cities in the United States – Chicago, New York City, and Washington. The system allows users to rent bicycles on a very short-term basis for a price. And our project is to produce insights based on our dataset and answer interesting questions about it by computing descriptive statistics

**Tools:** Python.

### Projects

Tappeti

[March 2022]

Tappeti is an e-client admin dashboard website for managing carpet sales and factory resources. Built with Angular and Angular Material, it streamlines operations and enhances resource management.

### Familiar With:

\* Photoshop

\* Javascript

\* Illustrator



Ammar Mohammed Azoor

(Information System, Coptic, Egypt)

Software Development

Project Management

Education

Faculty of Business Logistics, Damietta University

Bachelor's Degree

Business

Work Experience

June 2020

## Projects

### E-commerce Platform Development

- Developed a comprehensive e-commerce platform using ASP.NET Core and Angular, featuring product listings, user authentication, shopping cart functionality, and payment integration.\*

### Inventory Management System

- Designed and implemented an inventory management system for a mid-sized company, utilizing ASP.NET MVC, Entity Framework, and SQL Server to manage stock levels, orders, and suppliers.\*

Projects

Topics

Designed an E-commerce platform application for managing customers and inventory. Built with Angular and ASP.NET Core, it implements product and user management.

Familiar With

ASP.NET

Angular

MySQL



## 9. Extracurricular Activities

### Activity:

- EGYPT INTERNATIONAL EXHIBITION CENTER. (2019)
- EGYPT INTERNATIONAL EXHIBITION CENTER. (2020)
- Egypt International Summit for Digital Transformation and Cybersecurity (EISDTC). (2024)
- Volantiring at (سفراء- خير- أمة) (oct 2023)

Anmar Mohammed Azoot

Software Engineer | Cairo, Giza, Egypt

Software Engineer

Java developer (Backend)

#### Education

Faculty of Economics, English Stream, Cairo University

(Year 2018)

Minor: Business

Degree:

#### Work Experience

Senior Recruitment Specialist, LAMAK Egypt

[See more] [Details]

+ Ensure full efficiency and recruitment for all other employees.

+ Promote all the recruitment needs from our clients and companies across ECA and Russia-Middle East.

+ Ensure job position and resume compatibility with client requirements.

#### Internships

Head of The Next Movement - Integrated account

[See more] [Details]

+ Manage projects in English, Arabic, and German.

## Extracurricular Activities

**President and Project Manager, VIA Club, Cairo University** (2017- 2018)

- Managing a team of 100 members.
- Creating a program of 4 phases with 7 strong multinational companies (**IBM, Cisco, Vodafone, UNODC, Deloitte, P&G, and Allianz**).
- Funding our project with **funds worth of 50,000 EGP**.
- Reaching **55+k through our social media platform**.

+ English: Very Fluent

+ French: Very Good

+ Spanish:

#### Projects

Topics:

Writing an efficient automation system for managing our patients and family members. Built applications and database. Managed a communication department, and an extensive communication management.

#### Familiar With

+ Programming

+ Development

+ Database

# Layout



- 1 - 2 pages maximum.
- Font: Times New Roman, 10-12 pts.
- Consistent layout, underlining, capitalization, bold, etc.
- Bulleted lists instead of paragraphs.  
●
- Good margins and bullets.



**Professional Title**

# Richard Anderson

**CONTACT**

Location: DayJob.com, 120 Vye Street  
 Birmingham B18  
Phone: 0121 638 0026  
Email: info@dayjob.com  
Facebook: Facebook.com/yourname

**EXPERTISE**

MS Word	<div style="width: 80%;"> </div>
Text here	<div style="width: 80%;"> </div>
Text here	<div style="width: 80%;"> </div>
Text here	<div style="width: 80%;"> </div>

**EDUCATION**

University name	2014 – 2017
Course details	
Modules	
College name	2012 – 2014
Course details	
Subject	
School name	2008 – 2012
Course details	
English (A) Maths (B)Physics (C)	

**WORK EXPERIENCE**

**JOB TITLE** Company name **2019 - Present**  
 In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Try to focus on those duties that are relevant to the job you are applying for.

- In a sentence describe your most relevant daily work duties.
- In a sentence describe your most relevant daily work duties.
- In a sentence describe your most relevant daily work duties.

**JOB TITLE** Company name **2016 - 2019**  
 In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Try to focus on those duties that are relevant to the job you are applying for.

- In a sentence describe your most relevant daily work duties.
- In a sentence describe your most relevant daily work duties.

