

Crafting an effective CV



“Hybrid Version,”
March 21, 2023,” by Stephen Fischer,
Career Counselor & Staff Trainer

EPFL Career Center
in collaboration with



FORUM EPFL - Who are we ?



The biggest recruitment fair in Europe

- 200 compagnies
- 120 startups
- 8 NGO's and IGO's
- 2400 registered students

Take advantage of events organised throughout the year to help you prepare for your professional career !

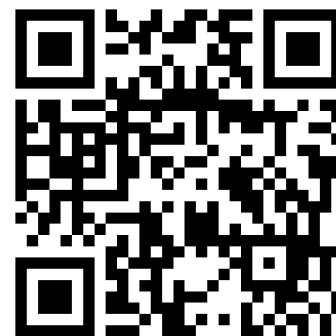
Skills Week 1 :

- 31 March - Professional CV pictures
- 3-6 April - CV Correction - in person and/or on zoom

Key dates :

- 2 - 6 October - Skills Week 2
- 9 - 13 October - Forum - **Swisstech Convention Center**

REGISTER NOW !



Managing expectations

"Young professional,"
in transition!



- While we have consciously continued to add content to this seminar, we do not have time to go into depth on each aspect of creating an effective CV, linked to your other job search tools...
- My goal is not to give you all the answers related to your job search, but to help you formulate better questions!

NB: our slides are "text-rich" on purpose so you can use them & the handouts for reference.

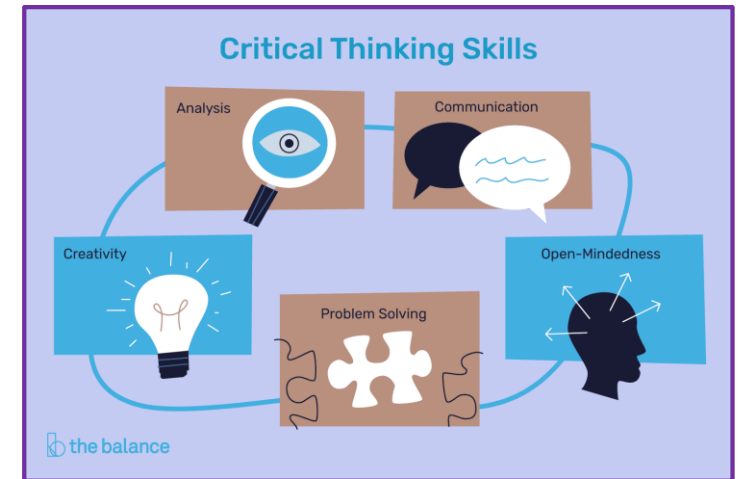
Today's objectives

We need your help in making this “online experience” valuable, so please be fully engaged during the session and take a few minutes to give feedback at the end, or by email afterwards.

Our goal is to help you develop critical thinking about your application documents, and in particular your CV.

Based on a cumulative experience of 20+ years, we'll show you “best practice” approaches.

- Pundits frequently disagree
- Literature almost exclusively written by recruiters, not candidates
- Job markets and recruitment techniques continue to grow more complex



Google search for “effective CV for engineers:” 13.4 million results (0.41 sec’s); if you take 60 sec’s to consult each = only **25.48 years...**

THREE-STEP APPLICATION PROCESS



Courtesy of: Rosemarie Andrey, Business Communication Expert
(used by permission)

“Typical” application documents

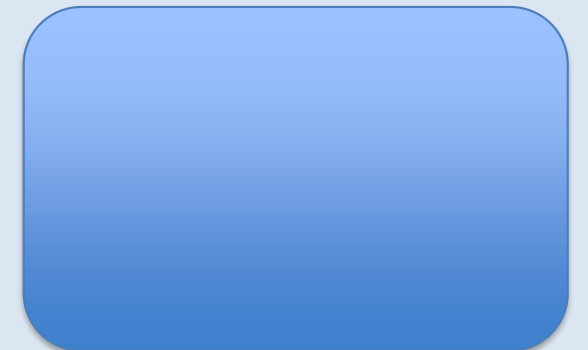
- Curriculum Vitæ, with photo
- Letter of motivation (*not* “cover letter”)
- Copy of latest degree (or letter announcing award); not transcripts, unless specifically requested!
- Work or internship certificate(s)
- One reference letter, preferably from industry

Today, **83%** of recruiters in Switzerland, and 94% in the USA, will immediately consult your LinkedIn profile if they are interested in your CV. Also true for networking; don't miss our separate conferences on LinkedIn...

Anything else can be sent later: it's a good thing when the HR *needs* more...

NB: job site reference codes must be on titles of all docs when mentioned (i.e. ads on JobUp).

Use this format: Fischer_S. CV_Rèf. 347a/x



Recruitment practices: expectations

CV answers the first one, and hints at the rest

Your interlocutors need to know

- If you can do the job
- If you *will do* the job
- If you have the potential to do more
- If you are likely to integrate well with the team

Some expectations may not be stated, as they do not relate to the candidate's capacity, but may still disqualify him/her (age, gender, civil status, nationality, etc.).

For this, they will focus on

- Your knowledge (technical expertise, key skills)
- Your savoir-faire (experience, workstyle and work ethic)
- Your self-knowledge (personality and character)
- Your motivation for the post and for the company

According to each person's role (recruiter, future colleague, manager), and on the company culture, the relative importance of each can vary widely.



Remember: this is a two-way process, and you are exploring a mutually satisfying relationship.

