

Job-Seeking and Employability Skills



By: Hesham Nassar

Agenda

- Job Search Strategies
- Resume Types
- Cover letter
- Common Mistakes in Resumes



Employability Skills

Job Search Strategies

- **Classified ads (newspaper – online)**
- **Direct mail campaigns (major employers)**
- **Job Fairs**
- **Job placement centers**
- **Search consultants/recruiters – headhunters-**

Job Search Strategies

- **Classified ads (newspaper – online)**
 - 5 – 10 % get hired by this method
- **Direct mail campaigns (major employers)**
 - 5 % get interviews and get hired
- **Job Fairs**
- **Job placement centers**
- **Search consultants/recruiters – headhunters!!!!-**

Job Search Strategies

- **Internet**

- Career planning tool
- Gauging salaries

- **Networking**

- **Personal Relationships**

- Family
 - Friends
 - Service/Helping professionals
 - Social groups

- **Opportunistic Networks**

- Who you meet on Bus
 - Gym – Movie – etc..

- **Professional Relationships**

- Organizational Colleagues

- **Organizational & Community Affiliations**

- Prof. associations
 - Alumni ass.
 - Volunteer organization
 - Public / cultural organization

Job Search Strategies

- **Informational Interview**

- Prepare (Searching, Questionnaire)
- Focus on certain areas
 - Themselves
 - Interviewee (the one on the field)
 - Industry
 - Others (advice)

Job Search Strategies

- **Resume Preparation**

- Font (11-12 most , 14-16 headings)
- Paper type and handling
- Printing
- If Mailing....

- **Cover Letter**

- First paragraph (greeting, why am I writing, Intro...)
- Middle paragraph (Qualifications, why interviewing me?)
- Closing paragraph (next expected step)

Cover Letter

47 Hassan Ahmed St.,
Heliopolis,
Cairo.

ZC167718

May 4, 2004.

Dear Mr. Mohamed,

I have seen your advertisement in AlAhram newspaper for the translator and would like to apply for the job. I herewith enclose my CV in which you may find all my data.

As you see from my CV, I have 4 years experience and a good command of both English and Italian. I am also a professional user of Microsoft Office.

I am looking forward to hearing from you.

Enc. CV

Your sincerely,

Ahmed AboElEla

E-mail:

- Avoid strange or too informal emails
- Write a more formal e-mail with your name or family name

Job Search Strategies

- **Resume types**

Chronological

- Most Recent data 1st
- Most relevant & catchy 1st

Functional

- Fields of experience
- For too short terms emp.

Combination

- Got best of the both
- It can be listed by dates

Job Search Strategies

• Resume Main Parts

- Name, Contacts
- Career Objectives, Profile
- Education
- Extracurricular activities
- Work experience, Training
- Skills and Abilities
 - Language – Computer – Hobbies
- Personal data
- References

