



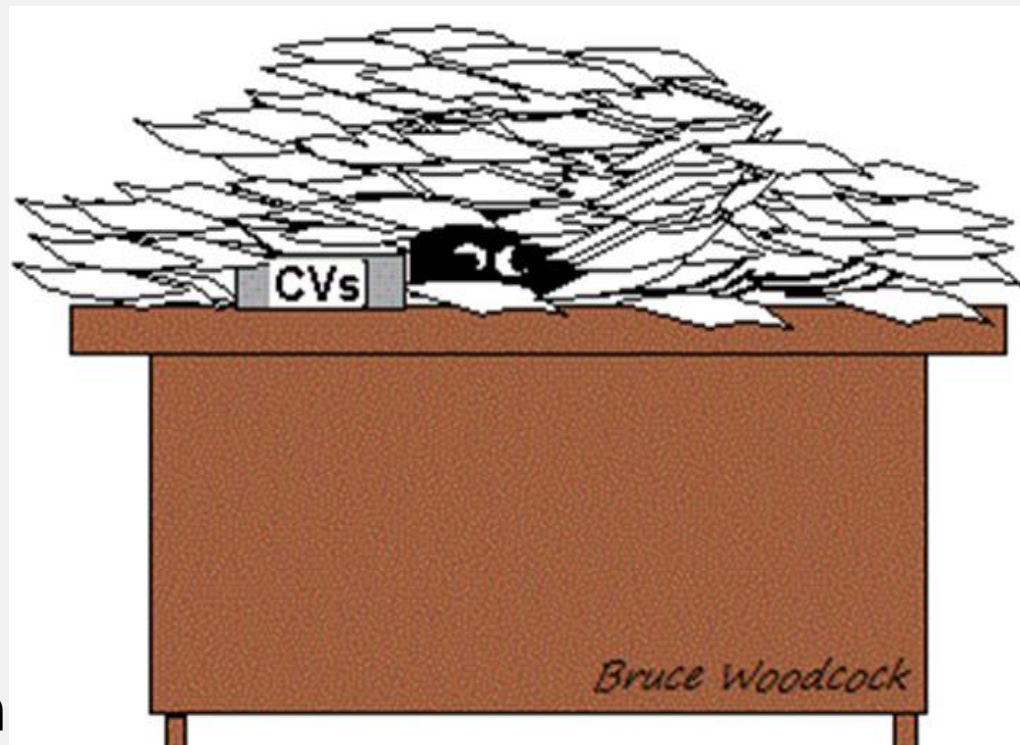
University of Nottingham

Careers & Employability Service

- CVs
- Working with industry projects



CVs for Computer Scientists



Sarah Allen

CVs

By the end of the session you should be able to:

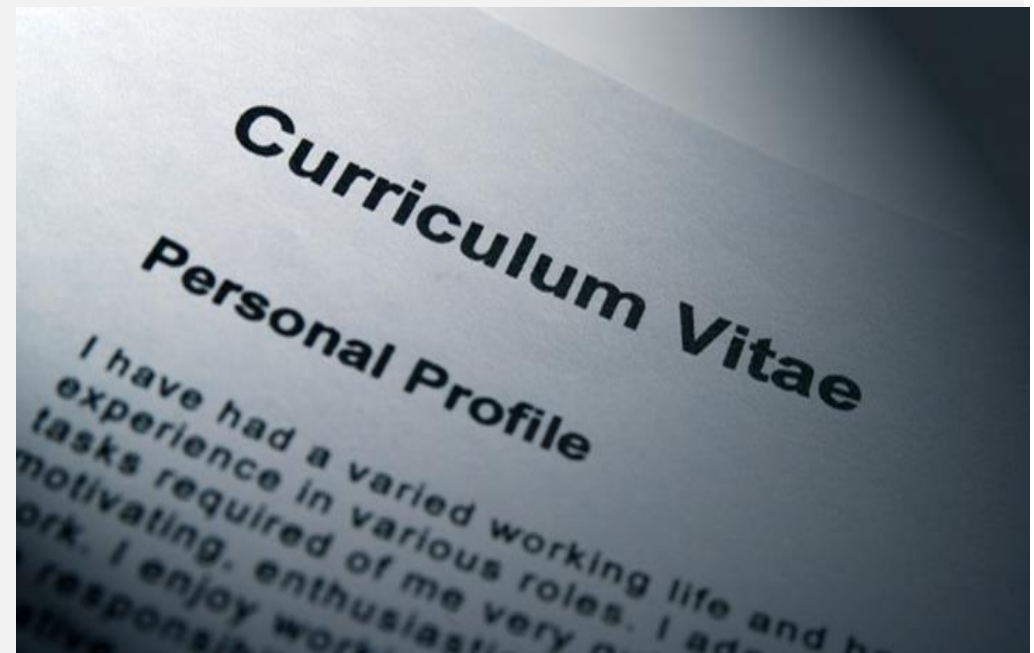
- Describe what a CV is and what it could be used for
- Identify common CV content and typical conventions
- Compare example CVs and draw conclusions about good and bad practice
- Apply best practice techniques and prepare your own CV

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What is a CV?