Recruitment practices: the standard process

The recruitment process includes several steps:

- **Sending your application packet**
- **If seen as positive, your profile on LinkedIn is checked, too**
- **Online questionnaire and/or submitting an essay**
- **Pre-screening by telephone or Skype**
- **Interviews (first with generalist, following with higher level personnel and/or panel)**
- **Psychometric tests (intelligence, personality, behavioral preferences)**
- **Assessment center or selected exercises (case study, roleplays, public presentations, etc.)**

Employers want to limit the risk of making a bad selection, which is extremely costly. In an estimated 60% of cases, an interview is supplemented by an additional form of evaluation (*Lee Hecht Harrison, 2013*).



Our focus today is on the key tool in your application kit: an effective CV for industry!

Real costs of bad hires...

THE PAINFUL COSTS OF A BAD HIRE

69% of companies have been negatively affected by a bad hire

Top 5 Negative Effects

- Lower productivity - **39%**
- Lost time finding and training a replacement - **39%**
- Cost of finding and training a replacement - **35%**
- Negative employee morale - **33%**
- Negative impact on clients - **19%**

Perfect match

Making the right hire and the cost of getting it wrong

Poor hiring decisions are common, but employers often underestimate their impact.

85%
of HR decision-makers admit their business has made a bad hire.

1 in 3 HR decision-makers whose business hired the wrong person for a manager, director, or senior official role think it cost their business nothing.

1 in 5 HR decision-makers 'don't know' how much a bad hire costs.

£ A POOR HIRE AT MID-MANAGER LEVEL WITH A SALARY OF £42,000 CAN COST:

WASTED SALARY	£28,000	LOST PRODUCTIVITY OF NEW EMPLOYEE	£9,625
WASTED TRAINING	£1,500	LOST PRODUCTIVITY OF TEAM	£29,160
RECRUITING AND TRAINING NEW EMPLOYEE	£9,730	STAFF TURNOVER	£54,000
TOTAL		£132,015	

HOW CAN YOU GET HIRING RIGHT MORE OFTEN?

- PROMOTE A FLEXIBLE AND INCLUSIVE WORKFORCE
- IMPLEMENT SOFT SKILLS ASSESSMENT TOOLS
- PROPERLY INDUCT NEW RECRUITS

The REC's latest report, *Perfect match – Making the right hire and the cost of getting it wrong*, delivers insight to help employers get hiring right more often.

www.rec.com/perfectmatch
#RECperfectmatch

ROI is not just a king in France...



While recruiters often muddy the water, the fact is, you are not in the same category as other new hires...nor should you be! So both “sides” in the recruitment tango need to be confident, aware of all the factors important to hiring, and also fair (ahem). Candidates have to make most of the effort in the beginning to communicate their value and their interest in the job.

<https://www.ere.net/the-business-case-for-hiring-college-grads-reasons-they-can-produce-a-high-roi/>

Crafting an effective CV_Forum Skills Week_Spring 2028

The Business Case for Hiring College Grads — 32 Reasons They Can Produce a High ROI

[ere.net/the-business-case-for-hiring-college-grads-reasons-they-can-produce-a-high-roi](https://www.ere.net/the-business-case-for-hiring-college-grads-reasons-they-can-produce-a-high-roi)

By Dr. John Sullivan December 12, 2011

December 12, 2011

College hiring is about to ramp up again — and the very best college recruiting organizations would argue it ramped up several months back — so now is an opportune time to conduct an ROI analysis to determine when and where you should hire college grads instead of experienced hires. Understanding the unique competencies and skills that college students bring to a business is important not just in determining the number needed, but where to place them.

As a college professor and someone that advises firms on the design of college recruiting programs, I have come up with a long list of the advantages of hiring college graduates.

If you're not seeing these attributes in your recent college hires, instead of recruiting, the problem is most likely a result of major weaknesses in your hiring process and not with "this latest generation" of college students.

The Business Benefits of Hiring Recent College Grads

The benefits are split into two categories 1) benefits to individual hiring managers and 2) benefits that may accrue to the entire firm over time. Note that the possible outcomes listed here are based partially on generalizations that cover many but not all top college hires.

Shorter-term Benefits of Hiring College Students

- 1. Lower salary costs** — most are willing to work for significantly less salary than "experienced hires."
- 2. Continuous learners** — because they have a recent history of learning, they are self-motivated "continuous learners." This may actually be the most important competency.
- 3. Comfortable with technology** — New grads expect to use technology and have no fear of it. They learn new technologies rapidly, and this, combined with their extensive knowledge of the latest hardware and software, automatically makes them a high-value hire both for current and future needs.
- 4. Comfortable with the Internet and social media** — college students are much more likely to be familiar with and skilled in all aspects of the Internet, and in particular the emerging area of social media and mobile applications.
- 5. High levels of innovation** — there is a great deal of academic research indicating

**Your CV needs to
"sell" your
value...which we
know is
substantial!**



This is written specifically for CTOs. Engineering managers and engineers will also find this useful.

Engineer return on investment (ROI)

If an engineer's salary is \$150k USD ⇔, their fully loaded cost is 1.5x ⇔, approximately \$225,000 USD. This engineer's return on investment should be at least 3x ⇔, meaning \$675,000 USD annually.

We will use this engineer's fully loaded cost as the basis for the rest of our calculations. **Drag ⇔ the blue numbers** to make adjustments. **Your changes do not leave your computer.**

For reference, Google makes ~\$1,200,000 USD in revenue per employee.*

How much is an engineer's time worth?

