



## collaborative\_resume

Conducting Mutual Interviews and Creating Resumes

*Summary:* This project will help you enhance your communication, self-assessment, professional writing, and teamwork skills by conducting mutual interviews and collaboratively creating each other's resumes.

*Version:* 4.0

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# **Chapter I**

## **Introduction**

This project is an excellent opportunity for you to develop not only an essential tool for your career but also communication and collaboration skills.

Approach this project with seriousness, creativity, and empathy to make the most of it. Good luck, and demonstrate empathy and rigor!

# Chapter II

## AI Instructions

### ● Context

During your learning journey, AI can assist with many different tasks. Take the time to explore the various capabilities of AI tools and how they can support your work. However, always approach them with caution and critically assess the results. Whether it's code, documentation, ideas, or technical explanations, you can never be completely sure that your question was well-formed or that the generated content is accurate. Your peers are a valuable resource to help you avoid mistakes and blind spots.

### ● Main message

- 👉 Use AI to reduce repetitive or tedious tasks.
- 👉 Develop prompting skills — both coding and non-coding — that will benefit your future career.
- 👉 Learn how AI systems work to better anticipate and avoid common risks, biases, and ethical issues.
- 👉 Continue building both technical and power skills by working with your peers.
- 👉 Only use AI-generated content that you fully understand and can take responsibility for.

### ● Learner rules:

- You should take the time to explore AI tools and understand how they work, so you can use them ethically and reduce potential biases.
- You should reflect on your problem before prompting — this helps you write clearer, more detailed, and more relevant prompts using accurate vocabulary.
- You should develop the habit of systematically checking, reviewing, questioning, and testing anything generated by AI.
- You should always seek peer review — don't rely solely on your own validation.

## ● Phase outcomes:

- Develop both general-purpose and domain-specific prompting skills.
- Boost your productivity with effective use of AI tools.
- Continue strengthening computational thinking, problem-solving, adaptability, and collaboration.

## ● Comments and examples:

- You'll regularly encounter situations — exams, evaluations, and more — where you must demonstrate real understanding. Be prepared, keep building both your technical and interpersonal skills.
- Explaining your reasoning and debating with peers often reveals gaps in your understanding. Make peer learning a priority.
- AI tools often lack your specific context and tend to provide generic responses. Your peers, who share your environment, can offer more relevant and accurate insights.
- Where AI tends to generate the most likely answer, your peers can provide alternative perspectives and valuable nuance. Rely on them as a quality checkpoint.

### ✓ Good practice:

I ask AI: “How do I test a sorting function?” It gives me a few ideas. I try them out and review the results with a peer. We refine the approach together.

### ✗ Bad practice:

I ask AI to write a whole function, copy-paste it into my project. During peer-evaluation, I can’t explain what it does or why. I lose credibility — and I fail my project.

### ✓ Good practice:

I use AI to help design a parser. Then I walk through the logic with a peer. We catch two bugs and rewrite it together — better, cleaner, and fully understood.

### ✗ Bad practice:

I let Copilot generate my code for a key part of my project. It compiles, but I can’t explain how it handles pipes. During the evaluation, I fail to justify and I fail my project.

# Chapter III

## General Instructions

- This project must be completed in pairs.
- Each member of the pair will interview the other and create a resume for them.
- Use a standard format (MarkDown, LaTeX, DOCX, etc.) to facilitate reading and evaluation, and export your submission in PDF format for peer review.
- For this project, a folder named `collaborative_resume` must contain two resumes: `resume_[login1].pdf` and `resume_[login2].pdf`.
- Any private data that you do not want to be part of the resume for privacy reasons should be excluded.
- Intermediate and final documents outside of the git repository should be deleted once the project is validated.
- Another folder named `media` must contain two files: `media_[login1].txt` and `media_[login2].txt` including a professional social media URL each.



Don't publish any resume that does not belong to you.

# Chapter IV

## Context

Having recently joined Technov, a marketplace specializing in recruiting the best tech talents, you receive an email from your manager outlining your mission:

First mission



Jana Doe  
To me

Welcome to Technov!

We client, 'StartUpDigital,' is looking for two new freelancers to meet their needs(see the attachment details).  
Today, you will receive and prepare the CV of one of the two candidates we plan to submit to them. One of your colleagues will handle the second candidate.

We are thrilled to have you on the team and look forward to seeing your first contributions.

