



CodeClan

Bridging the digital skills gap

CV Workshop



Workshop Objectives_

By the end of this session, you will know

- What makes a good CV and Cover Letter
- How to Identify and showcase your USP
- How to create a technical CV that showcases your codeclan projects
- Where to go for additional support





Firstly...there is no right way of composing a CV but there are plenty of wrong ways_





What do Employers look for on your CV? _





Things to remember

- There can be anything from 20-200+ applications for a single role.
- Recruiters and hiring managers often screen applications quickly.
- They already know the types of profiles they are looking to shortlist for interview: job descriptions can assist you to highlight where you match their requirements.





What are the most important sections on a CV?_





CV Structure_

- Contact/Links: email, phone, LinkedIn, GitHub repo, active social media sites or web pages
- Personal Profile: highlight strengths, focus, skills, experience, motivation/objective - make the reader capture who you are and make them want to read on - demonstrate your WHY!
- Projects: WHAT, WHY & HOW: provide brief or scope / your approach / tools used / result achieved and link to GitHub
- Employment/Career History: be SMART (specific, measurable, action-oriented, results/delivery-driven, time-driven) - this helps you be concise but impactful about your experience (what you were good at, your key successes, achievements and ownership)
- Education/Qualifications/Training
- Interests, hobbies, side projects (optional): keep it brief, honest and consider your self-learning and passion for tech/coding/solutions - shows personality and initiative
- 1st page: focus on technology / technical education and CodeClan



Personal Profile_

Your personal profile should be like an executive summary of your CV. Anyone reading it should know exactly who you are, what you are good at and what you are looking for.

This is the part that will get most attention.

To write a good one, you need to understand what your unique selling point is and be confident promoting this.

To help you to identify this you can do a personal skills audit.





Personal Profile - Skills Audit Template_

Skill	Evidence	Confidence Score 1(low) 5(high)	Actions to refine or learn the skill(s)



PSD Personal Profile - Skills Audit

- Knowledge of computer systems and technologies
- Technical competency
- The ability to communicate with clients, colleagues and management to explain complex issues clearly and concisely
- A meticulous and organised approach to work
- A logical, analytical and creative approach to problems
- Thoroughness and attention to detail
- Business skills and commercial awareness
- The ability to work both in a team and alone and to manage your own workload
- Career motivation and a willingness to continue to further your knowledge and skills
- An ability to learn new skills and technologies quickly
- An awareness of current issues affecting the industry and its technologies.





DATA Personal Profile - Skills Audit

- Excellent numerical and analytical skills
- Knowledge of data analysis tools - you don't need to know all of them at entry level, but you should show advanced skills in Excel and the use of at least one relational database
- Familiarity with other relational databases (e.g. MS Access)
- Knowledge of data modelling, data cleansing, and data enrichment techniques
- Google Analytics, SEO, keyword analysis and web analytics aptitude, for marketing analyst roles
- The capacity to develop and document procedures and workflows
- The ability to carry out data quality control, validation and linkage
- An understanding of data protection issues
- For some roles, an awareness and knowledge of industry-specific databases and data sets (particularly in higher education)
- Experience of statistical methodologies and data analysis techniques
- The ability to produce clear graphical representations and data visualisations.



Creating your Personal Profile_



Who you are_

(Your new title, your background)

e.g. '*Trained Data Analysis with a background in mathematics*'

Your main skills from past experience_

(your unique selling point)

e.g. '*I have strong interpersonal and project management skills built through...*'

Summary of experience _

(past experience pre codeclan)

e.g. '*7 years extensive experience in teaching and customer service roles*'

What are you looking for and why_

(personal strengths, passions, interests)

e.g. '*A natural problem solver interested in creating code which benefits society.*



Personal Profile - Things to remember

Most important part of your CV!

Keep them short

Ideally no more than 250 words

Personality fit

Employers like to get a sense of what you may be like as a candidate. However, using clichés like “excellent communicator” or “team-player” are meaningless without evidence to back them up. If a particular personality trait has been asked for then show how you meet this e.g. “I’m resilient under pressure as shown by my success in achieving targets despite the most challenging market conditions”.

Positive language

Sprinkle your personal statement with positive adjectives like “strong, adept, skilled...” etc to show that not only can you do the job, but you can do it exceptionally well.





