

How to write about yourself

FIRST LASTNAME

ELECTROMECHANICAL TECHNICIAN

123, on the Road
New York, NY
123-123-4567
email@freecvtemplate.org

SKILLS

SKILL NUMBER 1

- > Description of your skill.
- > How this skill can help you get that job you want.

SKILL NUMBER 2

- > Description of your skill.
- > How this skill can help you get that job you want.

SKILL NUMBER 3

- > Description of your skill.

EDUCATION

DEGREE, 2009-2013

School name. City. State. Date of graduation.

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School name. City. State. Date of graduation.

MORE INFORMATIONS

LANGUAGES

- > French: Second language
- > English: First language

LICENSE

Class 3 driving license.

HOBBIES

Hunting, fishing, guitar and drums.

REFERENCES ON REQUEST

EMPLOYMENT EXPERIENCE

ELECTROMECHANICAL TECHNICIAN, 2009-2013

Lavergne Groupe Inc.

- Inspection, repair.
- Preventive maintenance of various components of the production chain.
- Strong background in mechanical and electrical.

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The result

- not US-style CV!
- 1 page
 1. personal data
 2. appearance, habits
 3. why you are interested in engineering / informatics / management
 4. professional plans for the future
 5. skills
- DEADLINE: April 19, 2023
- Upload to Moodle2
- MUST DO Task



Give answers about you

- Who are you?
- What do you look like?
- What are your interests?
- What are your talents?
- What are your achievements?
- What challenges have you faced?



personal data:

Date of birth; place of birth; address,
phone number; email address

I was born in Subotica. I was born on
January 10, 2002

Where do you live?

I live in ... in a flat / house / dorm /
with my parents / with 2 room mates
/ on my own.

**“So, tell
me a little
about
yourself...”**



“So, tell me a little about yourself...”

- **What do you do?**
- I attend Subotica Tech - College of Applied Sciences, I study electrical / mechanical engineering / informatics/ engineering management / mechatronics
- I am in my first / second year of studies
- **Appearance - What do you look like?**
- I am 1.82 m tall, I am 5ft 3in tall;
- I have brown hair and I wear glasses. I usually dress casually / I like elegant clothes.



Өнр?

#1



Job interview questions

One of the most common **questions** in an **interview** is “Tell me about yourself.”

Actually, it is not even a **question**--it is an invitation.

It is an opportunity to share with the interviewer whatever you think is important in their hiring decision.

It is your chance to differentiate yourself.



100 top job interview questions—be prepared for the interview



- Basic interview questions:
- Tell me about yourself.
- What are your strengths?
- What are your weaknesses?
- Why do you want this job?





Why are you interested in engineering?



What do you plan to do with it?



Why is this going to help you get a job?

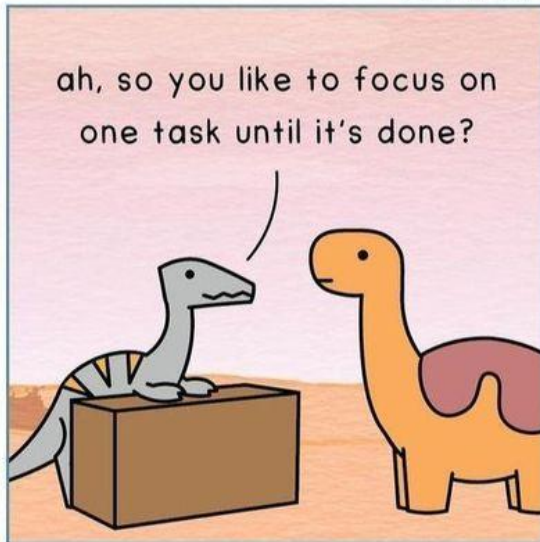
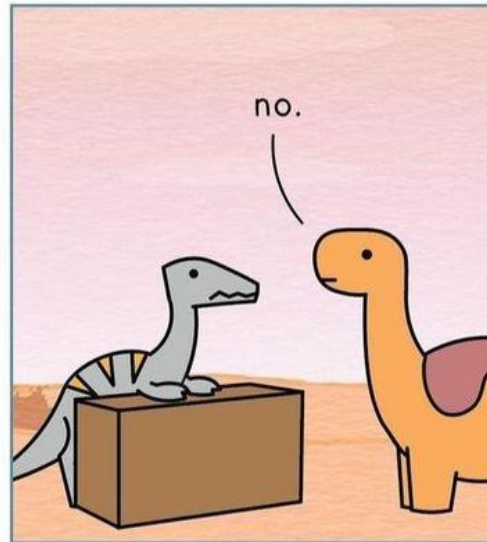
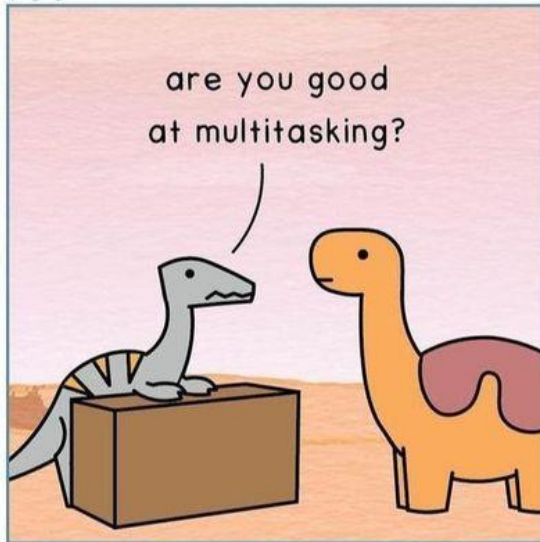