Best regards,



Jana Doe  
Head of the Recruitment Department

[jana-doe@technov.com](mailto:jana-doe@technov.com)



Attachment:

#### **Mission Context**

StartUpDigital Services is a young company specializing in the creation of digital solutions for a diverse range of clients, including e-commerce, SaaS platforms, and business tools. We are looking for a junior freelance developer to strengthen our team on specific projects. You will collaborate with experienced developers to address the immediate needs of our clients.

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#### **Your Responsibilities**

- **Feature Development:** Implement simple features on existing websites (forms, front-end modules, light back-end tasks).
  - **Minor Modifications:** Content integration, CSS style adjustments, or fixing HTML/JavaScript bugs.
  - **Testing and Validation:** Participate in technical testing to ensure the quality of deliverables.
  - **Technical Support:** Provide occasional assistance on client requests (improvements or quick adjustments).
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#### **Profile Sought**

##### **Required Skills:**

- Basic knowledge of **HTML, CSS, and JavaScript** (Vanilla or simple frameworks like Vue.js or React).
- Basic understanding of **PHP or Python** for light back-end tasks.
- Familiarity with Git for version control (beginner level accepted).

##### **Experience:**

- A few completed personal or academic projects (portfolio or GitHub appreciated).|
- Previous freelance or internship experience is a plus but not mandatory.

##### **Personal Qualities:**

- Autonomy and reliability in meeting deadlines.
- Ability to communicate clearly in writing for project follow-ups.
- A strong desire to learn quickly in a hands-on environment.

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#### **Mission Details**

- **Duration:** Initial mission of 1 to 3 months, approximately 10 to 15 hours per week.
- **Work Mode:** Remote work with weekly check-ins via video conferencing.

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#### **Why Join Us?**

- Work on real, impactful projects for clients.
- Mentorship from experienced developers to help you grow your skills.
- Potential for extended collaboration based on your performance and our needs.

# **Chapter V**

## **Collaboration**

Now that you know your mission, it's time to get to work.

Each of you will interview the other and create a resume for them. To do this, each of you must take on both roles: interviewer and interviewee.

**Interviewer (Recruiter) :**

- Prepare and conduct the interview.
- Ask relevant questions to extract the necessary information.

**Interviewee (Candidate) :**

- Respond honestly and in detail to the questions.
- Provide all relevant information.

**Preparation for interviews:**

- As the interviewer, develop a list of questions covering various sections of the resume: personal information, education, professional experience, skills, projects, etc.
- As the interviewee, prepare to provide detailed and thoughtful answers.

**Conducting interviews:**

- Organize interviews sessions in a calm and structured environment.
- Conduct the interview by asking the prepared questions and taking precise notes.
- Ensure to clarify any unclear points for better understanding.

**Resume writing:**

- Use the gathered information to write your partner's resume.
- Ensure the resume is clear, well-structured, and professional.
- Use a standard format (MarkDown, LaTeX, DOCX, etc.) to facilitate reading and evaluation, and export your submission in PDF format for peer review.
- It is advised to follow your local job market specificities (e.g., with or without personal picture, anonymous or not, high school degree or not), and write the resume in the language that makes sense for your job market and campus context.

**Exchange and review:**

- Exchange your resumes with your partner for an initial review.
- Provide and receive constructive feedback to improve the quality of the resumes.

**Finalization:**

- Make the necessary adjustments based on the feedback received.
- You will meet with the client's recruiter to whom your resumes were submitted, so prepare for an oral interview and questions about it.

# Chapter VI

## Submission and peer-evaluation

Submit two separate folders at the root of your submission:

- A folder named `collaborative_resume` containing two complete resumes: `resume_[login1].pdf` and `resume_[login2].pdf`, one for each member of the pair.
- A folder named `media` with two files: `media_[login1].txt` and `media_[login2].txt`. Each file must contain the URL of a public professional profile for the associated team member on a platform relevant to your area and job market. A [LinkedIn](#) URL is advised and preferred.

Your professional profile must be set to **public** during the peer-evaluation process. Once the project is validated, you may set it back to private if you wish.



It is strongly recommended to keep your professional profile public beyond this project. Regularly updating it with new positions, projects, and skills will significantly enhance your visibility to recruiters and simplify your job search in the future.

Turn in your work to your Git repository as usual. Only the content within your repository will be evaluated during the defense. Double-check the names of your files to ensure they are correct.



Remember to delete the resumes after project validation. Never publish a resume that does not belong to you.



LinkedIn link: Any future automated usage of this URL will be explicitly described in the privacy policies of the learning management system.