Personal Profile Examples_

JOE BLOGGS

Software Developer

Email: Example@blah.com
Mobile: 01235 083456
LinkedIn: /LINKEDIN
Github: /GITHUB

PROFILE

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• Ruby & Sinatra	• React	• RESTful workflows
• CSS & HTML	• MongoDB and SQL	• Version Control Git
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Personal Profile Examples_

PERSONAL PROFILE

Software Developer with supervisor experience in customer service and target driven roles.

A problem solver who adopts a growth mindset, I am now pursuing a career in development following a long standing passion with technology.

Dedicated to enhancing my new technical skills on a continued path of learning, I'm inspired to use technology towards user focused solutions.

PERSONAL PROFILE

I am a software developer aiming to develop a career which offers me an opportunity to work in an intellectually stimulating environment and engage in lifelong learning.

Objective and analytical, I enjoy working my way through problems, finding creative solutions and taking opportunities to investigate new areas and expand my knowledge.

I am a reliable and team-focussed worker, who is always willing to go above and beyond to get the job done.

PERSONAL PROFILE

I am a proactive Software Developer, soon to graduate from the Professional Software Development course at CodeClan. I love coding because it gives me the tools to solve human problems by creating meaningful digital solutions.

With over a decade of experience in customer-facing roles, including two years running my own business; I have learned that understanding the motivations and pain points of the people you serve is a solid foundation for a successful business. I look forward to applying my client-centred, problem-solving approach within a collaborative team environment.

I would like to work for a dynamic company where learning and development is encouraged and people are valued. I am currently working in Java, applying SOLID principles and have an interest in backend development and accessibility.

PERSONAL STATEMENT

BA(Hons) Risk Management graduate with 4 years experience of leading digital transformation projects in the public sector (14 years public sector experience in total). Certified agile project manager (DSDM) and expert in customer centric and Service Design principles.

I've had a lifelong love of technology, my interest in software development has grown steadily over the past 5 years through exposure to different types of software and development methods in my previous job roles. Ultimately working in local government digital transformation projects no longer satisfied my curiosity to build technology that truly met users needs. Now, as a newly trained software developer, I'm excited to combine my past experience with my new skillset to become an effective, enthusiastic and efficient contributor to Scotland's growing tech sector.



Personal Profile Examples_

PERSONAL STATEMENT

I chose to turn my world on its head.

Why? I had a comfortable job, good pay and working for a great company who practiced their good values.

I chose to step outside my comfort zone because I was too comfortable. I needed a challenge. I had always been in awe of programmers and their skills but was slightly scared of their abilities. The only way to find out whether I could do it was, well, to do it.

And I love it, and I want to get better.

I am a motivated and enthusiastic individual who is focused to be the best programmer I can be.

I genuinely believe in principles - in integrity, honesty, compassion and conscientious workmanship. If we live these values and pay them forward how can we go wrong.

A software developer with a passion for tackling complex projects, especially as part of a motivated team. Since graduating with a Master's degree in Chemical Engineering with Management I have directed my natural enthusiasm and drive towards a career in technology. I have applied my curious mind and capacity as a fast learner to a professional course in software development, cultivating my long term interest in the field and developing my skills as a strong collaborator. The endless potential associated with an innovative software solution makes me excited to get to work and supports a desire to always be learning.

Full Stack Developer with an extensive background in Biomedical Sciences. With previous experience as a neuroscientist and project team lead, I'm focused on driving solutions from concept to completion and delivering real value-added impact for stakeholders. I'm fascinated by people and very interested in what motivates individual and group behaviours. I would love to bring this interest into my coding career and develop user focussed, usable software.

PERSONAL PROFILE

I am a software developer with a passion for learning new techniques and using them to solve problems. I gained an interest in programming during my Masters degree in Computational Physics. After spending three years in retail leadership, learning how to drive standards and coach colleagues, I'm now pursuing my passions by completing an intensive professional software development course.