- 1 hour is worth \$117.18 USD.
- 8 hours are worth \$937.50 USD.
- 5 work days are worth \$4,687.50 USD.
- 3 months are worth \$56,250 USD.
- 1 year (48 weeks) are worth \$225,000 USD.

* via
Business
Insider /
Company
Filings

<https://engineerworth.com/>

CV as Business Communication Tool

Your CV must show your ability to be concise and to **emphasize what matters**.

Your readers are industry experts: express yourself like a professional, not a student:

- Describe “**skills**” rather than “relevant courses” or “interests”
- Detail “**results**” rather than “tasks”
- Mention constraints met (time, budget, quality)
- Avoid too many mentions of Academia

Be concrete. Vagueness is your enemy.

***Most recruiters are not technical or research specialists.
Don't expect them to intuit what you haven't put in writing.***



CV in dangerland: facts and figures



1/3 recruiters spend **60 seconds or less** on a CV before deciding what to do with it.

55% prefer CVs structured in *reverse chronologic order*.

Functional CV's are less appreciated.

Three main reasons to reject a CV:

- Not enough relevant experience (27%)
- Insufficient qualifications (22%)
- Poor presentation (12%)

Source: *Chiumento CV Survey, 2006*

Valid reasoning, or
poorly presented
on CV?!

Your CV should demonstrate your ability to contribute and to get things done.

Every item that makes the recruiter want to meet you is welcome.

Anything that could reduce his/her eagerness should be avoided.

Form, style and “read-ability” (meaning, “do I want to read this thing or not?”) matter as much as content.



One size does *not* fit all



"At graduate-jobs.com we surveyed recruiters from some of the biggest companies, including PwC, NHS and BP, and found the most common reason applicants get rejected is their (consistent!) failure to tailor job applications and CVs."

Source: Warwick University "Careers Blog," 2013

“Resumé (or CV) killers”

Here are some of the biggest no-no’s that hiring pros say they see all the time:

1. Using a ridiculous email address: Your friends may know exactly why hairofthedogdude@yahoo.com is fitting for you, but recruiters and hiring managers may not be so amused.

2. Making spelling errors and grammatical mistakes: You will be hired in a role requiring attention to detail and accuracy, so not proofing your own documents discredits you from the start.

3. Including crazy fonts, colors and other graphics: Creativity is desirable in many jobs, but CV’s that look like art projects are not. Keep it simple and clear, and don’t use too many different fonts or blocks of color. Even for architectural or industrial design jobs, the best place for displaying your design skills is not in the application itself, but rather in a portfolio or via a link to a website with samples of your work.

4. Not using keywords: Terms particular to the job you want and the relevant skills you have should feature prominently on both your CV and your LinkedIn profile.

NB: “useful repetition” of technical skills, certifications and instruments in the descriptions of your experience will reinforce these.

Adapted from: <http://money.cnn.com/2014/11/02/pf/resume-red-flags/>

“Just **ONE**
grammar mistake
and your CV gets
chucked”

Your CV must show your ability to be concise and to **emphasize what matters**, and wherever possible, talk about results—measured, or potential.

Industry-oriented CV

in reverse chronological order

(Header)

Strengths

- [Redacted]
- [Redacted]
- [Redacted]

Education

2014-present PhD in Robotics, EPFL

2014 Master in Informatics, EPFL

2012 Maturité scientifique (secondary school)

Professional experience

2014 Enterprise A: project X

2012 Enterprise B: project Y (summer)

2010 - present Enterprise C: replacements

Technical Skills

- [Redacted]
- [Redacted]

Languages

- [Redacted]
- [Redacted]

Extra-curricular activities

- [Redacted]

Personal details

[Redacted]

Don't believe the "one-page myth!"
1.5-2 for MSc, 2.5-3 for PhDs
But here, it's PowerPoint! ☺

Header

First name, last name and contact details: postal address + one email, one telephone number

Strengths (Key Skills)

A summary of what you want the recruiter to focus on; should be adapted to each role/company. *ATS programs will pick up the key terms set in their search parameters!*

Education

Don't go further back than secondary school; if MSc in Bologna system, and no radical change, BSc not necessary (careful of "false friends!")

Professional experience (split into "Core & Additional")

List your most relevant experiences, including thesis/post-doc work

Technical Skills

Describe techniques/tools/industry processes, not only software

Languages

Level of proficiency, certificates, language travel

Extra-curricular activities

Limit yourself to the most interesting ones

Personal details

Citizenship (plus Swiss permit), age, civil status, driving license, military status (if male; no obligations = a small advantage)

Style & formatting

It also needs to look “clean;” well laid out + organized+ easy-to-read = want to read!
Don't overdo the design elements, though: most of you are not graphic designers!

Your first readers are often young HR staff, but the second readers are more senior, and may also be engineers or researchers, or have recruited for technical positions for many years: express yourself like a professional, not like a student:

- Describe “**technical skills**” rather than “relevant courses” or “interests”
- “Show, don't tell” soft skills in particular (contextualized examples, not lists)
- Detail “**results**” rather than “tasks”
- Mention constraints met (time, budget, quality)
- Avoid too many mentions of Academia

Most recruiters are not technical specialists. Don't expect them to intuit anything you have not expressed. Describe your projects and thesis in terms which **both** another tech person and a generalist can understand. If they want more detail, they'll ask you!

NB: many of your “first readers” are either quite junior, or “dinosaurs;” both notice typos, grammatical errors and “gaps” in a way that may seem unfair, but is common.



Out there...but if it works...

Joseph Chet Redmon

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612-799-5965
<https://pjreddie.com>

I'm a Ph.D. student at the University of Washington interested in computer vision, including object detection, image classification, and model compression.

