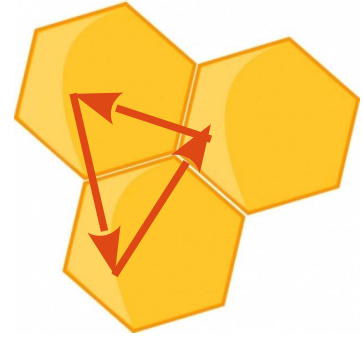


# CVs and cover-letters



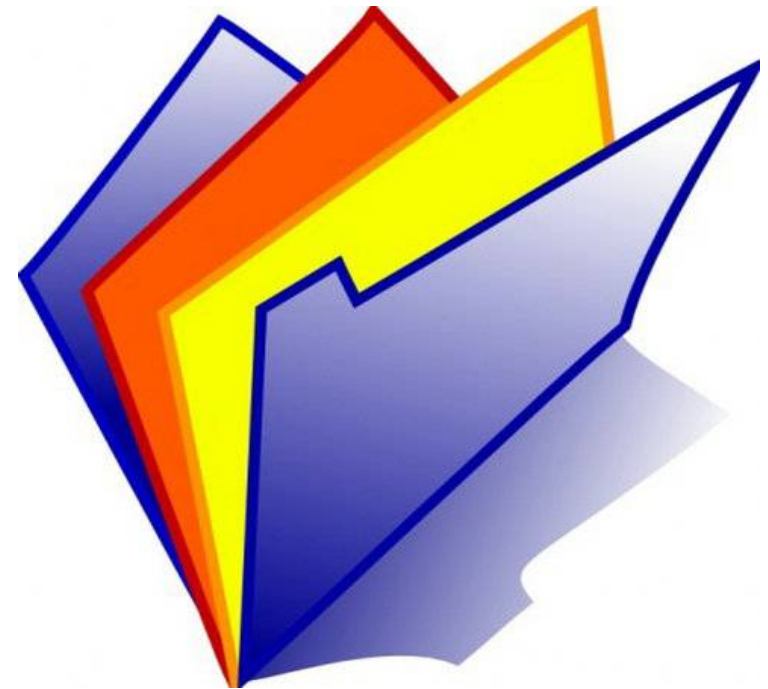
## Contents:

- Fundamentals.
  - Aim.
  - Layout.
- CV.
  - Tips.
  - Managing impressions.
- Coverletter.
  - Tips.
  - Managing impressions.

# CV writing is not a one-time thing

- Multiple drafts always improves.
- Targeted CVs good idea.
- Consider a portfolio.
- Pays to be prepared.

→ Start now!



# What to send to a prospective employer

- Unless stated otherwise:
  - CV or Resume.
  - Cover-letter.
- Sometimes requested:
  - Transcript.
  - Portfolio (design-type jobs)
  - Writing/programming task.
  - A form to be filled.

Application for Academic Positions Sabanci University

1. APPLICANT INFORMATION

Name \*  Surname \*   
E-mail Address \*  Date of Birth

2. FACULTY SELECTION

Proposed Date of Start:   
Advert Reference Code (if any):   
Application Type \*   
Faculty/Unit \*   
Program/Discipline (Use CTRL to select more than one):

3. CURRENT POSITION

Current/Last Institution:   
Current/Last Position:   
Current/Last Position From Date:   
Current/Last Position To Date:

4. RESEARCH & INTERESTS

Research Statement:   
Teaching Statement:   
Please state the most relevant interests & keywords  
Research Keywords:   
Teaching Interests:

5. DEGREES

University:  Program:  Degree:  Grad. Year:   
Please fill in the information regarding all your degrees.

6. REFERENCES

Full Name	Institution	Department	E-mail Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Each reference which you described above will receive an email to upload their recommendation letter after the first review of Human Resources department.

7. FILES

CV *	<input type="button" value="Choose File"/>	No file chosen
Cover Letter *	<input type="button" value="Choose File"/>	No file chosen
Paper I (Job Market Paper if any)	<input type="button" value="Choose File"/>	No file chosen
Paper II	<input type="button" value="Choose File"/>	No file chosen
Paper III	<input type="button" value="Choose File"/>	No file chosen
Other Document (if any)	<input type="button" value="Choose File"/>	No file chosen

\* Required field.  
Please use the "Browse" button to upload your files. The file having pdf, doc, docx and ppt format is welcome however, please note that the uploaded file should not exceed 2 MB.  
Please note that only one file can be uploaded to each field.

# What to put in a CV (the fundamentals)

- Name & contact details.
- Education history.
- Employment history.
- Other experience.
- **Evidence of (relevant) ability.**
  - E.g. awards, projects, interests.