**JOB TITLE** Company name **2015 - 2016**  
 In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities.

- In a sentence describe your most relevant daily work duties.
- In a sentence describe your most relevant daily work duties.

**JOB TITLE** Company name **2014 - 2015**  
 In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities.

**REFERENCES** Available on request.

7/30/2025

Instructor

+

40



- ▶ Do not add a photo unless required
- ▶ State responsibilities in bullet points
- ▶ Write in reversed chronological order
- ▶ Avoid copy & paste
- Avoid using templates
- Send your resume as a PDF file





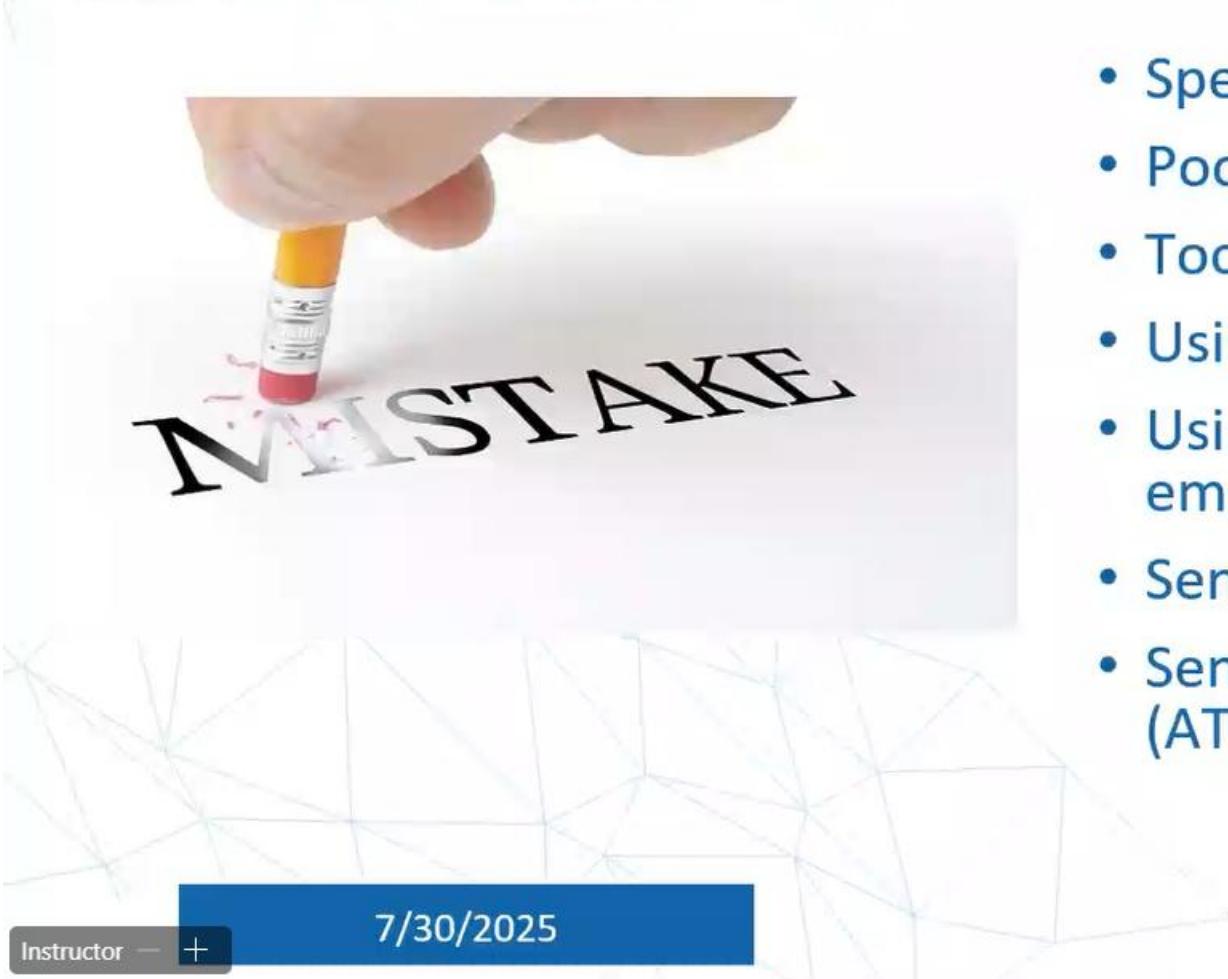
# CV Top Mistakes







# General Mistakes



- Spelling, grammar or punctuation mistakes
- Poor formatting
- Too long (more than 2 pages)
- Using “I” rather than action verbs
- Using non-professional, university, or previous employer emails
- Sending word document instead of PDF
- Sending PDF as an image, not readable text (ATS unfriendly)