- Your document
- Marketing
- Alternative to employer form
- Aim = Interview - pitch



Suggested content:



Writing an Effective CV

True / False

- A good, professional photo is essential
- Your date of birth should be on the first page
- Focus only on your strengths, do not include any weaknesses
- List all of your exam results from GCSE onwards
- Include details for two references

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Think About:

- Style
- Presentation
- Information
- Anything missing?



Harry Potter

4 Privet Drive, Little Whinging, Surrey GU15 1AE

Iamarubbishwizard@hotmail.com

07899 123 456

Interested in any computing or wizardry roles. I live my life

by the words "It is impossible to live without failing at something, unless you live so cautiously that you might as well not have lived at all"

Education

University of Hogwarts

BSc Computer Science and Wizardry

October 2015 – June 2018

First year grade 2.1

- *Programming*
- *Software Engineering*

Stonewall High School

September 2008 – July 2015

A Levels in Mathematics (A),

Economics (A) and Physics (B)

10 GCSEs: English, Maths, French, Geography, Double Science, Art

Work Experience

Diagon Security

July 2015 – October 2015

Analyst

- *REPORTS*
- *WATCHED SQL BEING USED*
- *SHADOWED MANAGER*

Eeylops Owl Emporium

December 2015 – January 2016

Retail Assistant

- *SHOP WORK*

Technical Experience

- PYTHON AND JAVA
- USED SQL AND EXCEL
- PROFICIENT IN C++

Extra-curricular Activities

Secretary for Hogwarts Quidditch Society

November 2015 – Present

- Regularly participant in matches and events

I also enjoy wizard chess, magic and spell-making.

How am I different?



Technical Experience on your CV

Your first (and second year) content

Any projects

Work experience

Interests

But it's not just about technical stuff...



Consultancy Approach

- Communication – how much, how often, how?
- Timekeeping
- Teamwork
- Understanding requirements and delighting your customer
- Professionalism
- Problem solving

“We went to meet our client and they talked....a lot. We were there for hours”

“Our client changed their mind....twice”

“Our client didn’t know what they wanted and we didn’t understand what they were on about”

“What the client wanted was far too ambitious in the time frame”

“I hated the project from the beginning and it didn’t interest me”

“My team was a nightmare, I did all the work and everyone else was weird and argued a lot”

**When there's a group project
but you do all the work...**



- Now: get to know your group
- 7th – 17th October: Applications and CV
- (Organise group peer CV review)

- Applications per team consisting of 1xFront cover sheet, 4xEOI form for each group and all CVs (individual)
- Closing date for applications Monday 17th October at 12 noon

- Friday 21st: Pitch details circulated for students and organisations (2 per group)

- Friday 28th 1-3pm Pitch Day
- Wednesday 2 November: allocation day and work begins

How can we get
the project we
really want?

- 10 minutes to present and 5 minutes of questions
- Chance for employer to find out about you
- Be enthusiastic
- Be on time



GOOD LUCK!

How to contact us

- Booked appointments

A15 Yang Fujia, Jubilee, Tuesday 10-12

Drop In – Exchange Tues, Wed, Thurs

Book on MyCareer

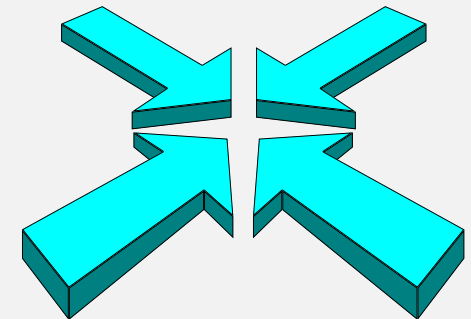
- By phone

– 0115 951 3680

– 13680 (internal)

- By email

careers-team@nottingham.ac.uk



Science Careers team

www.nottingham.ac.uk/careers/students/faculty-teams/science



Pauline Maden

Faculty Careers and
Employability
Consultant

Careers and employability advice
Biosciences, Pharmacy



Cathy Sibley

Employability
Education Projects
Officer

Application / CV advice and skills workshops



Kathryn Wright

Employability
Officer (Jubilee
Campus)

CV advice, vacancies and employer events



Sarah Allen

Senior Careers
Adviser

Careers and employability advice
Computer Science, Psychology



Chris Jones

Senior Careers
Adviser

Careers and employability advice
Maths, Physics and Chemistry



Erica Sparkes

Employability
Education Projects
Officer - Placements

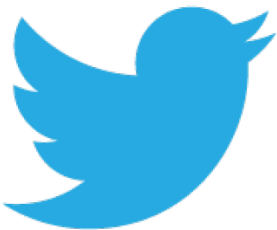
Advice on finding and applying for placements
and internships

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