

SIBLING



**Webinar
pack...**

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● **Welcome...**



Thank you for listening to our Webinar!

We have made a document for you which provides more information on the CV and Interview advice we discussed...



● CV Advice...

In the fast paced job market, the reality is that hiring Managers, HR departments and talent acquisition professionals will typically only spend a matter of seconds screening a CV. Therefore, it is crucial to make a strong first impression on your CV to stand out...

How to format your CV:

- 1. Personal Details** - Put your details at the top, Name, Location Phone number, and email. You can also include links to your LinkedIn, GitHub, or any other online presence you want to highlight, i.e a portfolio. You can also put a professional photo of yourself in the top corner of the CV.
- 2. Summary** - Describe your experience to date “i.e I have 5 years experience in the Tech industry working with AI and Machine learning with company X”. Express why you are interested in a new career/role in a few lines.
- 3. Employment History** - Starting with your most recent role, write your job title, company name and the dates you were employed there.

Write a few lines or bullet points about each role, especially focusing on:

Technology stack, programming languages, frameworks, Databases and architecture and any methodologies - for example Agile, TDD, etc.,
Explanation of the product/products you were working on,
Your responsibilities,
Any achievements, things you were proud of, or lessons learnt in this role.

It is important that these buzzwords are not just listed once, but also throughout the CV and in the most recent job roles - this will ensure when your profile is being screened you stand out.

Repeat above for all recent technical employment roles.

Any work history not related to the role you are applying for, for example part time work whilst at University, is still worth listing but there's no need to explain in huge detail.

● CV Advice...

How to format your CV continued:

4. Skills - If you want to list your relevant skills, such as programming languages, etc and self assessments you can put that at the side or below experience, but if you write them in each employment above - it gives a good indication already too

5. Education - List University/Diploma and grade achieved.

If you are a recent graduate also include some information on any projects you done at University that could be related to the roles you are applying for. I.e applications, coding challenges, seminars etc attended.

6. Certificates- Optional if you want to include any that are relevant to the job and/or industry. If self taught Coder, definitely include these and any bootcamps, seminars etc attended.

7. Hobbies/Interests outside of work.

Talk about passion for software, another opportunity to demonstrate any interests, seminars. Chance to add some personality talk about genuine interests. Software/tech books read also good to include here

How NOT to format your CV:

Avoid - Overly complex and lots of visual aids, it needs to be easy to screen and the most important information is your most recent experience - make sure it stands out!

Avoid obscure job titles - it won't stand out if anything another reason your profile could be easily overlooked.

CV template...



Maija Meikäläinen

Helsinki, Finland

Phone: +1 (555) 555-5555

Email: xxxxxx@email.com

LinkedIn: linkedin.com/in/xxxxxx

GitHub: xxxxxxx

Highly skilled software developer with 5 years of experience in developing and implementing software solutions to meet business requirements. Proficient in various programming languages and frameworks, including Java, Python, C++, and React. Strong problem-solving skills and ability to work in a team-oriented environment.

Experience:

Software Developer, ABC Company

June 2020 - Present

My main responsibilities in this role are, developing and maintaining software applications using Java, Python, and React. Designing and implementing RESTful APIs using Spring Boot and Flask frameworks. Managing and maintaining databases using MySQL and MongoDB.

Software Development Intern, XYZ Company

May 2019 - August 2019

I Assisted senior developers in developing and maintaining software applications. I also Participated in code reviews and testing processes, and Developed and implemented new features using React Native framework.

Skills:

• Java



• Python



• C++



• Javascript



Certifications:

AWS Certified Developer - Associate

Oracle Certified Java Developer

Education:

- **Bachelor of Science in Computer Science**, XYZ University, 2016-2020

During my time at University, I was part of a "Women in Tech" project which promoted women joining typically male dominated Tech roles. I also attended a seminar on DevOps and Cyber security.

Hobbies:

I enjoy spending my free time exploring the great outdoors and challenging myself physically by hiking. I love the sense of adventure and accomplishment that comes with reaching the summit of a mountain, and the breathtaking views along the way always make it worth the effort.

● Interview Advice...

Expert Interview Advice...

Lets rattle off the basics before getting to the real value add stuff!

The Basics

- Get there on time
- Know where you are going
- Dress suitably
- Check LinkedIn for who you will be meeting with
- Research the company who you are meeting

Now the more advanced stuff to make you stand out from the crowd and leave the interviewer in awe of how awesome you are!

Preparation is key! Preparing for an interview is like revising for an exam. You need to (revise) prepare, in reality only 70% of what you prepare will come up, but fail to prepare - prepare to fail!

What should I prepare?

1. Motivations

When asked be prepared to talk about your career motivations. What you are looking for from a new role and Employer and try to be specific to the company you are interviewing for as to how they could fit your motivations. No one wants to hear - i'm just looking for a new challenge, if you are not clear in your motivations, don't expect a hiring manager to take you seriously and don't be surprised not to be invited to the next round of interview. Money should not be the thing that comes out here, Leave that to when they ask you

2. Technical Questions

The biggest mistake that's made by people at interviews is not showcasing their actual experience and knowledge when answering technical questions!

Write down some examples of projects, products, things in your career that you are proud of, or things you have learnt from and be prepared to talk about them at length, especially when being asked anything technical!

● Interview Advice...

Avoid answering a technical question with a vague or theory-based answer: Instead draw on a past experience, give examples of when, what, and why you used a tool or technology in that way, any problems you faced and how you overcame them and what that experience taught you! This way you will demonstrate to the interviewer you really know your stuff and you are not just book smart!

If you don't know the answer to the question, don't try and lie, be honest, but ask some more questions as maybe you could find a similar skill/technology that you have that could also be of benefit.

3. Write Down Your Questions - Demonstrate you have come prepared!

The Questions you ask can be as important as the questions you have answered. Why? It's simple, as a hiring manager the questions someone asks tells them a lot about the candidate:

What their motivations are, have they done their research, what are their career aspirations, what are they most interested in, are they taking the process seriously?

Secondly - be clear what you want to find out, for example, if you don't ask about training and that's important to you, don't be surprised if the topic doesn't come up

So have a list of questions prepared and if you have a mind blank, don't be afraid to refer to it, after all you are only showing you are prepared by pulling it out :)

4. Salary

Going in you should already know what you want as a minimum to move role - however this does not mean you need to say that from the get go, as they may have a higher salary than you first wish. So I would ask the interviewer for the range- If that is below what you are looking for - state that and back it up with why For example, your current salary is already x amount, you expect a pay rise in x time, you don't want to move job for less money. If above your expectation - great - now you know what the range is.

5. Follow up

If you have a good feeling and feel motivated and want to progress to the next round then within 24 hours send an email stating that. Keep it short and simple:

Thank them for their time, show your interest.

BIG TIP! If you feel there was something you were lacking or a concern they may have, **Now is the time to address it!** If left too long then that small doubt in the hiring manager's mind becomes a red flag! **Address it!**