## Things Not To Include In Your CV

1. Exact address.
2. Date of Birth.
3. Irrelevant social media profiles.
4. Short-term jobs.
5. Irrelevant skills or experiences.
6. Fluff.
7. Images, Graphs, or Pie Charts.
8. Too much work history.
9. Your personal photo (unless clearly requested – for client-facing jobs)

# Frequently Asked Questions

## Q – Should I include my hobbies & interests?

- Some HR professionals love this section because it shows the person behind the CV as a human being, not a work history.
- Others believe the interview is where you get to know a candidate better.
- Include a Hobbies and Interests section if you have some space you need to be filled. It might help you establish rapport with your interviewer.
- If you don't have any space in your CV, your work experience and other sections are far more important in comparison.



# Frequently Asked Questions

## Q — Should I put references on my CV?

- No, it's just going to take up valuable space.
- Only include references if it's directly asked for in the job description.
- Otherwise, it's just assumed that references are available on request. If the recruiter wants a reference, they'll ask you for it.

# Frequently Asked Questions

## Q — Which resume format should I pick?



In 99% of the cases, we'd recommend going with a reverse-chronological resume format:

- It's extremely popular, and all recruiters are familiar with it (and even prefer it!).
- It's **ATS-friendly**. You can rest assured that most applicant tracking systems out there will be able to read your resume.

Finally, if you're making a career change CV, you'd organize your CV as follows:

- Contact Information
- Resume Summary or Objective
- Skill Summary
- Work Experience
- Skills
- Optional Sections

# Step 1: Pick the right CV format.



- The easiest format for an ATS to read is reverse-chronological. This format emphasizes your work experience by putting it on top of the page.
- Then, it sorts your experience from most to least relevant.
- This format is also the most popular among recruiters. In 99.9% of the cases, reverse-chronological is the best layout to go for.

# Maria Smith

## Mobile Developer

Mobile Developer with over 7+ years of professional experience in Analysis, Design, and Development of various Mobile Application development for iOS and Android. Developed 4 apps and 3 games at Pear Computers Inc., 2 of which were featured in Apple's App Store.

 maria@novoresume.com

 111 323 4412

 San Jose, CA

 github.com/maria.smith

 linkedin.com/in/maria.smith

 maria.smith

## SKILLS

HTML5

CSS

C#

Java

JavaScript

Objective-C

Kotlin

React.js

React Native

Swift

Angular

UI design (mobile)

GIT

Time Management

Communication Skills

Problem Solving

## WORK EXPERIENCE

### Mobile Developer

Pear Computers Inc. 

02/2017 - Present

- Developed key components of a video highlight application on iOS for the National Racing League.
- Nominee for the 2018 Google Play Awards for "Standout Live Sports App".
- Developed and negotiated a strategic partnership with Samsung that resulted in on-deck pre-install of titles on the Galaxy A5 and S10 worldwide. The partnership resulted in 15% of Pear Computer's annual revenue.
- Extensive experience with third-party and open-source iOS frameworks: RestKit, Facebook SDK, Flurry, TapJoy, Google's AdMob SDK, ChartBoost.
- Worked on a mobile payments app that enabled merchants to take payments on the go.
- Architected and implemented features that helped improve engagement and retention by 35% in 2 apps and 1 game.
- Led Swift migration of the project from Objective-C.

### Mobile Developer

Caulfield Technologies 

03/2014 - 01/2017

- Updated critical bugs with applications related to native code, device compatibility, and version compatibility.
- Used JIRA for Agile project tracking and keep Sprints on track.
- Developed the user stories related to the backend which were implemented during each Sprint.
- Deployed 6 iOS and Android development applications.
- Refactored and automated processes of data input in Java for API call.

## VOLUNTEER EXPERIENCE

### Volunteer Mobile App Developer

oneoc.org 

2019 - Present

- Responsible for the development and maintenance of Android and iPhone apps for the Assistive Technology Development for individuals with Impairments Project. 



(47) teams and Channels | (3) Rossam Hassan | LinkedIn | Upwork - Data Science | Free Resume Checker and Scan | Jobscan ATS Resume Checker

jobscan.co

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Jobscan Products ATS Resume Cover Letter LinkedIn Pricing Resources Organizations Dashboard

# Optimize your resume to get more interviews

Jobscan helps you optimize your resume for any job, highlighting the key experience and skills recruiters need to see.