Personal Profile Examples_



Software Developer

Software Developer with a strong attention to detail, proven problem solving skills and a strong motivation for continuous learning. Looking to adapt my academic background as a Biotechnology graduate and my new-found skills and interest in programming to move into the technology sector. I'm enthusiastic to join a sector which is changing the world with software at the heart of innovative solutions across many industries. My previous experience in customer services and laboratory work has given me varied expertise, acquiring strong communication and team working skills and I am keen to combine these towards a career in software development.

Software Developer

Software Developer with a background in Audio Technology, tech has always been at the heart of my career interests. Coding presents the similar kinds of problem solving I have been used to in previous roles and in a world of ever-changing technology, I thrive when being challenged to apply myself while learning and adapting as I go. Since completing my degree, I've had a strong focus on my professional learning and development through self-funded courses to further my tech career including the most recent and intensive Professional Software Development course at CodeClan. This has given me a strong foundation of practical skills and core software development principles and concepts which is driving my career ambition of continued personal growth to develop and expand my skill set.



Your Codeclan Projects



Should be on the first page of your CV and listed in the similar format to a job.

Make sure you include

- The title of the project
- Group or Solo?
- A brief description of what the project is
- Add languages, frameworks, technologies, tools, used
- Highlight the technical areas and skills you've been exposed to
- Link to your github



Your CodeClan Projects_

DO include your projects

- ★ These are GOLD on your CV when it comes to demonstrating the practical application of all your learning at CodeClan
- ★ They showcase your coding and project abilities as well as soft skills such as teamwork, learning, failure, deadlines, planning, organisation as well as potentially identifying where you fit best in a full stack team.
- ★ Sets you apart and displays your solo, group and pair projects - created from scratch! It's an impressive achievement in 5 days so consider adding the project timeline and include detail about your app's technical functionalities - what you've used technology to create! Think about adding technical real estate to your CV
- ★ They also provide you with strong interview & presentation examples!

Some examples of describing your projects ...





Technical Projects & Practical Experience

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| • Ruby & Sinatra | • React | • RESTful workflows | • React | • RESTful workflows |
| • CSS & HTML | • MongoDB and SQL | • Version Control Git | • MongoDB and SQL | • Version Control Git |
| • Node.js | • TDD and OOP | | • TDD and OOP | |

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Technical Projects & Practical Experience_

WORLD QUIZ

Group Project | JavaScript - Vue.js - MongoDB | July 2019

An educational full-stack game, with quizzes on flags, capitals, currencies and continents. Features include -

- A profile to track users' progress using charts and maps
- Fully explorable 3D globe implemented with WebGL Earth
- All questions, answers, and quiz topics are built dynamically from an external API and are not hardcoded

https://github.com/DafyddLlyr/World_Quiz

INTERNATIONAL BEER TRACKER

Solo Project | JavaScript - Vue.js - Leaflet | June 2019

An interactive map to track beers, breweries and worldwide beer trends. Built in a weekend using Vue, Leaflet, Google Charts, Open Beer Database API and the RESTCountries API. Features include -

- Filter data on the map by style, category, country or brewery
- Select a random beer and the map will fly to that location
- Insight and analysis is given when a beer is clicked on, in the form of charts and statistics

https://github.com/DafyddLlyr/International_Beer_Tracker

SPENDING TRACKER

Solo Project | Ruby - Sinatra - SQL | May 2019

A web-app which offers insights into spending to allow users to better control their finances. Features include -

- Dynamic insights into the users' spending patterns
- Add and manage transactions, merchants and categories
- Users can "round up" transactions and add this to a savings pot
- Dashboard view allowing users an overview of their spending

https://github.com/DafyddLlyr/Spending_Tracker

DEVELOPER EXPERIENCE

Ruby Project

Skint? | Spending Tracker | June 2019

- Spending Tracker full stack application created using Ruby
- The app allowed the user to log transactions, track against a budget and filter by transaction tag and merchant
- App built using MVC framework, using Sinatra for the front end and SQL for the backend db
- <https://github.com/psulli0/CodeClan-RubyProject-Skint>

JavaScript Project

M-Apps | Educational App | July 2019

- Educational app created using JavaScript Vue framework.
- The app is for primary school children to teach them about countries of the world using a quiz and an interactive map.
- Additional management information was added to the app using data stored in a mongodb database
 - <https://github.com/StewartMacLeman/Project-Mapps>

Java Project

FoodFinder | Recipe/Restaurant Finder| August 2019

- The app combines a user profile and two external API's to easily return suggestions of recipes and restaurants
- The front end UI is built in React using both component classes and stateless components, custom logic and multiple fetch requests
- The backend relational database was built using Spring Data Rest in Java
- <https://github.com/sarab78/JavaReactFoodFinderProject>



Technical Projects & Practical Experience_

ABOUT ME.....