Education

Ph.D. (in progress)	University of Washington	3.8 GPA	2013 - 2019
M.Sc.	University of Washington	3.8 GPA	2013 - 2015
B.A.	Middlebury College	3.7 GPA	2008 - 2012

Publications

YOLOv3: An Incremental Improvement
arXiv 2018
Joseph Redmon, Ali Farhadi
Cited by: 144

Who Let The Dogs Out? Modeling Dog Behavior From Visual Data
CVPR 2018
Kiana Ehsani, Hessam Bagherinezhad, Joseph Redmon, Roozbeh Mottaghi, Ali Farhadi
Cited by: 2

IQA: Visual Question Answering in Interactive Environments
CVPR 2018
Daniel Gordon, Aniruddha Kembhavi, Mohammad Rastegari, Joseph Redmon, Dieter Fox, Ali Farhadi
Cited by: 26

YOLO9000: Better, Faster, Stronger
CVPR 2017, Best Paper Honorable Mention
Joseph Redmon, Ali Farhadi
Cited by: 1360

XNOR-Net: Imagenet Classification Using Binary Convolutional Neural Networks
ECCV 2016
Mohammad Rastegari, Vicente Ordonez, Joseph Redmon, Ali Farhadi
Cited by: 844

You Only Look Once: Unified, Real-Time Object Detection
CVPR 2016, OpenCV People's Choice Award
Joseph Redmon, Santosh Divvala, Ross Girshick, Ali Farhadi
Cited by: 2773

Real-Time Grasp Detection Using Convolutional Neural Networks
ICRA 2015
Joseph Redmon, Anelia Angelova
Cited by: 134

my LITTLE RESUME

JOSEPH REDMON
University of Washington - CSCI
Box 352350
Seattle WA 98195-2350
pjreddie@uw.edu

This little pony went to Middlebury College, in Middlebury Vermont. He graduated with highest honors and even received a departmental award for academic excellence! While at Middlebury he cultivated an ongoing love for...

COMPUTER SCIENCE & MATHEMATICS!

For two years he worked as a tutor for the Computer Science department. He loves passing on his knowledge and getting everypony excited about computer science!

One summer he worked for the National Institute of Standards and Technology. He developed an online tool for analyzing thermal neutron triple-axis spectrometry data. He even had his very own nuclear reactor to play with!

The next year he had an Extreme Blue Internship with IBM. He worked with a team of interns at the Almaden Research Center to develop technology related to online shopping. But he's not allowed to talk about it too much! (He signed a non-disclosure)

After graduation he galloped off to Unalaska, Alaska to work as a radio DJ, and freelance web developer. He produces stunning, high quality websites for all the nice ponies hanging out in the Alaskan Bush.

For a few months he dabbled in domestication, working for a startup in San Francisco called ZeroCater. He spearheaded major projects, infrastructure upgrades and code cleaning frenzies while ensuring that thousands of hardworking ponies got quality, catered lunches of grains, oats, and grasses every day! The daily plough just wasn't for him though, so he threw off the bit and bridle and galloped back to Alaska. He still does contract work for ZeroCater on other companies on occasion, and in the fall he'll be heading off to a computer science Ph.D. program at the University of Washington!

PONY STATS

Education
School: Middlebury College '12
Major: Computer Science
Minor: Mathematics
GPA: 3.74
Major GPA: 3.98

Favorites
Languages: C, Python
Editor: Vim
Subjects: Machine Learning, Computer Vision, Compilers

Awards/Achievements
Timothy T. Huang Award for Academic Achievement
3rd Place at ACM-ICPC BQSPRE
2 years in a row, 5th at NE North American Regionals in 2010
Top 10% in 4 separate Kaggle competitions, top 3% of active users

The adventure is far from over... What will this little pony do next, who knows??

Header and Strengths

Alberta Einstein
 25 Rue de la Paix
 1001 Lausanne
 +41 77 693 6789
 Skype: alberta_emc2
alberta.einstein@bluewin.ch



my LinkedIn profile

Strengths

For your printed copies?

- **Data mastery: Pandas + Apache Flink & Storm**
- **Nano-fabrication and Micro-electronics**
- **Minor in Technology & Entrepreneurship**
- **Alloy specialist + ISO/TC 119/SC 2-4**

Objective: to contribute my expertise in **data processing**, **microelectronics** and **audio engineering**, with my cross-cultural **communication skills**, in an **international consulting** environment.

Objective: to get a first job in electrical engineering

Header

- First and last names, postal address, telephone, email (not EPFL)
- Photo generally on upper-right
- Skype (a must for screening) & button for LinkedIn (a plus!); other social media buttons for ResearchGate or GitHub can also be added here (not Facebook, Twitter or Instagram)
- Put personal information (age, marital status, nationality) elsewhere (end of page two)
- Avoid non-professional email addresses (e.g. king_bozo@2kewl4u.com)

Strengths

- An impactful summary on what you want the recruiter to remember
- You can substitute an objective line showing what key skills you will bring to the job , but it must be dynamic (ex. 2), not simply stating the obvious (see below)
- “Lifestyle” or self-centered objectives alone have limited impact (ex. 3)
- When answering a particular job ad, focus on strengths most relevant to the position
- ATS programs will be set to look for key terms, usually linked to hard skills—it’s an advantage to have these listed in several places!

Useful repetition: your key competencies may be listed in three separate places— at the top, in your descriptions of experience, and also in your Technical Skills section.

Really?! Maybe that’s why you applied...