**Scan Your Resume For Free**

91 %

Upload & rescan Power Edit

Searchability 5 issues to fix

Hard Skills 1 issue to fix

Soft Skills 1 issue to fix

Recruiter Tips 3 issues to fix

Formatting 5 issues to fix

Guide me

ATS Tip Adding this job's company name and web address can help us provide you ATS-specific update scan information

Contact Information We did not find an address in your resume. Recruiters use your address to validate you. You provided your email. Recruiters use your email to contact you for job matches. You provided your phone number.

Summary We found a summary section on your resume. Good job! The summary provides a quick overview of the position.

Section Headings We found the education section in your resume. Name your experience section "Work History" or "Professional Experience" for ATS to easily find it.

Job Title Match The Business Systems Analyst, DevOps job title provided or found in the job description you'll be found when a recruiter searches by job title. If you haven't held this position before, update scan information

Date Formatting The dates in your work experience section are properly formatted.

1 teams.microsoft.com is sharing your screen. Stop sharing Hide 3

<https://www.resumego.net/resume-checker/>

## Step 2: Choose the appropriate file type.

- A **PDF file** is universal and can be read by (most) ATS, so that should be your go-to.
- PDF files are also great for maintaining the design and format of your resume.
- Some applicant tracking systems (the old models), however, are unable to read PDF. Before applying for the position, check what job ad says.
- If it explicitly states that you should apply with a Word document, then that might mean that their ATS **CAN'T** read PDFs, and you should just submit a **.doc** file.

## Step 3: Use a simple layout

- Choose a common, simple font. Use bigger font sizes for headers and smaller ones for content.
- To highlight your achievements, stick to bulleted lists.
- Remember to choose a simple bulleted point. A solid circle or square is your best shot, as any complicated character might be incompatible with an ATS.

## Here's what a correct entry looks like:



### Correct Example

#### Languages

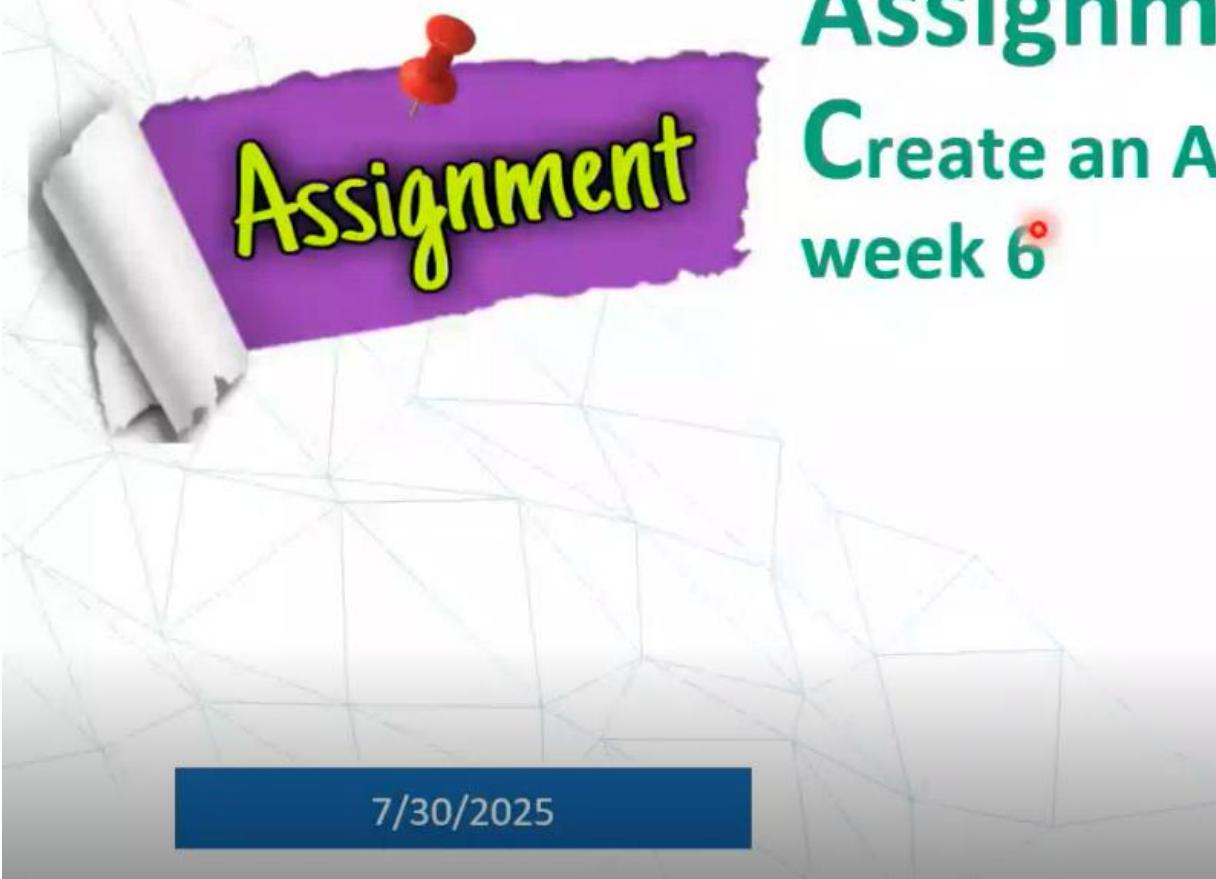
- Full professional proficiency in English and Spanish
- Limited working proficiency in French