I'm adventurous and passionate about pushing boundaries and collaborating to find innovative ways of developing software and technology that will have a positive impact on our world and our communities. I am seeking a career in the tech industry because I want to continuously learn and be challenged to step outside my comfort zone every day.

TECHNICAL TRAINING.....

Software Development Course

CodeClan | Jan - Apr 2019, Glasgow

CodeClan is a private SQA accredited digital skills academy. The immersive 16-week course teaches the fundamentals of software development including the essential tools, Agile methodologies and best practices for a developer.

Software Development Projects:

Hill Street Gallery | Individual Project | 5-Days

[*github.com/eloisecohen/hill_street_gallery*](https://github.com/eloisecohen/hill_street_gallery)

Ruby web application with multiple UIs for admin and public users. Built according to the MVC design pattern, business logic written in Ruby, back-end using a PostgreSQL database, front-end views and controllers in HTML and embedded Ruby parsed into Sinatra web framework, designed with CSS.

City Slicker | Individual Project | 2-Days

[*github.com/eloisecohen/city_slicker*](https://github.com/eloisecohen/city_slicker)[**cityslicker.eloisecohen.now.sh**](https://cityslicker.eloisecohen.now.sh)

Vue.js JavaScript web application using an external API (JSON) and Google Charts to display statistics comparing quality of life data to help users find cities that best match their needs. Vue components integrating JavaScript logic, HTML with embedded Vue.js and CSS.

Explore our Solar System | Group Project | 5-Days

[*github.com/eloisecohen/solar_system_app*](https://github.com/eloisecohen/solar_system_app)

Full-stack Vue.js JavaScript web application. Business logic written in JavaScript, back-end using Express and MongoDB database, front-end Vue components integrating JavaScript logic, HTML with embedded Vue.js and CSS. I built the Space Training quiz feature incorporating Vue draggable. The quiz manager generates a unique order of planet quizzes and answers for each quiz.

TECHNICAL SKILLS

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SOLID principles & the four pillars of OOP

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Profile

Software Developer with a breadth of experience in textile design, education and business. I have always explored how to harness digital media throughout areas of my work and this year I have extended the inquiry further with a leap into software development. It has challenged me to think in new ways about digital content, how we can manage, display and interact with all types of data with innovation and creativity. I am excited about my transition into software development and incorporating my visual and communication skills as much as possible.

Technical Education

CodeClan, Glasgow November 2018 – March 2019

16-Week Professional Software Development Course - SQA Level 8 Accredited

The course is an intensive introduction to software development using Agile methodologies, test-driven development and object oriented programming and involves 800+ hours of instructor led coding, pair and mob programming and up to date best practices to teach the fundamentals of development.

Languages: JavaScript, Java, Ruby, HTML, CSS,

Databases: PostgreSQL, MongoDB

Frameworks: Sinatra, Express, React, Spring

Methodologies: Agile, TDD using MiniTest, Mocha and JUnit, SOLID principles

Approaches: Daily stand ups, solo and group full stack projects, GitHub for sharing codebases and introduction to UX design.

Software Development Projects

Plant Life: Solo project (5 days)

Created a plant shop inventory app using object oriented programming with Ruby using an MVC pattern. I devised user stories for the app, focusing its use for a small business owner. The user is able to view, edit, create and delete individual plants in stock using CRUD functions and RESTful routes. The app is backed by PostgreSQL database. [View app](#)

Star Wars World: Group project (5 days)

Built a Star Wars app in Java Script, using an existing JSON API (SWAPI) to populate our app, presenting information on Star Wars and creating multiple choice quizzes using a MongoDB database. As product owner I supported the team to manage our workload into sprints using lean methods of Kanban and a Trello board to record our steps. [View app](#)



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But don't forget your other experiences!_

