CV Writing			
Course Title	CV Writing		
Course Language	English	**Hours**	**3 Hrs. Total**

Description:

- In today's competitive job market, your CV is your first impression — your professional story on paper.
- This course equips students and young professionals with the knowledge and techniques to craft a compelling, tailored CV that shows their strengths and aligns with job requirements.
- You will explore the best practices, structure, and design strategies to create a clear, impactful CV that passes applicant tracking systems (ATS) and lands interviews.

Course Objectives:

- Understand the purpose of writing a CV.
- Recognize the hiring process and how it influences CV writing.
- Identify and compose all essential sections of a CV.
- Create an ATS-compliant CV.
- Avoid common CV writing mistakes.
- Customize a CV to match a specific job posting.

## Module 1 – Introduction to CV Writing Content of the Module: • Importance of CV • The hiring process.	30 mins.
## Module 2 – Understanding ATS (Applicant Tracking System) Content of the Module: • What is AST?	30 mins.
## Module 3 – CV Sections Breakdown Content of the Module: • What are the CV sections?	1 Hrs.
## Module 4 – Layout & Final Tips	15 mins.
## Module 5 – Interviewing Skills Content of the Module: • What is a Competency-based Interview? • How would you prepare for a job interview? • Job Interviews • How to Answer Competency Questions	30 mins.

Module One: Introduction to CV Writing

Why Do We Write a CV?

A well-crafted CV increases your chances of securing an interview. It should be tailored to highlight the most relevant information about the job for which you're applying.

The Hiring Process

1. Identify Hiring Needs

At this stage, the organization determines that there is a gap or need for a new employee.
This could be due to expansion, turnover, or the need for new skills.
Key question asked: What kind of role do we need to fill, and why?

2. Prepare the Job Description

The HR team or hiring manager creates a detailed job description.
This includes the role's title, responsibilities, required qualifications, and skills.
A clear job description helps attract the right candidates and filters out unqualified ones.

3. Run a Talent Search

The organization starts searching for potential candidates through different channels:

- Job boards (LinkedIn, Indeed, etc.)

- Internal referrals
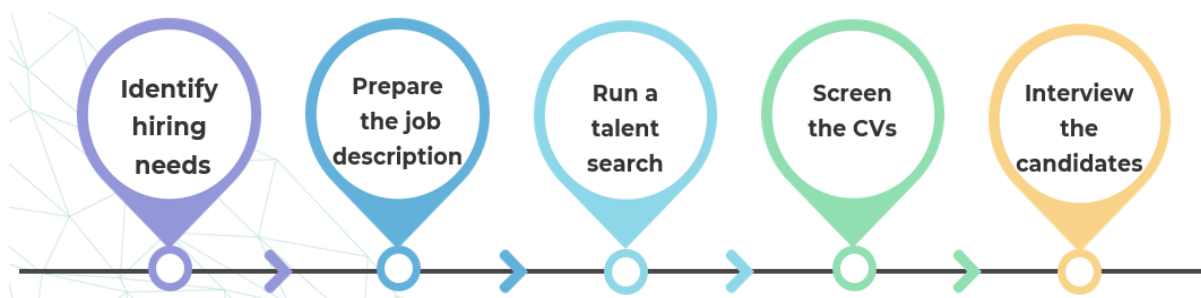
- Recruitment agencies

- Social media
  The goal is to build a pool of qualified applicants.

4. Screen the CVs

Once applications are submitted, recruiters review them to shortlist suitable candidates.
This involves checking qualifications, experience, skills, and how well the CV matches the job description.
Applicant Tracking Systems (ATS) may be used to speed up this process.

