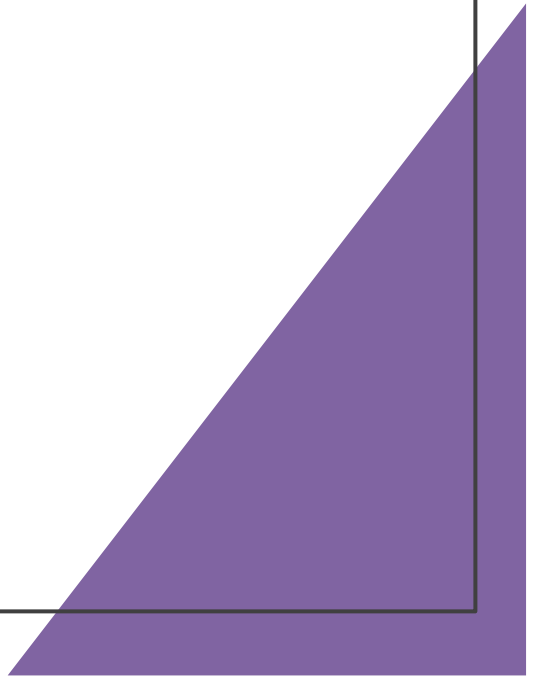


# Course 4

cv



# Employer Perspective

- For one programmer position usually apply 50-100 CVs
- Only 1 technical person selects CVs
- The technical person has very little time - always has something better to do
- The maximal time for a CV to **shine** is 10 seconds – then it goes to „others”

## Employer expectations

- The advertising profile is constantly overstated
- The admission layer is usually lower
- If the advertise asks for Java programmer, then the employer wants a Java programmer

# Apply for Internship

- 250 – 400 CV / 4-6 positions
- What to write?
  - 🙄 I have no experience
  - 🙄 I haven't done any project
  - 😊 I know a lot of languages (C++, english,...)
  - 😊 Lots of projects (aka labs)
  - 😊 Nice person, good looking, easy to speak with,...

# About CV

- Qualities:

- Catch attention
- Create a good impression
- Present relevant skills, knowledges, abilities
- To be: correct, concise, complet

- Qualities:

? What do you think

# Examples

- How to get remarked

# Good to know before writing a CV:

- What is ability?

= the quality to be able to do something

= natural or learned

= quality to be added to a CV

Natural abilities:

- Communication
- Creativity
- Problem solving

- What is skill?

= Dexterity, ability

through training

usually accumulated, learned:

- Technical
- Professional
- Communication
- IT

- **What is qualification?**

= formal result of a learning process and validation

- issued by a responsible unit that established obtaining the results based on some standards
- official recognition of individual results



## Which are the results of learning?

- **Knowledge** – results of information assimilation based on learning
  - Theoretical knowledge
- **Abilities** - cognitive knowledge
  - Cognitive knowledge
- **Competence** – proven capacity to select, combine and use knowledge and abilities

Knowledge and experience:

- Theoretical/practical knowledge
- Knowledge about process, procedure, methodology
- Experience with situations and requirements

# Soft skills (*aptitudini soft*)

- Fundamental skills, usefull and necessary in any position
- (transversal skills)
- Natural/learned
- What?

# How to write CV?

- NOT all details – only relevant for the purpose
  - Abilities for the position
  - Experience in the domain
  - Understand the profile of the position
  - Necessary personal qualities

- CV must look professional:
  - Short (Recommend 1 page/ no more than 2 pages)
  - Arrange/structure info
  - Correct (language, grammar)
  - Simple writing

# Sections:

- Contact info
- Personal profile
- Key abilities
- Training and education
- Personal details

- Info
  - correct
  - Proven (if necessary) or argued
  - Up-to-date
- Avoid non-essential details:
  - Marital status, nationality, politics, religion
  - Photos (unless required)
  - Old information

# CV for studies

- Oriented for purpose (scholarship, master program)
- Present results
  - Contests
  - Research
- Academic performance:
  - Average (9.30 from max 10)
  - Hierarchy (top 10%)
- Recommendations – do not chose randomly

# **TECHNICAL CV (INTERNSHIP, JOB)**



# Common mistakes

- Too many pages
- Too many irrelevant details
  - Pre-univ. education
  - Hobby (e.g. fishing, reading)
- **Over-rated competences!**
  - e.g. advanced C/C++ knowledge
  - e.g. C/C++, Java, C#, Python, PHP, T-SQL, Ruby

- Additional info:
  - site
  - Blog
  - **LinkedIn profile** (nu Facebook!)
  - Github account
  -

# Soft skills - discovery

- 9 teams (Please try to form uniform teams)

We will use channels: Team 1-9

- Each team receive a soft skill
- TODO:
  - 1) Describe key features
  - 2) Find previous experiences that can be used as arguments

# <soft skills>

*<Features1>*

*<Features2>*

...

- *<Experience 1>*
- *<Experience 2>*

# 1. Team work:

- Contribute to common effort
- Help team mates,
- Solve conflicts



- projects / apps in team
- participate team competitions
- volunteering
- activities: student organizations etc.
- team sport

## 2. Communication

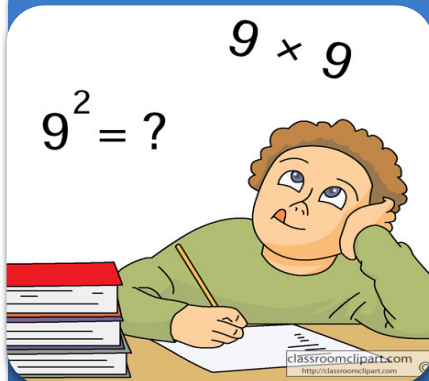
- Oral, written
- Negotiate
- Power to convince and motivate



- debate
- public presentations
- promote events / actions

### 3. Problem solving (analyze and solve)

- Observe and solve problem
- Forsee problem and possible solution
- Understand the solution and explain it
- Study different factors and formulate conclusion



- participate in contests
- participate in projects – individual/ team
- experience

## 4. Organization and planning

- List of priorities
- Plan a project from beginning to the end
- Organize an event



- participate in projects
- volunteering
- member in organization: role / responsibility
- activities: coordinate, organize



## 5. Flexibility and adaptability

- Adapt to position requirements
- Multitasking
- Accumulate new knowledge
- Appropriate reaction in special situations



- participate in projects
- volunteering
- member in organization: role / responsibility
- activities: coordinate, organize
- sport

## 6. Leadership

- Capacity to impose and negotiate
- Motivation
- Team unity
- Recompense/punish



- coordinate project
- group / year representative
- coordinate – activities, events

- Until 4 January 2022

Write a CV to apply for internship - send by e-mail to

[simona.motogna@ubbcluj.ro](mailto:simona.motogna@ubbcluj.ro)