## Step 4: Label your sections right

- Make sure to list your work experience under “Work Experience”, “Skills” under skills, etc.
- That's the only way for the ATS to recognize what it is reading.

## Step 5: Tailor your CV with CV keywords

- To find the right keywords, go through the job ad you're applying for.
- There are two types of keywords you should look out for:
  - (1) job-related skills
  - (2) action verbs.
- Job-related skills are your primary characteristics and qualifications for the job.
- e.g.: data analysis, research, problem-solving, etc.



Assignment

## Assignment

Create an ATS friendly CV to be submitted in week 6°



# Assignment Details

To make sure that your CV is compatible with an ATS:

- First, copy your resume information and paste it into a plain-text document.
- Then, paste it into jobscan:  
<https://www.jobscan.co/>
- Then, paste the job description you're applying for, and hit "Scan!"
- The software will tell you EXACTLY what your resume is missing.





### STEP 1: PASTE OR **UPLOAD RESUME**

Paste your resume

[Clear resume](#)

### STEP 2: PASTE JOB DESCRIPTION

Paste the entire job description text - Exclude the 'About company' section, but include the job title.



[Clear job description](#)

**SCAN**



# Q&A Session

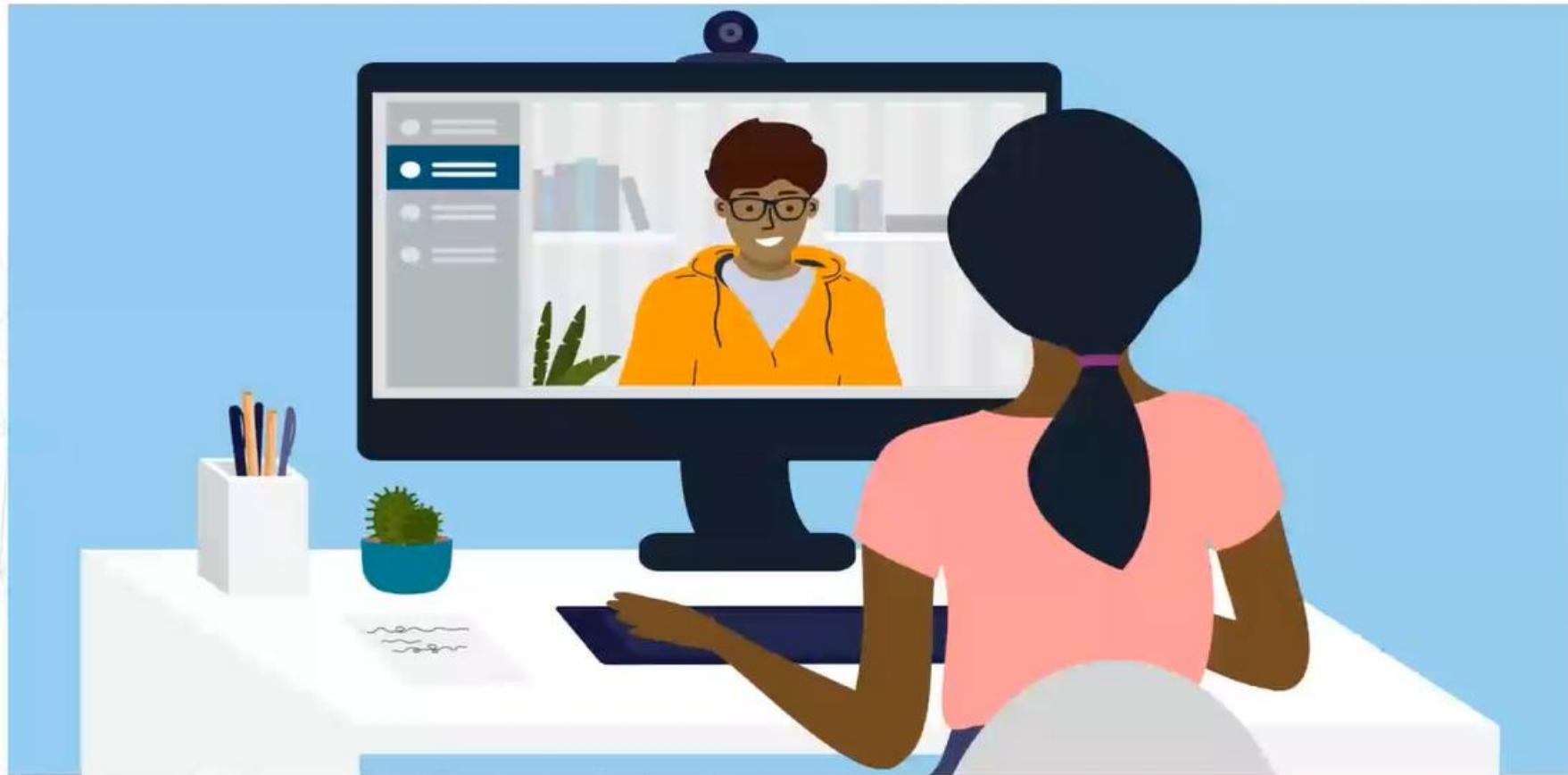


# Interviewing Skills





# Preparing for the CBI



# What is a Competency-based Interview?



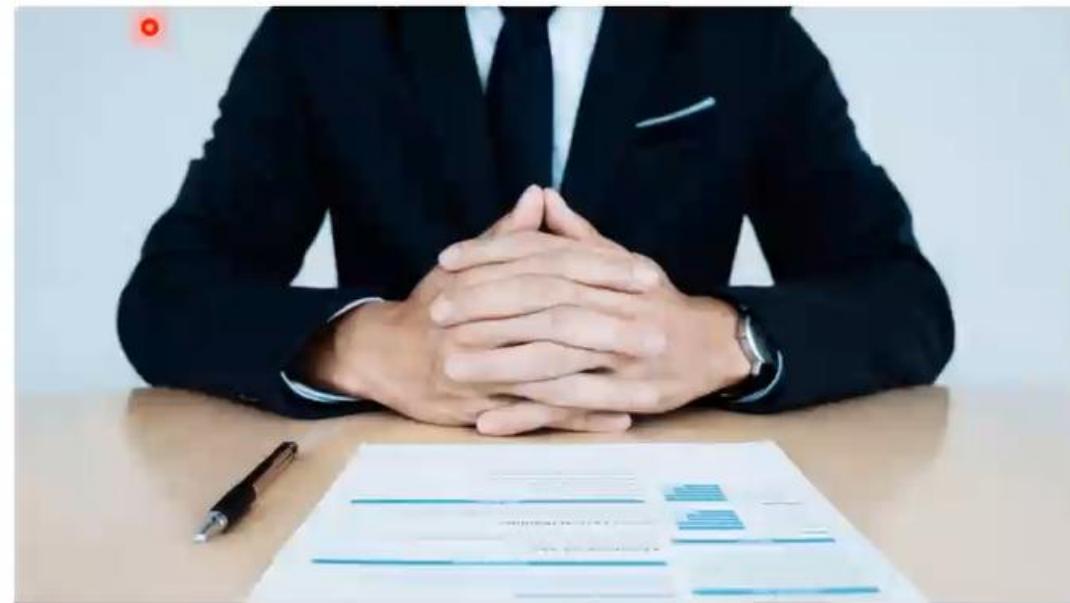
- The interviewer has a list of questions.
- Each question focuses on a specific skill.
- Your answers will be compared against pre-determined criteria and marked accordingly.