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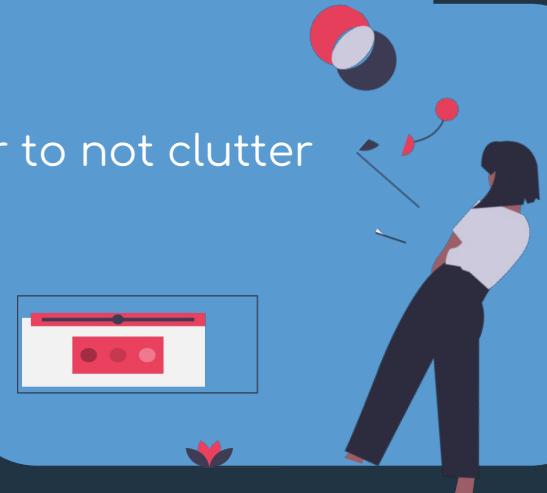
Reaper, Logic Pro X, Audacity



Other employment/career history

Your previous work experience is very important to the employers

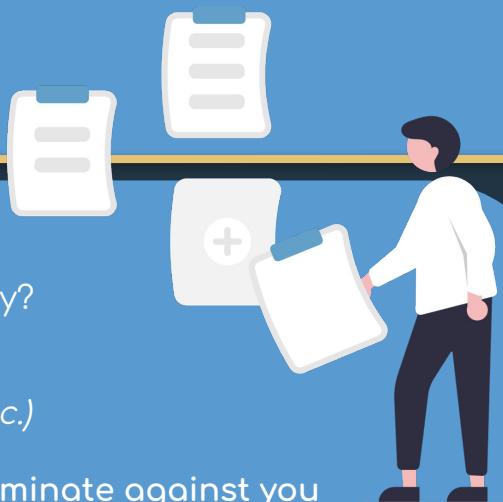
- Focus on the last 5 years prior to CodeClan
- Focus on a SKILLS BASED approach to previous work experience
- Keep to 3-5 bullet points per role
- If you have lots of similar roles join them together to not clutter your CV
- You don't need to input EVERY job you have had





CV Checklist

- Choose a good format / layout
 - Does it show off your content in a clear but visually appealing way?
- Make sure your hyperlinks work (*LinkedIn, GitHub, portfolio websites etc.*)
- Try to not add any personal information that will allow people to discriminate against you
- Breakdown your technical skill set and detail your projects - *these are key selling points!*
- Use bullet points to break up blocks of content when describing prior experiences
 - *Remember your CV is being compared with and selected from (sometimes) hundreds of others for interview selection - so focus on the detail but be concise about your previous successes, achievements and previous roles*
- Save your CV as your name and as a .PDF
 - *this ensures that it's easily viewable on any device and won't change to edit mode when opened by the reader.*
 - *Send your CV titled as something identifiable as yours (e.g. rather than My Tech CV)*





Things to remember_

- Don't try to include everything
- *Be concise but impactful - in particular in regards to prior experience (what you were good at, your key successes, achievements and ownership)*
- Don't squeeze content into a 1 page CV
 - *1-2 pages should be enough space to appropriately sell yourself and your skills*
- Don't use a common template
 - *Should you choose to use a design template, ensure to make it your own.*
- Don't forget your CodeClan Projects and any prior technical or software tooling experience
 - previous experience counts!