Create a QR code for your LinkedIn profile for printed copies? See:

https://www.qr-code-generator.com/a1/?gclid=EAlaIQobChMI7qf32IGM4QIVLLHtCh1amwKhEAAAYASAAEgJXQPD_BwE

Strengths (continued)

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Strengths

- **Data mastery: Pandas + Apache Flink & Storm**
- **Nano-fabrication and Micro-electronics**
- **Minor in Technology & Entrepreneurship**
- **Alloy specialist + ISO/TC 119/SC 2-4**

Objective: to contribute my expertise in **data processing, microelectronics** and **audio engineering**, with my cross-cultural **communication skills**, in an **international consulting** environment.

Objective: to get a first job in electrical engineering



Strengths: usually “hard” skills matching as closely as possible the requirements listed in the job ad, or best corresponding to your spontaneous offer (which will be generated from your research and networking)

- Use short phrases with clear summaries but add tools/programs when you can.
- Objective lines must be “active” and show what you will bring to the job and to the company.
- Stating the obvious adds exactly zero value to your application.
- If soft skills (i.e. human languages, teamworking) are asked for, include these here, but generally speaking, stick to you top tech skills.

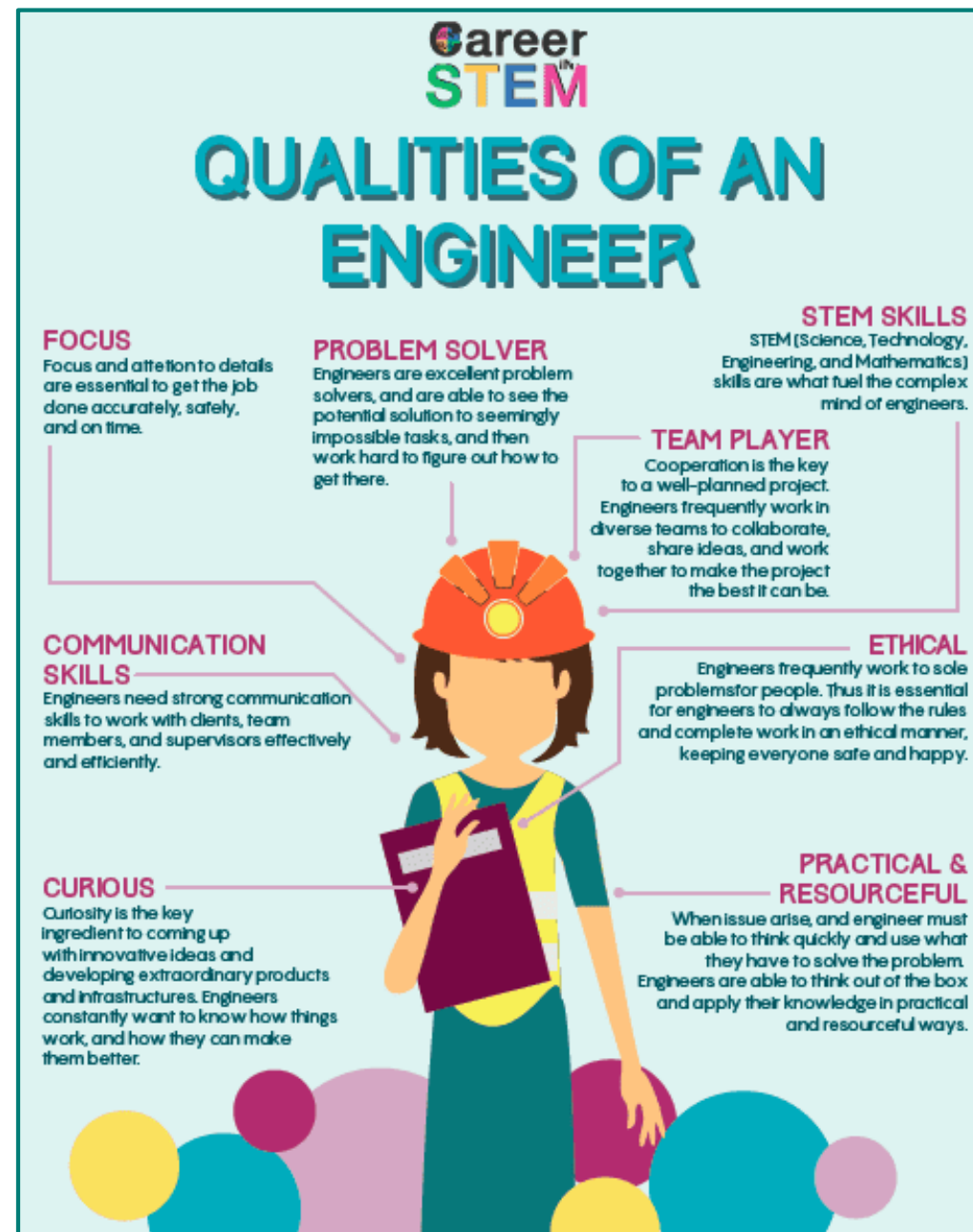
Your “Strengths” (or “Key Skills”) in this context are not character traits. Instead, they must answer the question, “Can this candidate do the job?” very clearly –and ideally, severally! Do not then water them down by listing all of your expertise just below...keep a separate, comprehensive section further on in your document.

Communicating value: this starts with your belief in the value you will bring to your future employer

As a young professional, you will be hired primarily for your technical skills, though “soft” skills will also be taken into account in the final selection process.