## Example:

If the interviewer is assessing your communication skills, they will check if you are able to:

1. Listen actively
2. Express your point of view concisely & clearly
3. Use effective body language



# Sample competencies include:

1. Communication
2. Customer Handling
3. Analytical Skills
4. Self learning
5. Organizational Skills
6. Creativity
7. Problem Solving
8. Resilience
9. Teamwork

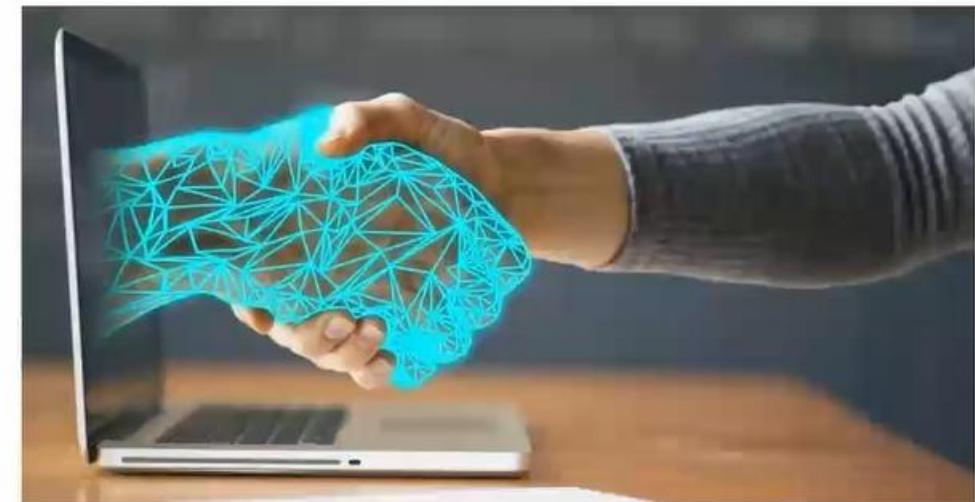


# How would you prepare for a job interview?

# 10 Tips for Preparing for an Interview

1. It's essential that you read and understand the job advert.
2. From the job description or person specification pick out the main competencies that the employer is looking for and think of examples of when and how you've demonstrated each of these.
3. Research the company/client/interviewer.
4. Prepare your self-introduction.

6. Familiarize yourself with how to answer questions and practice your responses with someone.
7. Prepare evidence for the competencies that you will demonstrate.
8. Prepare questions to ask at the end.
9. Be prepared with an open mind.
10. Use appropriate body language and tone.
11. Visualize success.



# Job Interviews

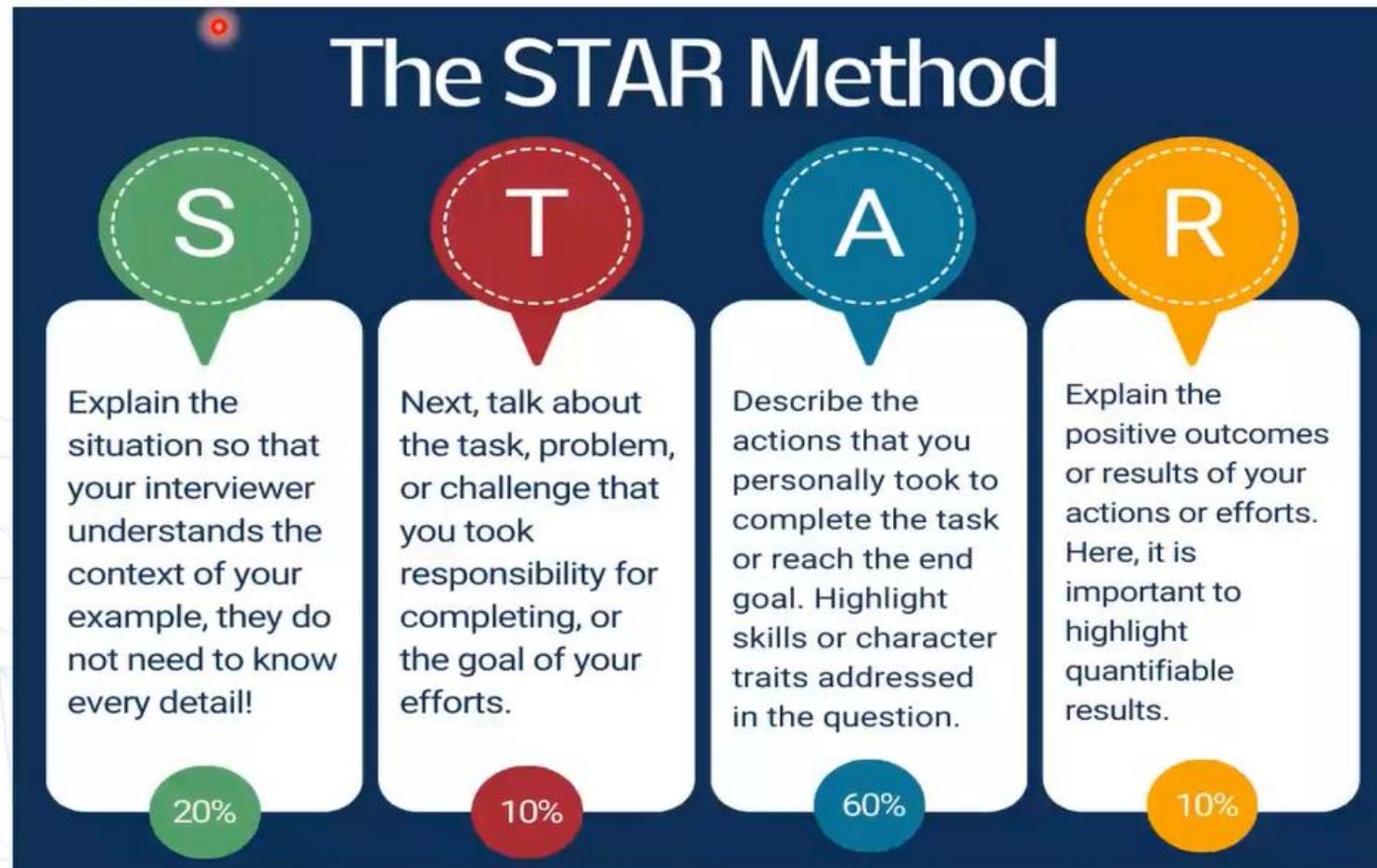
## Sample Competency-based Interview Questions