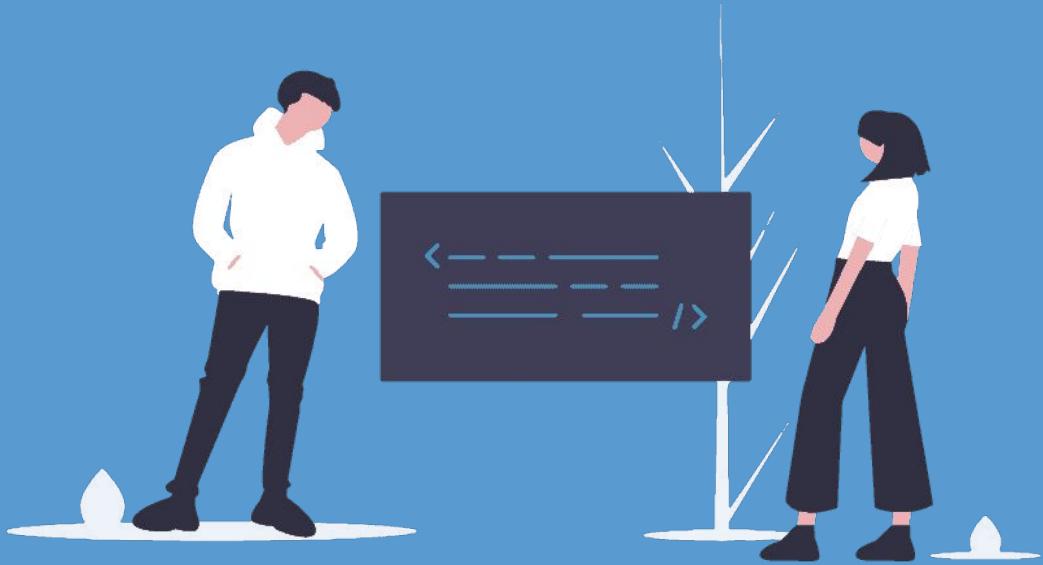




Online CV template builders we recommend and loved by CodeClan students



Constructing cover letters_





Cover letters

Cover letters can be an important component of pulling together a strong application and a worthwhile exercise in introducing yourself.

They can also strongly improve your chances of securing an interview as it shows you are PASSIONATE

Cover Letters → PERSONAL

Discuss your 'WHY?
What are your personal traits, main drivers to change career/apply for this role?

CVs → FACTUAL

Keep CVs clear and concise.
Stick to the FACTS
Use bullet points
Keep it Skills Based



Cover Letters_

They do not need to look like a letter format. No need to add your address or employers address.

Keep paragraphs short and concise. Don't waffle.

They should be around half an A4 page on Word no more than a page.

Don't be repetitive, they should be the explanation behind the facts written on CV





Cover letters

Paragraph 1

Should reference the role you are applying for and the company and a very brief explanation why you are interested in applying to this role

Will need to be tailored to each role

Paragraph 2

Talk about your background/experience.

Will stay the same

Paragraph 3

Match your skills to the role. Use the job description to help you to do this. Explain why your skills make you a good fit for the role.

Can be tailored to a specific job title - E.g.. software developer, data analyst etc. Skills required will broadly be the same.

Paragraph 4

Pick a project/area of interest in the company you are applying to and mention this as something you are keen to get involved in/hear more about .

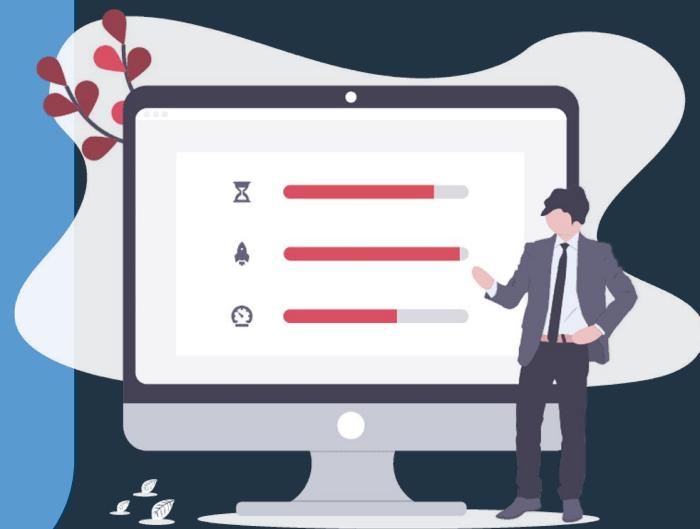
Will need to be tailored to each role



Cover letters_

- ✓ Share unique information not already on your CV
- ✓ Make it compelling - *it focuses on your interest to work for them*
- ✓ Mention why their role and what they do interests you
 - *though don't forget to update this specifically for each role!*

In other words, why should they select you for interview?





Additional Resources_

YOUR TECH PROFILE CHECKLIST

Your technical profile and online presence is important for attracting and engaging with the industry and to showcase your skills, experience and candidate offering to your target audiences and potential employers.