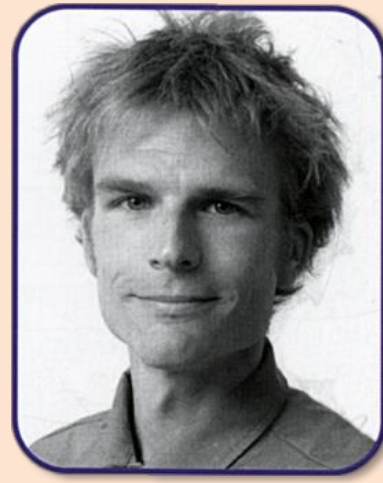
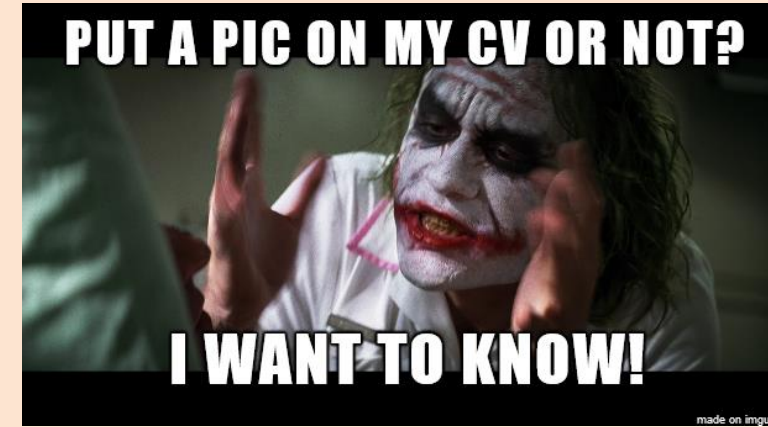
No one can guess at what you have done: you must communicate in detail your key skills at the top of your CV, and all of your competencies in the descriptions of your experience to date as well as in the “Technical Skills” or “Expertise” section of your CV and in your LinkedIn profile.

You should also include these as you describe your experience, to give context and credence.



Should I add a photograph?

- Recommended as it's likely to be the only visual element and personalizes your CV
- The image projected can vary enormously depending upon the photo you choose
- An effective photo underlines both parts of your identity, "young professional"
- "Ugly" vs. "Normal" = 56% fewer job interviews (according to study in France) ¹



Not legal in US, UK, Canada...though with LinkedIn, Facebook, etc. now a nonsensical law.

¹ French *Observatory on discrimination in the workplace* "Testing sur CV (2004)." Photos: jobguide.ch

Real pictures...for *executive* posts!





Courtesy of



Crafting an effective
CV Forum Skills



LinkedIn navigation bar: Home, My Network, Jobs, Messaging, Notifications (7)



Ben Peterson • 3rd
Algorithm Engineer
Boulder, Colorado

✓ Pending ⋮

- Photofeeler
- Carnegie Mellon University - Tepper School of Business
- See contact info
- 186 connections

Mathematician. Full-stack web developer. Optimization algorithms PhD and experienced algorithm designer and coder in academic, Fortune 500, and startup settings.

Go-to guy for unique mathematical challenges. Especially good at heuristics for "unsolvable" problems with vague objectives or data.

Presently co-founder and CTO of Photofeeler, a tool for testing profile photos (business, social, dating). Interested in advising or consulting other startups on their algorithm challenges.

[Show less](#)

Like founder, like users?

Although the site offers the possibility to test image impact for both business and social (including dating sites like Tinder!), for job search purposes, the former is the one we're interested in.

Their service is free if you play the game, and responses are rapid; if you prefer to buy "votes" you can, too. We suggest loading several photos to see which gets the highest overall ratings.

With a database of more than 65k photos, they have analyzed dozens of aspects which can affect the impact of your photo.

How well does the photo represent you?

New Test | Sort | Karma: **Low** / Credits: **100** | Get More

Photo	Category	Votes	Competent	Likable	Influential	Confident	Authentic	Fun	Smart	Trustworthy	Attractive
1	BUSINESS	8 / 20	32%	51%	45%	-	-	-	-	-	-
2	BUSINESS	40	89%	91%	90%	-	-	-	-	-	-
3	BUSINESS	20	30%	39%	19%	-	-	-	-	-	-
4	SOCIAL	20	72%	83%	-	-	-	-	-	-	-
5	SOCIAL	20	57%	81%	60%	-	-	-	-	-	-
6	DATING	20	20%	50%	42%	-	-	-	-	-	-
7	DATING	20	39%	47%	57%	-	-	-	-	-	-
8	DATING	40	95%	97%	88%	-	-	-	-	-	-