1. Introduce yourself.
2. Why do you want to work as a ..... (job profile)?
3. Why do you want to work for XYZ?
4. What has been your biggest achievement so far?
5. Why are your main strengths?
6. What are your career goals?
7. What is your expected salary?

## Sample Competency-based Interview Questions

7. Give an example of a team project that you achieved successfully.
8. Give me an example of a challenge you faced in the workplace and tell me how you overcame it.
9. Describe a project where you had to use different communication styles to reach your goal.
10. Give an example of how you handled a difficult client successfully.
11. Give an example of a situation where you solved a problem in a creative way.
12. What would you do if ...

# How to Answer Competency Questions



## For every answer you give identify the:

- **Situation/task** - describe the task that needed to be completed or the situation you were confronted with. For example, '*I led a team of 5 members in the graduation project which was about ....*'
  - **Action** - Explain what you did and how and why you did it. For example, '*We faced a challenge while preparing for the final presentation. I ..... (action)*
  - **Result** - Describe the outcome of your actions. For example, '*As a result of our team effort we got grade A in the final presentation/we won the first place in the competition*'.

## In answering the employer's questions, observe “the twenty-second to two-minute rule.

- Studies have revealed that when it is your turn to speak or answer a question, you should plan not to speak any longer than **two minutes at a time**, if you want to make the best impression.



# Questions **YOU** may want to ask:

- “What characterizes the most successful employees this company has?”
- You could also ask, “What is the next step in the hiring process?” or “When may I expect to hear from you?”.
  - If the employer says, “We need some time to think about this,” or “We will be calling you for another interview,” you could then ask: “Might I ask what would be the latest I can expect to hear from you?”



# Freelancing Interviews

1. What experience do you have freelancing in this particular industry?
2. Can you show ~~some~~ samples of your work?
3. Are you able to meet the specific project deadline?
4. What would you do if you missed a deadline?
5. What's your preferred style of communication and why?
6. How many clients do you normally work with at one time?
7. What do you think contributes to success when working with a client remotely?
8. Do you have any upcoming projects that might impact your ability to complete this one?



# Helpful Resources:

- Top face to face interview tips:

[Https://www.youtube.com/watch?v=HG68Ymazo18](https://www.youtube.com/watch?v=HG68Ymazo18)

- STAR Model in virtual interviews:

<https://www.youtube.com/watch?v=hbwOuM7Za7k>

# We welcome your feedback

<https://docs.google.com/forms/d/e/1FAIpQLScJ61rWvYc81VDCoue9Yghfhz0YRVL4SoOIRKDtrvhOoArAPg/viewform?usp=sharing&ouid=116126504806455420784>