HESHAM NASSAR RESUME	
Personal Data	Contact Information
Full Name: Hesham Nassar Hesham Nassar Date of Birth: May 05, 1985 Profession: Computer Engineering Student Nationality: Egyptian Marital Status: Single	Address: 7 Mohamed Zaghloul Street, 8 Basha St. Heliopolis, Cairo, Egypt Cellphone: +912 321 237 9099 Fax: +912 321 237 9079 Email: heshamnassar@gmail.com
Career Objectives:	
Pursuing a challenging BSc position in the field of computer engineering/science that will help me expand my skills and acquire new ones giving me an opportunity to continue my postgraduate studies.	
Education:	
Sep. 2002 – Jul. 2007: Bachelor of Computer Engineering, Faculty of Engineering, Cairo University Sep. 1999 – Jul. 2002: EGCSE (International General Certificate for Secondary Education, Cambridge, UK) Studied Ordinary, Advanced Ordinary and Advanced Level subjects. Old 88 Tarkish School, Agouza, Egypt. 1999 – 2001. Prince House School, Rohatdeen, Egypt. 2001 – 2002.	
Academic Projects:	
May 2006:	<ul style="list-style-type: none"> Search Engine Module featuring all search engine capabilities as crawling, indexing, stemming, ranking, etc. Developed using C# under Visual Studio .NET 2005 and MSO2, 2006. Simple Distributed File System attached to the Linux kernel after recompiling it. Featuring the "fs" command using kernel 2.6.11 and Linux Software 10.2. A Java microcontroller that interacts with a microcontroller.
Dec. 2005:	<ul style="list-style-type: none"> Operating System Simulator using Eclipse IDE (simulating different scheduling algorithms). Traveling Salesman Greedy Algorithm Simulator using C# under Visual Studio .NET 2005. Implementing a Java program that uses the "mybatis" and "hibernate" frameworks.
May 2005:	<ul style="list-style-type: none"> Implementing the "TCP" standard for UDP under Linux using C++/C. Successfully executed, transferred, decided state conversation between two computers (C++).
Dec. 2004:	<ul style="list-style-type: none"> Adaptive Error Detection using RSP-RSP, C# under Visual Studio .NET 2003 and MSO2, 2006. Real Time System Project: Managing traffic lights and street lights using C# under hardware and MSO2, 2006.
May 2004:	<ul style="list-style-type: none"> Socket System simulator using C++/C# under Linux (Software 9.0). Signal error simulator using C++ under Visual Studio .NET 2003. Blockchain using various digital gates/CAs.
Professional Experience:	
Jan. 2003 to date:	Superior Information Technology and Software Engineering Center (SITSEC) – Computer Instructor, Kids & Youth Department. <ul style="list-style-type: none"> Planned/taught different computer courses for youth and school students. Completed the self-learning concept in the professional and academic.
Jul. – Aug. 2006:	Joint work with Dr. Al-Masoud Al-Masoud, Assistant Professor, Dept. of Electronic, Computer & Systems Engineering, Researcher, Polytechnic Institute, ME, USA. <ul style="list-style-type: none"> Learned/Developed new programs and installed them on wireless sensors. Tested/Completed algorithms for sensor networks data aggregation. Proved the correctness of the final scheme algorithm in data aggregation, its implementation and testing the algorithm on wireless sensors.
Aug. – Sep. 2005:	BP Leadership Program Internship – Cairo Department, Middle East Network Solutions. <ul style="list-style-type: none"> Received CTV systems originating from IP Phones. Broadcasted both Text and Audio to set of IP Phones. Implemented an XML user interface on IP Phones.
Jul. 2005:	Web Developer Internship – Landon Department, LandonTech. <ul style="list-style-type: none"> Developed web solutions using Microsoft CMS. Completed the (web) system back ends for various web solutions.
Jul. – Sep. 2004:	Web Developer Internship – Landon Department, LandonTech. <ul style="list-style-type: none"> Studied various web development aspects and considerations. Explored new ways to improve the usability and navigation of websites.
Extra-Curricular Activities:	
Aug. 2003 to date:	Scholar Africa – Heliopolis (Program Technical Advisor) <ul style="list-style-type: none"> Developed the new version of Heliopolis website including the registration system, backend system and website on setting the new rules. Advised for the program at various schools in Egypt.
Aug. 2002 to date:	Scholar Africa – Heliopolis. <ul style="list-style-type: none"> Student coordinator: Assisting African students through the competition by giving them technical support and technical advice.
Jan. 2001 to date:	Superior Information Technology and Software Engineering Center (SITSEC). <ul style="list-style-type: none"> Youth Supervisor, Kids & Youth Department.

www.heshamnassar.com

Hesham Nassar

Things that you should Avoid:

• 1- ABBREVIATIONS:

AFPCA , GHWIHT , MRSRM , ZESN , TWTN

Too Many abbreviations make your CV unreadable,
Avoid it unless it is commonly recognized .

Remember The Rule:

KISS : Keep It Simple & Smart

Things that you should Avoid:

2- PERSONAL PRONOUNS:

Your CV is all about you, Right?

I, Me and My are all redundant , There is no place for personal pronoun

Remember The Rule:

Resume should contain no necessary words.

Things that you should Avoid:

3- NEGATIVE WORDS:

Boring , Fired , Hate, Conflict, Blocked ..etc Catch recruiter Eye.

Remember The Rule:

If you have some difficulties , Keep them to the interview, but you have to prepare yourself.

Things that you should Avoid:

4- COLORS:

It is not a show, Don't use colors to make your CV attractive

Remember The Rule:

Attractiveness is a matter of content,

Things that you should Avoid:

5- SPELLING, GRAMMAR & PUNCTUATION MISTAKES:

Spelling mistakes is the poison to your CV.