5. Interview the Candidates

Shortlisted candidates are invited for interviews to assess their fit for the company and the role.
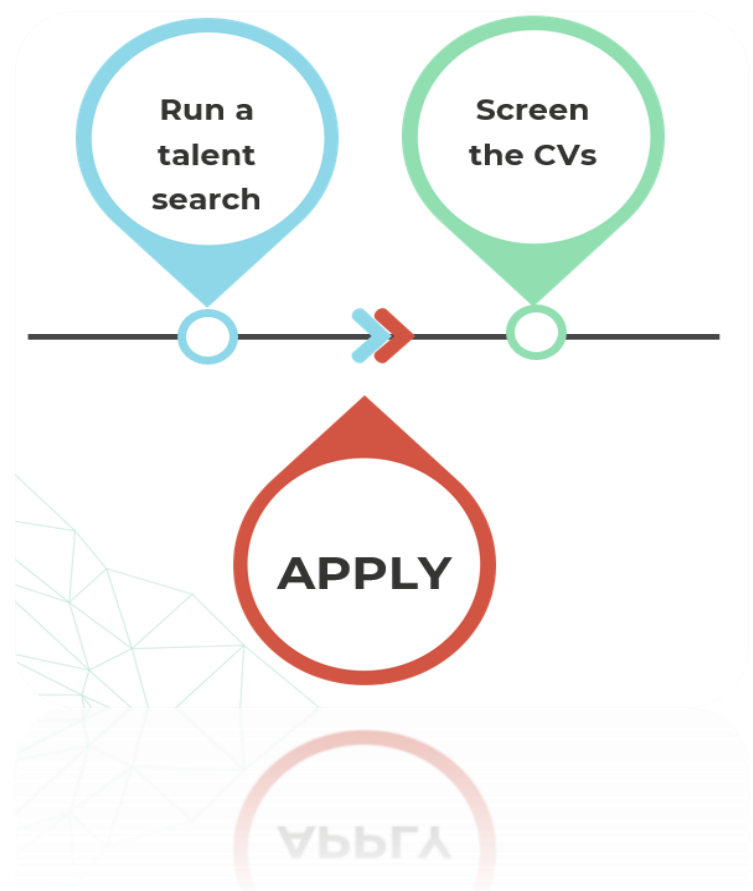This can include:

- Phone interviews
- Technical assessments
- Behavioral interviews
- Panel interviews

6. Apply (Candidate's Role)

This step emphasizes the role of the job seeker in the process.
Candidates must:

- Find relevant opportunities
- Tailor their CV and cover letter to the role
- Apply through the correct channel (career portal, email, etc.)

Module Two: Understanding ATS (Applicant Tracking System)

In today's competitive job market, many companies rely on Applicant Tracking Systems (ATS) to streamline their hiring process. An ATS is a software tool used by recruiters and employers to collect, sort, scan, and rank job applications. When a candidate submits their CV online, it often goes through an ATS before a human even sees it. The system scans the document for keywords, qualifications, and formatting to determine if the applicant meets the job requirements. Understanding how ATS works is crucial for job seekers, as even a qualified candidate can be overlooked if their CV isn't optimized for these systems. This module explores how ATS functions, common mistakes that cause CVs to be rejected, and practical strategies for making your CV ATS-friendly, such as using clear formatting, appropriate keywords, and standard headings.

Module Three: CV Sections Breakdown
What are the CV sections?

- Contact Information

This is the first and most basic section of your CV. It allows employers to reach you easily.
Include:
- Full Name (as it appears professionally)
- Phone Number (active and reachable)
- Professional Email Address (avoid using informal or outdated emails)
- LinkedIn Profile or Personal Website (if relevant)

Ahmed Mohsen Hanafy
Software Engineer

Tel. No.: 01100350520 Email:
ahmedmohsen9623@gmail.com
GitHub: github.com/am9623

| Nationality | : | Egyptian | Military status | : | Completed |
| Date of Birth | : | 6th Nov 1998 | Address | : | Cairo, Egypt |

- Career Objective

A short statement that summarizes your career goals and what you bring to the job.
It should be tailored to the specific role for which you are applying.
Example:
A highly motivated marketing graduate seeking an entry-level position where I can apply my creative skills and contribute to building brand awareness.