A toolkit to support your career development

Access to create & promote your technical expertise & tools & skills on your career profile

GITHUB

Our top tips

- Create a GitHub account and update your skills, tools and interests and it's free!
- Keep your GitHub up to date & make regular commits
- Try to contribute to open source projects
- Update your bio to show your latest projects
- Your GitHub profile should give an overview of your work
- Head over to GitHub's LinkedIn page for future reference
- Share your GitHub profile to your network

HEROKU

Our top tips

Heroku is a platform as a service (PaaS) that enables developers to build, run, and manage applications within the cloud. It provides a simple way to get your app up and running with a simple click of a button.

- Easy access to your individual projects usually appear here and share them with peers.
- Reference existing mentors and peers.
- Reference on Heroku to hosting your project.

LINKEDIN

Our top tips

Create your profile photo is professional and clear (headshots are best). Add a cover photo to your experience section that is relevant, recent, and relevant to the role you're applying for. Make sure to add CodeClan to your experience section, this is a fantastic recruitment and networking tool.

- Use LinkedIn to search, research and keep up to date with industry news
- Connect with like-minded people, join groups, follow topics and opportunities
- Make sure to add your company connections.
- Reference your LinkedIn profile in your CV.

CV & PERSONAL WEBSITE

Why not showcase your new web development skills while developing your technical experience through your personal website?

- Add your projects, talk about your technical learning and areas of expertise and present this on your CV & personal website.
- Showcase your skills, style & technical ability.
- Also allow your to demonstrate any personal projects.

CONTACT US CAREERS.SERVICE@CODECLAN.COM

CONSTRUCTING COVER LETTERS

TIPS FOR COMPOSING AN INTRODUCTION TO YOUR APPLICATION

If your CV is about you, your cover letter acquaints your application and helps to introduce you. While your CV is about you, your cover letter highlights why you're interested, why the role and company appeals to you, and why you're particularly suitable for the role. It also focuses more on the role specifications, why you're interested, why the role and company appeals to you, and why you're particularly suitable for the role. There will be similarities between your CV and your cover letter, but the main focus must be to provide relevant details to show your suitability for their role requirements.

BASIC STRUCTURE

Your cover letter doesn't need to be longer than 1 page (A4). An effective introduction of half and full page should be enough to grab the employer's attention and interest in your application.

STEP 1 - OPENING STATEMENT & YOUR INTENT

Add your letter to a relevant person if you can't find HR/Manager or Hiring Manager works well if you don't have a contact name.

State the role you're applying for, where you saw the position advertised (and on what date) in case the interviewer needs to look it up.

It's a good idea to mention how you heard about the opportunity.

STEP 2 - YOUR INTEREST

State in detail why you are applying to them - why their role and organisation / what they do

STEP 3 - YOUR CANDIDACY

Or skills and interests match what you're looking for? Are you the ideal fit? How do you analyse your value?

STEP 4 - YOUR EXPERTISE

Highlight what all the things you have that match their requirements, including how your CV demonstrates this. You could even be asked questions about what role their team would be too concerned if you had certain skills or knowledge. This is often a way for them to assess your basic skills based on the level of the role and responsibilities.

Make sure to reference your experience prior to CodeClan if it's relevant to the role or if you can demonstrate demonstrate soft skills & domain knowledge.

ADD & DIFFERENTIATORS

Search into the company to show that you're aware of the problems they face, who they are & if they are an impact towards those problems. You're also common goals.

ENDING STATEMENTS

Thanking them for considering your application (look forward to hearing from them on your experience matches their current)

Welcome to the CodeClan Intranet

- CodeClan News
- Student Welcome Pack
- Health & Safety
- Student Events at CodeClan
- Meetups
- Learning Support
- SQA & PDA
- Careers Support



Welcome to the CodeClan Intranet

These and many more helpful resources can be found on the Student Intranet - go have a look!

[Link to CodeClan Intranet](#)

Next steps_

You will shortly have a first 1:1 CV and LinkedIn review with the Careers Team

First draft to be sent to careers.service@codeclan.com

Feedback and recommendations will be emailed to comment and offer suggestions for edits for your next 1:1 review and as you continue to make progress with it, add your final project etc.

Ongoing reviews will occur between now and Graduation

- make the most of this week!