# What to put in a cover-letter (the fundamentals).

- At the start:
  - The job being applied for.
  - How you heard about it.
- In the middle:
  - Why you want *this* job (be specific).
  - What makes *you* right for the job (be specific).
  - Connect with concrete examples.
    - E.g. *"The job requires someone who can manage a complete Microsoft web stack; I co-managed a Microsoft Stack 1999-2002 for Kartal-Tek and rolled out a server to Ayşe Ev Malzeme in 2003. I am capable of managing a Microsoft web stack."*
- At the end:
  - End decisively.
  - Do mention it if your CV is attached.

# What is a cover-letter

- It is a formal letter:
  - Use formal letter format.
- Purpose:
  - State an interest in the position.
  - Clarify any important supporting points.
  - Point to CV/resume.
- Usually no more than 1 page.

# Considerations when writing a CV & cover-letter

- Step 1:
  - Get your CV read.
- Step 2:
  - Get an interview.

# Step 1: Get your CV read.

- Get reader's attention.
- Differentiate yourself.
  - In the **right** way!
- Make it scannable!

Your CV





# Suggestions for getting reader's attention

- Interesting use of colour or design.
- Clear layout.
- Prominent keywords or job-relevant info.

## Step 2: Get an interview.

- Consider your impression:
  - Does it fit the job description?
  - Does it fit the company?
  - Is it professional?
  - Is it competent?

# Possible structures for a CV

- Chronological.
  - Shows life history well.  
(message could be lost)
- Functional.
  - Tailored more to target roles.  
(requires more work).
- Chronological with highlights.
  - Best of both worlds?

# A chronologically structured CV

- Work history:
  - 2010 - 2013: CEO, Monolithic Mainframes Inc.
  - 2001 - 2009: Cleaner, Disparate Devices Ltd.
- Education:
  - 1996 - 2001: BEng Computer Engineering  
(Class A Honours), GPA: 4.0.
- Awards.
- Etc.

# A functionally structured CV

- Programming experience:
  - 1996 - 2001: BEng Computer Engineering (Class A Honours), GPA: 4.0
  - 2003 - 2005: Contributor: JEdit (open source software project).
- Customer relations experience:
  - 2009 - 2008: Foreign minister, Peru.
  - 2006 - 2008: McDonalds Cashier, Fatih.
- Etc.

# Should I put an objective statement in my CV?

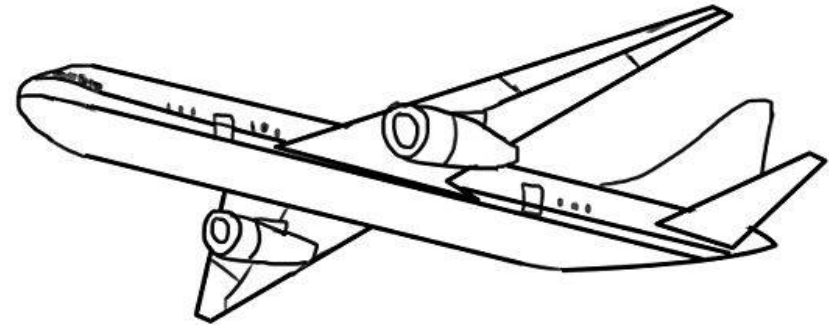
- If you do, it should be tailored & specific.
- Too vague:
  - Ambitious individual committed to growing as an individual and contributing to the world.
  - Employer response: "*that's nice*".
- Targeted:
  - Computer engineer looking for programming/design position in fast-moving Microsoft stack web shop.
  - Employer response: "*that'll work!*".

# What if I don't have much to put in my CV?

- Pad it out!
  - Relevant extra-curricular activities.
  - Relevant professional memberships.
  - Etc.
- Spread it out!
  - You have design freedom.

# CVs for overseas jobs vs Turkey

- **Not** usually included on CV in the US:
  - Photo.
  - Gender.
  - Nationality.
  - Birth date.
  - Marital status.
- For European countries,  
check first.





# What to put in a cover-letter

- At the start:
  - The job being applied for.
  - How you heard about it.
  - Something eye-catching:
    - Relevant company information, relevant individual, qualification highlight.
- In the middle:
  - Why you want *this* job (be specific).
  - What makes *you* right for the job (be specific).
  - Connect with concrete examples.
    - E.g. *"The job requires someone who can manage a complete Microsoft web stack; I co-managed a Microsoft Stack 1999-2002 for Kartal-Tek and rolled out a server to Ayşe Ev Malzeme in 2003. I am capable of managing a Microsoft web stack."*
- At the end:
  - End decisively.
  - Lot's of options.
    - <https://www.google.com.tr/search?q=how+to+end+a+cover-letter>

# Tone of a cover-letter

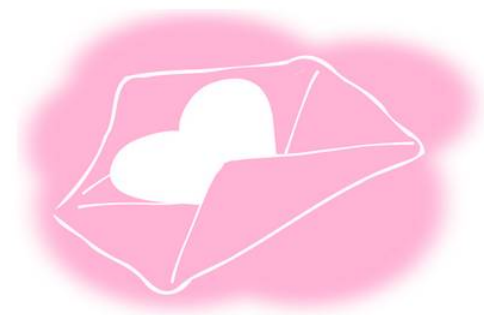
- Professional & knowledgeable.
- And... enthusiasm never hurt a job applicant.
- Desirable impressions:

"She knows what she's doing".