Write your CV , read it , re-read it and re-read it and re-read it and re-read it

Remember The Rule:

Spelling mistake is a sign of Careless person, if you want to be at that position , Do IT!

Use a spell check or consult a professional writer.

Things that you should Avoid:

6- UNNECESSARY INFORMATION:

Gender , Religion and detailed as examples of unnecessary information in your CV.

Remember The Rule:

Employer doesn't care that much about what your children are doing.

Moreover, it is not your Autobiography.

Things that you should Avoid:

7- Using a very Big or very small font size & the unusual fonts:

Fonts to be used (English):

- ♦Arial
- ♦Verdana
- ♦Time New Roman
- ♦Tahoma

Fonts to be used (Arabic):

- ♦Arabic Transparent
- ♦Simplified Arabic

Fonts Size to be used:

10 - 20

Things that you should Consider:

•CLARITY OF DATES & PLACES:

Document your working experience accurately.

Don't leave the reader guess where you were employed or for how long.

Overlapping jobs ?

Free periods ?

LENGTH:

How many pages ? (You should number pages)

What if you write more ?

It becomes evident to the reader that:

- You are unable to organize your thoughts.
- You are trying too hard to make a good impression.

Common problems:

- Too long / too short.
- Hard to read.
- Wordy.
- Amateurish (Non Professional).
- Lacking a career objective.
- Photo copy the CV-Resume
- Include a photo without a pre-request

Thank you

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How to write your C.V

To write good C.V you can use Microsoft word program as follow:

How to write your C.V

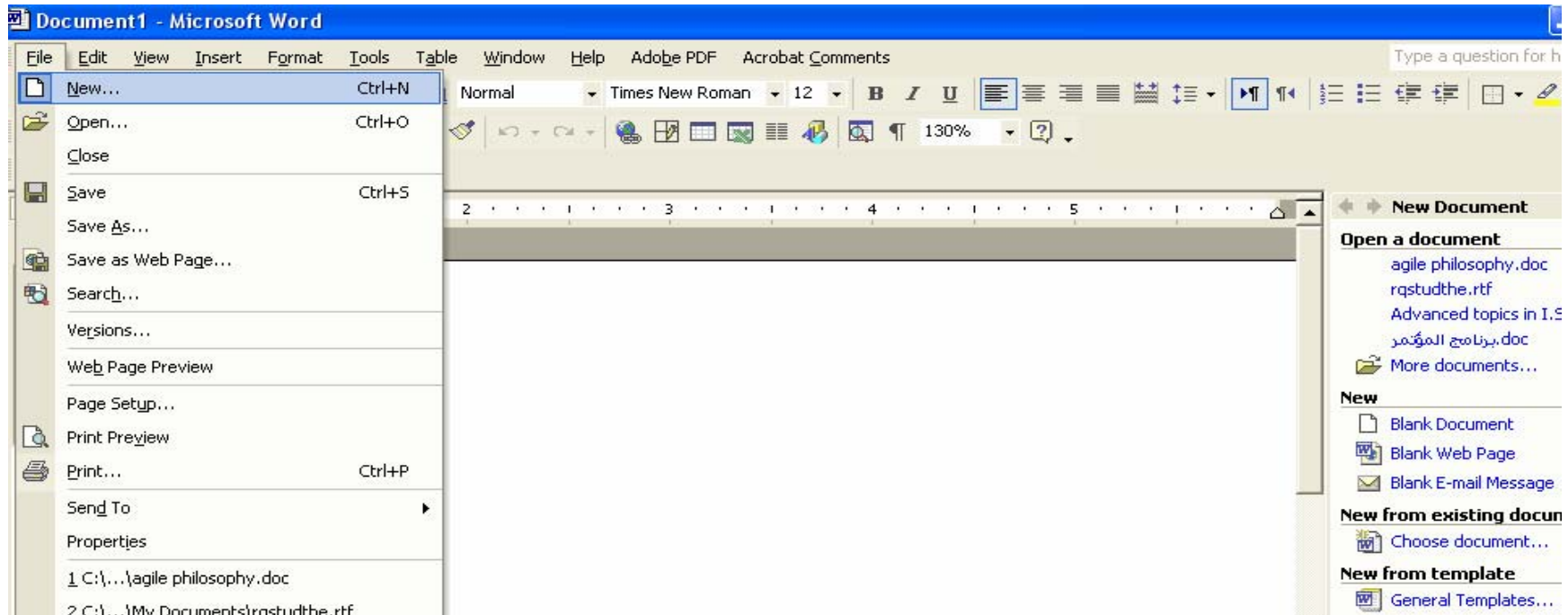


Figure (1)