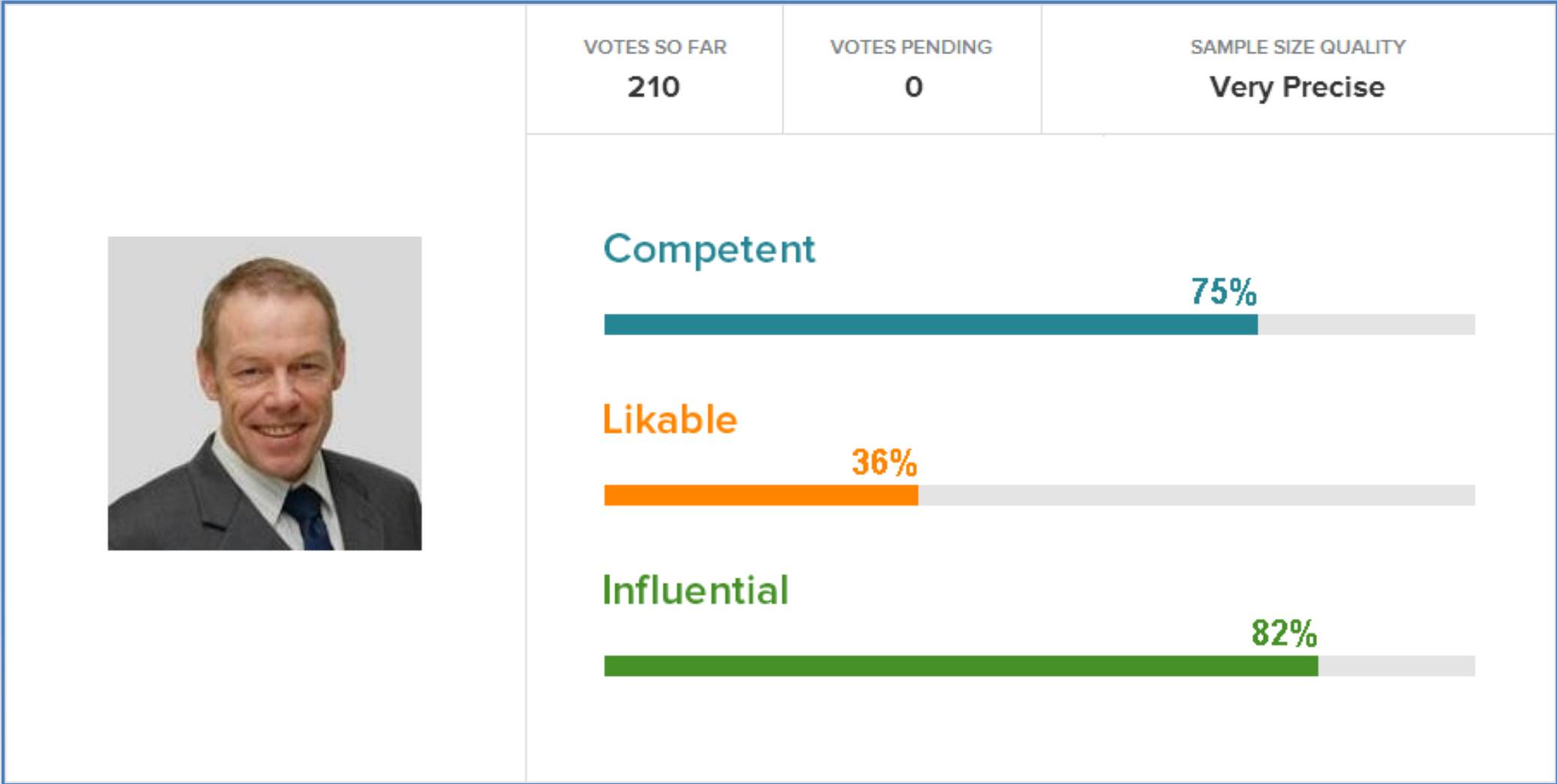
photofeeler | Vote | My Account | Credits: **100** | Get More

All Photos | All Tests | Sort By


Photo	Category	Votes	Competent	Likable	Influential	Confident	Authentic	Fun	Smart	Trustworthy	Attractive
1	BUSINESS	20	48%	77%	52%	-	-	-	-	-	-
2	BUSINESS	20	55%	64%	81%	-	-	-	-	-	-
3	BUSINESS	20	72%	94%	78%	-	-	-	-	-	-
4	BUSINESS	10	82%	90%	73%	-	-	-	-	-	-
5	SOCIAL	10	70%	45%	73%	-	-	-	-	-	-
6	DATING	10	97%	96%	61%	-	-	-	-	-	-
7	BUSINESS	20	70%	91%	78%	-	-	-	-	-	-

Test your image:
www.photofeeler.com

Sacrificing my ego for the greater good?



Placement matters...

(Header)  [Redacted]

Strengths

- [Redacted]
- [Redacted]
- [Redacted]

Education

2014-present	PhD in Robotics, EPFL
2014	Master in Informatics, EPFL
2012	Maturité scientifique (secondary diploma)

Professional experience

2014	Enterprise A: project X
2012	Enterprise B: project Y (summer job)
2010 - present	Enterprise C: replacements

Technical Skills

- [Redacted]
- [Redacted]

Languages


- [Redacted]
- [Redacted]

Extra-curricular activities

- [Redacted]

Personal details

[Redacted]

(Header)  [Redacted]

Strengths

- [Redacted]
- [Redacted]
- [Redacted]

Professional experience

2017-present	Lab A, EPFL: project X
2014-17	Lab B: PhD thesis + Collaboration industry
2012-15	Startup C: IT projects

Education

2017	PhD in Robotics, EPFL
2012	Master in Informatics, EPFL
2008	Maturité scientifique (secondary diploma)

Technical Skills

- [Redacted]
- [Redacted]

Languages


- [Redacted]
- [Redacted]

Extra-curricular activities

- [Redacted]

Personal details

[Redacted]

(Header)  [Redacted]

Strengths

- [Redacted]
- [Redacted]
- [Redacted]

Education

2017-present	PhD in Robotics, EPFL
2014	Master in Informatics, EPFL
2012	Maturité scientifique (secondary diploma)

Professional experience

2014	Enterprise A: project X
2012	Enterprise B: project Y (summer job)
2010 - present	Enterprise C: replacements

Technical Skills

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Languages

- [Redacted]
- [Redacted]

Extra-curricular activities

- [Redacted]

Personal details

[Redacted]

The TOP is *top* priority!