Objective

Highly skilled .NET Developer with experience in designing, developing, and maintaining web applications using the .NET framework. Proficient in C#, ASP.NET, MVC, and SQL Server with a strong background in full-stack development. Proven ability to deliver high-quality software solutions on time and within budget. Excellent problem-solving skills and a passion for continuous learning and professional development.

- Education

List your academic qualifications in reverse chronological order (most recent first).
Include:
- Degree/Certificate earned
- Institution name
- Graduation date (or expected date)
- GPA (optional, if strong)

Education
- Bachelor of Engineering Ain Shams University, Egypt.

- Experience: Work / Internships

This section highlights your practical experience in the workforce or during internships. It helps employers understand what tasks you've handled and what value you can bring to their company.
Include for each entry:

- **Job/Internship Title** (e.g., Marketing Intern, Software Developer)
- **Company/Organization Name**
- **Location** (City, Country – optional)
- **Dates** (Start – End)
- **Key Responsibilities and Achievements** written as bullet points

Example: Marketing Intern

XYZ Agency – Cairo, Egypt
June 2023 – August 2023

- Conducted competitor research and market analysis
- Managed the company's Instagram and Facebook pages
- Created content calendars and monitored engagement metrics

WORK EXPERIENCE

exprience (1.5 year   oct 2020-2022)
- Diploma full stack developer .net

exprience (3 month dec 2022-march 2023)

- Training front end (with react js)

(creativa) information technology institute

- El-Araby Group | Sep 2020- Nov 2020 Introduction to C programming by practicing problem solving.

- Courses

Mention professional or short courses you've taken outside your formal education.
Include:

- Course Title
- Provider/Platform (e.g., Coursera, Udemy, Edraak)
- Completion Date

Courses

| 2024 | Power Distribution course |
| 2023 | Embedded Systems Diplom |

- Skills

This section showcases your capabilities and strengths relevant to the job you are applying for. It helps employers quickly assess whether you have the technical and interpersonal skills needed for the role.

Soft Skills	Technical Skills	Language Skills
- Self-motivated - Attention to detail - Critical thinking - Communication - Team player - Curiosity	- C#, c++ - JavaScript / ES6 - ASP .NET Core MVC - React js - HTML5 / CSS3 - Entity Framework Core - Bootstrap - LINQ	- English - Arabic - French - Germany

- Projects

Showcase practical experiences that demonstrate your skills in real-world scenarios.

Include:

- Project Title
- Your Role (Team leader, Developer, Designer, etc.)
- Tools/technologies used
- Brief description or result

- Extracurricular Activities

Activities outside of the classroom reflect your personality, interests, and soft skills.

Examples:

- Volunteering
- Sports teams
- University clubs
- Student organizations
- Events organizing

Module Four – Layout & Final Tips

- 1 - 2 pages maximum.
- Font: Times New Roman, 10-12 pts.
- Consistent layout, underlining, capitalization, bold, etc.
- Bulleted lists instead of paragraphs.
- Good margins and bullets.

- ➢ Do not add a photo unless required
- ➢ State responsibilities in bullet points
- ➢ Write in reversed chronological order
- ➢ Avoid copy & paste
- ➢ Avoid using templates
- ➢ Send your resume as a PDF file

What is a Competency-based Interview?

A competency-based interview (CBI), also known as a behavioral interview, is a structured method of interviewing where candidates are asked to provide specific examples from their past experiences that demonstrate their ability to perform certain tasks or behaviors. The focus is on assessing key competencies—such as teamwork, problem-solving, communication, leadership, and adaptability—that are essential for success in the role.

Instead of hypothetical questions, competency-based interviews use prompts like "Tell me about a time when you worked in a team," or "Give an example of how you handled a challenging situation." The candidate's answers are then evaluated based on how well they meet the required behaviors and skills for the job.