You can click on new , it will show in the task pane link which called general templates

When you click on, you will see figure (2)

How to write your C.V

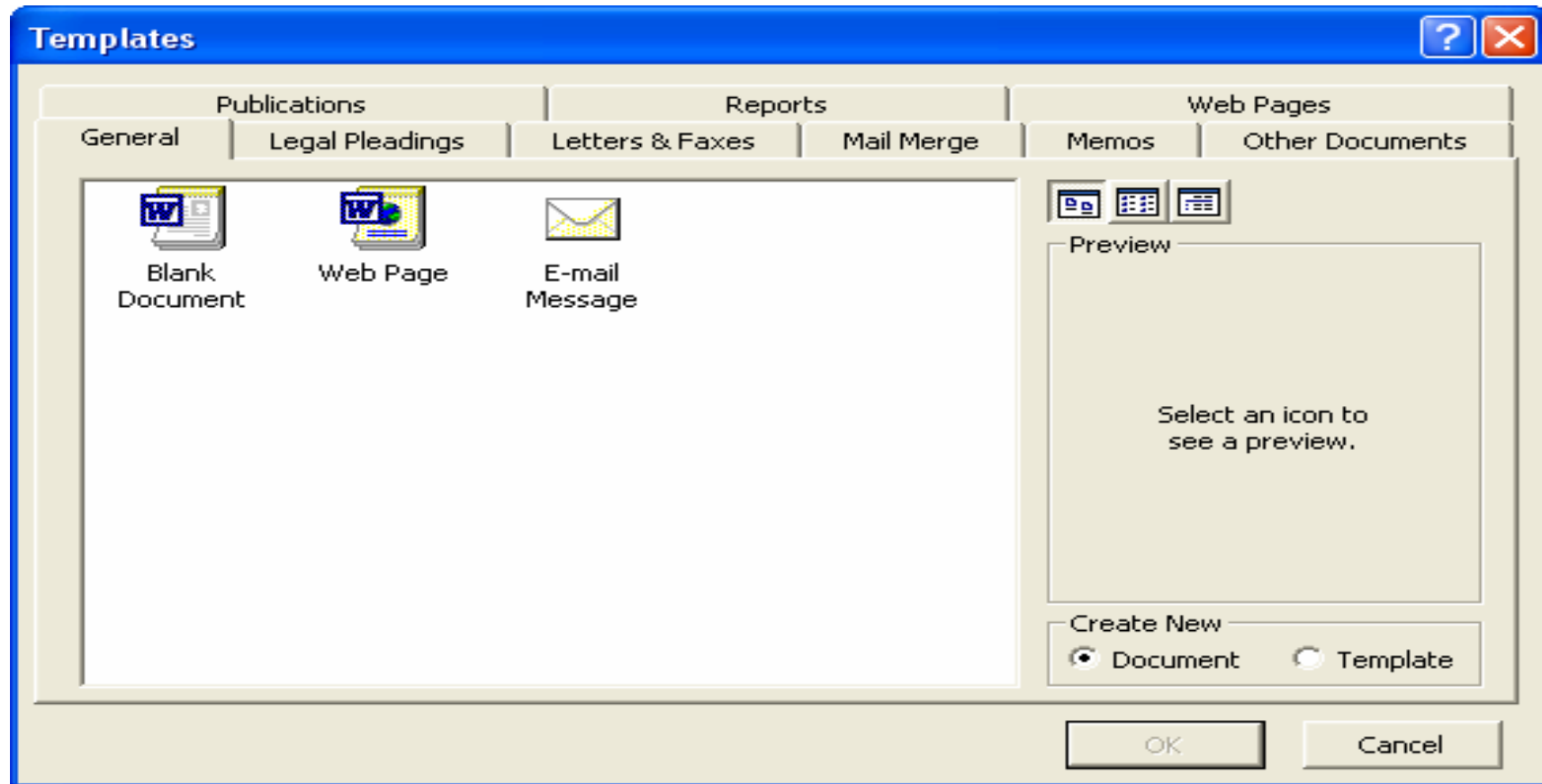


Figure (2)

