

Prepare your CV

Hints and Tips



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NOTE THAT



Your CV will not give you the job

It will get you the interview

HAVE IN MIND



- The HR will spend only few minutes on your CV. Make their life easy and win the game!
- Your employer wants a **team player** employee. No one will put team's cohesion in jeopardy (this stands for industry and even more in academia).
- If you do not have working experience, put
 - University's grades
 - Essays you have done
 - Show that you have worked with others in a lab/project
 - Internships / Summer schools
 - BUT do not bother with the very old stuff (e.g., elementary school grades)
- Other interests (chess, literature, gym, etc.)
 - Important to connect with your reviewer
 - Be careful: Do not lie! Going over the top here can kill your interview
- References should be available on request

APPLYING FOR A SPECIFIC JOB



- Amend your CV according to the job needs
 - Take a careful look at the job description and extract the main keywords
 - Try to highlight your skills that correlate with the job
 - Always incorporate the above in the cover letter

Do it for jobs you really like and you believe you have a chance because it takes time

COVER LETTER



- Read carefully the advertisement for the position and tweak the cover letter accordingly
- Show that you are truly excited for the job (**justify why**) but without coming off desperate
 - NO:** I want this job more than you can believe
 - YES:** I was excited to see one of the main responsibilities is
 - NO:** I'm the biggest fan of [industry]/[your company]/[your CEO]
 - YES:** as a huge fan of [industry]/[your company]/[your CEO], I know that...
 - NO:** I have dreamed about working at [organization] for years
 - YES:** I noticed the company has recently shifted toward
- Show (with previous jobs or projects) and state that you are
 - a Team-player
 - a Hard-working person and Meeting deadlines

Thank you for your attention