"She'll fit right in".

"She'll be effective very quickly".

"She's going to save our lives!"



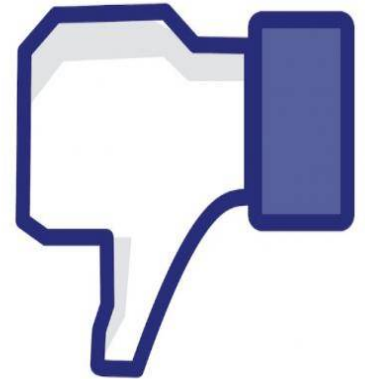
# Things to avoid in cover-letter tone

(Beer & McMurrey)

- Too reserved.
  - Including too modest!
- Egotistical.
  - But do emphasise your strengths...
- Fawning.
  - But do express enthusiasm...
- Desperate.
  - Focus on what you can do.

# The messages sent by an error in a CV or coverletter

- Spelling mistakes:
  - \_ "I'm inccompettentt."
- Inconsistent punctuation:
  - \_ "I am not, professional".
- Unpolished grammar:
  - \_ "I don't really care the job".
- Messy design:
  - \_ "I don't **do** things well."



# Most common CV mistakes according to jobs.aol.com

- Typos.
- Not targeted.
- No skills.
- Words copied from job posting.
- Inappropriate material (e.g. email address).
- Required information not given (dates of employment).
- Decorative paper!
- Photo included.

← This would not happen  
in Turkey

# Final rules on writing CVs and cover-letters

- Every rule is breakable.
- If you're planning to break a rule get lot's of feedback.










# Other things that you can do to help secure a job

- Maintain an up-to-date professional online presence.
  - Share your projects.
  - Participate in technical communities.
  - Think about possible negative impacts of your online presence.
  - Make a website:
    - CV style.
    - Projects.
    - Interests.
    - *Keep it clean!*
  - Consider [LinkedIn.com](https://www.linkedin.com)

# Other things that you can do to help secure a job

- Constantly watch for jobs.
  - Even when not in the market.
  - Use monster.com, kariyer.net, etc.
  - Magazines and mailing lists in interest areas.

- [\[Imageworld\] Amazon computer vision team expanding in Seattle](#) Ren, Xiaofeng
- [\[Imageworld\] Amazon computer vision team coming to Europe](#) Ren, Xiaofeng
- [\[Imageworld\] "Digital Video and Television", by Prof Ioannis Pitas, 2013](#) Pitas Secretary
- [\[Imageworld\] 4 Research/Senior Research Fellowship Posts in Spatial Audio & Vision, U.Surrey, UK](#) a.hi

	<a href="#">[robotics-worldwide] [jobs] PhD in Robot vision for robotics at Aalborg University, Copenhagen, Denmark for May 1st</a> by Lazaros Nalpantidis-...		0		<a href="#">Feb 14</a> b
	<a href="#">[robotics-worldwide] [jobs] Two research positions, Personal Robotics Laboratory, Imperial College London</a> by Demiris, Yiannis		0		<a href="#">Feb 14</a> b
	<a href="#">[robotics-worldwide] [jobs] Multiple job openings in wearable robotics at Harvard Biodesign Lab</a> by Conor Walsh		0		<a href="#">Feb 14</a> b
	<a href="#">[robotics-worldwide] [meetings] IEEE BIORO2014 Submission deadline extension 28th</a>				



# Other things that you can do to help secure a job

- Do your research:
  - Research the company.
  - Research the role.
  - Keep reading:
    - <https://www.google.com.tr/search?q=cv+writing>
    - <https://www.google.com.tr/search?q=cover-letter+samples>
    - <https://www.google.com.tr/search?q=job+interviews>
    - <http://govcareers.about.com/od/JobSearch/tp/10-Mistakes-That-Will-Get-Y>
    - <http://jobs.aol.com/articles/2013/09/13/hiring-managers-reveal-12-worst>
    - Etc.

# Other things that you can do to help secure a job

- Follow up on your application.
  - Make a phone-call.
  - Write a letter/email.
  - If you promised to call, then call.