What useful skills are you going to learn here?

**Answer
me this:**

**Why are
you
here?**





DINOSANDCOMICS

■ Excell!



How to say this:

- I am interested in informatics because I believe you can achieve a lot as a programmer.
- I'd like to become a project manager and I want to learn organizational skills and engineering basics.
- I'm not sure what kind of job I would like, but I think it will be useful to learn basic economic skills / coding and programming.





What can you do?



I am good at programming



**I have good organizational skills,
I helped organize our class
excursion.**



**I have a solid knowledge of
gaming strategies, I can use
these in other project planning
tasks.**

Skills



Skills

Resume and Cover Letter Action Verbs



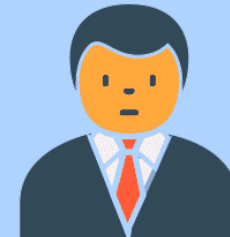
Communication

Advised
Critiqued
Disclosed
Discussed
Entertained
Fit
Graphed
Interviewed
Listened
Mediated
Networked
Presented



Teamwork

Adapted
Contributed
Formulated
Gathered
Helped
Joined
Participated
Supported
Unified



Management

Authorized
Boosted
Chaired
Coordinated
Directed
Endorsed
Guided
Granted
Handled
Headed
Operated



SKILLS/QUALITIES EMPLOYERS WANT

ATTRIBUTE	% OF RESPONDENTS
1. Ability to work in a team	78.0%
2. Problem-solving skills	77.3%
3. Communication skills (written)	75.0%
4. Strong work ethic	72.0%
5. Communication skills (verbal)	70.5%
6. Leadership	68.9%
7. Initiative	65.9%
8. Analytical/quantitative skills	64.4%
9. Flexibility/adaptability	63.6%
10. Detail-oriented	62.1%
11. Interpersonal skills (relates well to others)	58.3%
12. Technical skills	56.8%
13. Computer skills	49.2%
14. Organizational ability	47.7%
15. Strategic planning skills	37.9%

Job Outlook 2017, National Association of Colleges and Employers



Achievements?

What competitions / challenges have you participated in?

I took part in the Kenguru math competition and won the 2. prize.

I was awarded the 1st prize in the regional wrestling competition.

I spent 5 years competing in various tennis tournaments





Be active

- 'I led a team of five people' vs. 'Led team of five'.
- active words: 'gained', 'initiated', 'developed', 'managed', 'coordinated', 'led', 'supervised', 'trained', 'handled', 'collaborated' and 'organized'
- ... years successful experience in ... as ...
- Extensive practical hands-on experience as ...
- Gained hands-on experience in
- Motivated and enthusiastic (about) ...
- Oversaw the production/implementation of ...



- ◆ Kept accurate computer records of ...
- ◆ Instructed a group of 10 in PHP programming.
- ◆ Managed a project...
- ◆ Handled challenges ...
- ◆ Supervised a team of 5...
- ◆ Trained new assistants.
- ◆ Represented the company at ...
- ◆ Developed expertise in ...
- ◆ Received ... award

**I don't trust words.
I trust actions.**



**EVERY TIME
YOU TYPE
A MISPELLED
WURD, beep
IT
BEEPS!**

TOP 5 MISSPELLED WORD

- Definitely (often misspelled as “definately”)
- Separate (often misspelled as “seperate”)
- Paid (often misspelled as “payed”)
- Laid off (often misspelled as “layed off”)
- “lead” vs. “led.”