This type of interview helps employers predict future job performance based on past behavior. It also encourages fairer and more consistent hiring practices because every candidate is assessed against the same criteria. To prepare for a CBI, candidates often use the STAR method (Situation, Task, Action, Result) to structure their answers clearly and effectively.

How would you prepare for a job interview?

1. It's essential that you read and understand the job advert.
2. From the job description or person specification pick out the main competencies that the employer is looking for and think of examples of when and how you've demonstrated each of these.
3. Research the company/client/interviewer.
4. Prepare your self-introduction.
5. Familiarize yourself with how to answer questions and practice your responses with someone.
6. Prepare evidence for the competencies that you will demonstrate.
7. Prepare questions to ask at the end.
8. Be prepared with an open mind.
9. Use appropriate body language and tone.
10. Visualize success.

Job Interviews

Sample Competency-based Interview Questions :

1. Introduce yourself.
2. Why do you want to work as a (job profile)?
3. Why do you want to work for XYZ?
4. What has been your biggest achievement so far?
5. What are your career goals?
6. Give an example of a team project that you achieved successfully.
7. Give me an example of a challenge you faced in the workplace and tell me how you overcame it.
8. Give an example of how you handled a difficult client successfully.
9. Give an example of a situation where you solved a problem in a creative way.
10. What would you do if?

The STAR Method for Answering Competency Questions

The STAR method is a structured approach used to answer competency-based or behavioral interview questions. It helps you present your experiences in a clear, focused, and effective way. Here's what each part of STAR stands for:

1. **S – Situation**
   Explain the context of the situation so the interviewer understands what was going on. You don't need to include every detail, just enough to set the scene.
   Example: I was working on a team project to improve customer service response times.
   (20% of your answer)

2. **T – Task**
   Describe the task, challenge, or responsibility that you had. What were you trying to achieve?
   Example: I was responsible for identifying the cause of delays and finding a solution.
   (10% of your answer)

3. **A – Action**
   Explain the specific actions you personally took to address the situation or task. Highlight the skills or qualities you used.
   Example: I collected customer feedback, analyzed the data, and collaborated with team members to redesign the process.
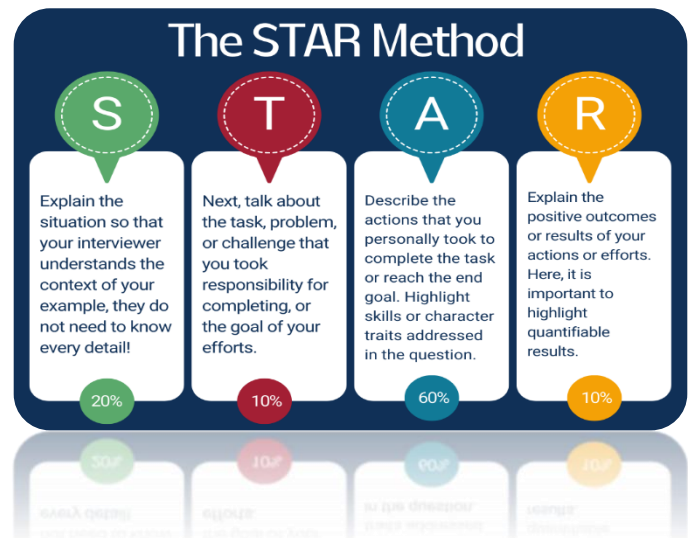   (60% of your answer – the most important part)

4. **R – Result**
   Share the outcome of your actions. Focus on positive, measurable results whenever possible.
   Example: We reduced response time by 40%, and customer satisfaction improved by 90%.
   (10% of your answer)

Why Use STAR?

The STAR method helps you give complete, well-organized answers that clearly demonstrate your competencies. It's especially useful for answering questions like "Tell me about a time when…" and is a great way to show your problem-solving, teamwork, leadership, and communication skills with real examples.

Let me know if you'd like this formatted as a handout or one-page summary!

Good luck building your CV!