You can see many tabs, please select (other documents) as figure (3)

How to write your C.V

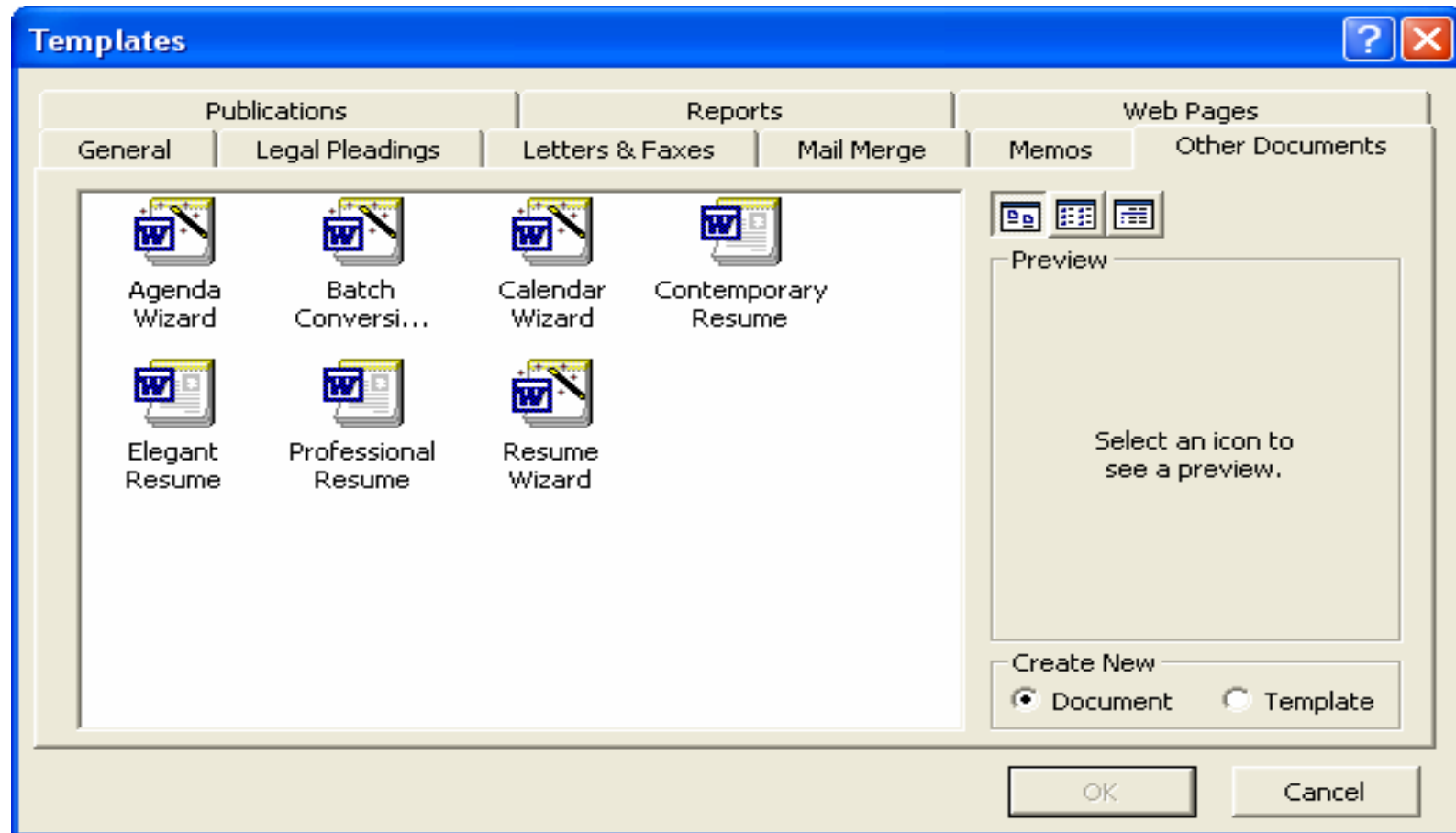


Figure (3)

You can see many templates to write C.V