- 1 paragraph - basic information - what do you do?
- 1 paragraph - Why are you interested in engineering?
- 1 paragraph - What do you plan to do with it?
- 1 paragraph - Why is VTS going to help you get a job? What useful skills are you going to learn here?
- 1 paragraph - experience, achievements
- 1 paragraph - about you in your free time - hobbies, clothes

Structure



Clothing

- **Adjectives (appearance):**
- *stylish, smart, chic, classy, elegant, polished, casual, relaxed*
- **Formulation:**
- *I'm often smartly dressed in _____ ...*
- *I dress casually in _____ ...*
- *I sometimes sport a smart jacket and baseball cap.*
- *I generally wear ...*
- *I like dressing in ...*
- *I enjoy wearing ...*



Habits, hobbies

- Are you a morning person? Daily habits?
- Are you hard-working / reliable / driven?
- Are you an easy-going / open / friendly / private person?
- What do you do often?
- I usually divide my time between college and home.
- Generally, I spend a lot of time ...
- I often meet / see / work / train / travel ...
- I regularly go to / attend / visit ...
- In my spare time I enjoy playing / training / going ...
- **INTERNET AND LISTENING TO MUSIC IS NOT HOBBY!!**



The more details, the better

Bad: I like sports.

Ok: I'm a fan of basketball, football, tennis, and soccer.

Better: My favorite sport is football, both to watch and to play.

Good: When I was growing up, I used to play football in a youth football club in my hometown, it has taught me many skills such as co-operation, discipline and team strategies.



Why? #3

- Part of the colloquium
- Part of all oral exams for language exam
- Your job interview!!!
- Be able to describe yourself in 2-3 words and longer sentences
 - spell check!!!
 - 1 full page
 - Calibri 11, single space
 - MUST DO
- Deadline: April 19





Why #4

- Sports achievements
- Ranking
- Stand out
- Let us be part of it



WHEN WAS THE LAST TIME?

YOU SPOKE ENGLISH OTHER THAN IN CLASS?

YOU TALKED ABOUT YOUR SKILLS?

YOU HAD TO PROVE YOUR SKILLS IN PRACTICE?

YOU HAD A JOB INTERVIEW?

YOU WERE PROUD OF YOUR ACHIEVEMENT?



goals do you
have?



```
graph TD; A[goals do you have?] --> B[languages do you speak? (IT, foreign)?]; B --> C[travel experience do you have?]; C --> D[soft skills do you have?]; D --> E[do you know about the organization?];
```

languages do you
speak? (IT, foreign)?

travel experience
do you have?

soft skills do you
have?

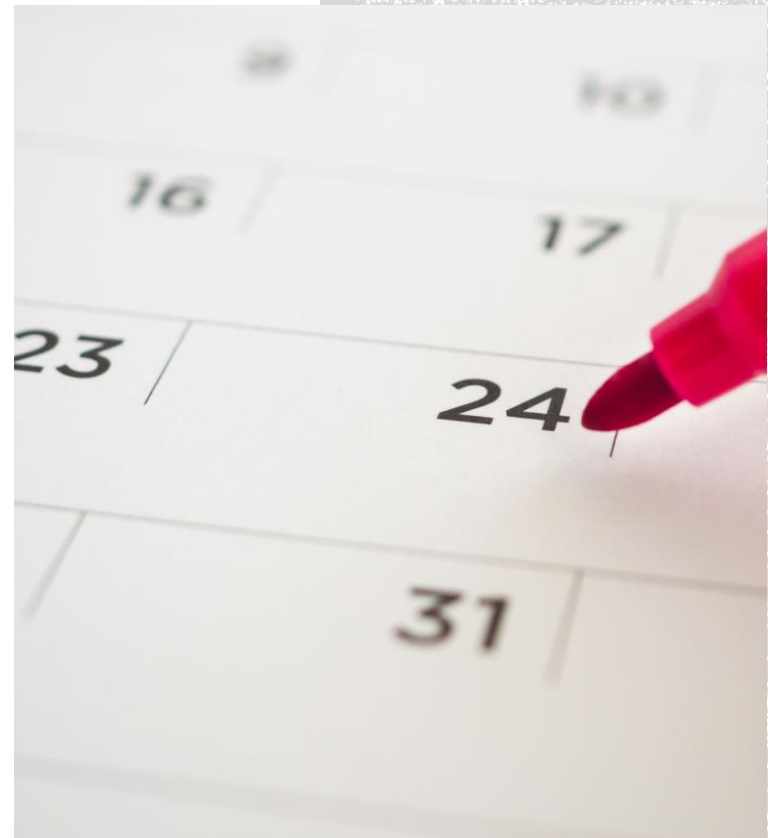
do you know about
the organization?

What?



Deadline: April 19

- Upload to Moodle
- Must-do = otherwise no grade, no exam
- Save for later
- What makes YOU stand out?



GO SHINE!