The Matterhorn
is not known for
its distinctive
base...

You have only one chance to make an excellent first impression.

The layout and style count, and so do the quality of your photo, the grammatical correctness of your phrases, and the relevance of your profile to the needs of the company.

Most importantly, your key skills (“Strengths”) need to answer the first question each recruiter has, “Can this candidate *do* the job s/he is applying for?”

Drawing: <http://chrisbanford.com/>

Education & Experience

Education

- 2014 Master in Computer Science, EPFL
- 2010 - 2013 CS Engineering Studies at EPFL
One-year exchange at Carnegie Mellon University
- 2010 Maturité (option maths/physics), Gymnase XYZ

Professional Experience

- 2013 Company A: Java developer (Six-month internship)
- 2011-2012 Company B: Webmaster for startup in Lausanne
- 2011-2013 Lab C: Helpdesk technician (temp)

Contributions

- Bottom line
- Enhancements
- Savings (time, costs, material)
- Transformation

Education

- ✓ **Education** comes before **Experience**
- ✓ List degrees and honors explicitly
- ✓ Mention exchange periods abroad
- ✓ Don't go further back than end of secondary school, unless notable (e.g. studies were in another language)

Professional Experience

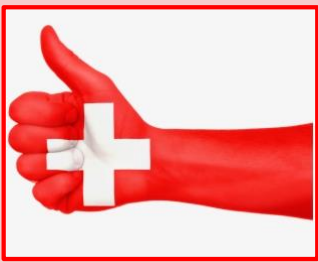
Emphasize

- **Contributions made**
- **Responsibilities** and
- **Constraints faced**

Give each experience the **weight it deserves** ("laundry list," i.e. too much detail for short-term post = risk losing value)

Teaching, summer/part-time student jobs: additional, not "Core" experience; which ones imply **transferable skills**?

Student associations: appreciated by employers when roles imply responsibility and dealing with external parties, but not usually listed under professional experience. If you managed a Solar Decathlon or Hyperloop team, that might be different!



Global University Employability Ranking 2019

Search institution name or country to filter by that nation

Search:

Employability Rank 2019	Institution	Country/region	Employability Rank 2018	THE World University Ranking 2020
19	École Polytechnique Fédérale de Lausanne	Switzerland	25	=38
77	University of Zurich	Switzerland	75	90
89	University of Lausanne	Switzerland		
109	University of Bern	Switzerland		
113	University of Basel	Switzerland		
173	University of Geneva	Switzerland		
222	University of St Gallen	Switzerland		



Home About Rankings Survey Universities GRUP Initiative Conference Advertis

Home>> ARWU 2019

Academic Ranking of World Universities 2019

Switzerland

Country Rank	Institution	World Rank
1	Swiss Federal Institute of Technology Zurich	19
2	University of Geneva	58
3	University of Zurich	61
4	Swiss Federal Institute of Technology Lausanne	78
5	University of Basel	87
6	University of Bern	101-150
7	University of Lausanne	151-200
8	University of Fribourg	401-500
9	Università Della Svizzera Italiana	501-600
10	University of Neuchatel	901-1000

* Institutions within the same rank range are listed alphabetically.

EPFL's brand recognition for Swiss market is undeniable, but also growing globally

Whether you “only” work(-ed) here, or worked and studied, EPFL gives you a “local brand,” and you need to make sure it’s “front and center” on your LinkedIn profile and your CV...

EPFL ranked 21st in terms of employability; was 20th the previous year

GEURS2021 RANKING INSIGHTS ▼ METHODOLOGY CONTACT

Enter type to search

University	Country	2020	2021	Evolution
Columbia University	USA	16	16	▶ (0)
New York University	USA	11	17	▼ (-6)
Imperial College London	UK	18	18	▶ (0)
IE University	Spain	25	19	▲ (6)
Australian National University	Australia	15	20	▼ (-5)
École Polytechnique Fédérale de Lausanne	Switzerland	20	21	▼ (-1)
CentraleSupélec - Paris Saclay University	France	22	22	▶ (0)
Hong Kong University of Science and Technology	Hong Kong	26	23	▲ (3)
Tokyo Institute of Technology	Japan	31	24	▲ (7)
HEC Paris	France	24	25	▼ (-1)
University of British Columbia	Canada	28	26	▲ (2)
Indian Institute of Technology Delhi	India	27	27	▶ (0)
Nanyang Technological University, Singapore	Singapore	29	28	▲ (1)
McGill University	Canada	23	29	▼ (-6)
Ecole Polytechnique - Institut Polytechnique de Paris	France	30	30	▶ (0)

« < 1 2 3 4 ... > »

TOP TWELVE COUNTRIES FOR EMPLOYABILITY
Share of votes for universities in the global ranking

The 2021 Ranking



The Global Employability University Ranking and Survey (GEURS) shows which are the **Best 250 universities** in the world, when measured by employers. First released in 2010, the GEURS ranking is produced by Emerging and is currently the **second most used ranking by employers worldwide**.

Since 2016, it is published in partnership with the Times Higher Education. Our [dashboard powered by HEEP](#) monitors university performance over time.

ETHZ = 11th (was 13th); HEC Paris = 25th !

Education (a)

✘ No

Education

- 2019 Master thesis: "Ascertain nicotine rates in living cells using impedance measurement"
- 2017-2018 Specialization in Applied Photonics
- 2017 LMIS-EPFL: Automating glue dispersal on a translating flexible substrate (summer internship at EPFL)
- 2015-2016 Reading Micro-engineering at EPFL
- 2014 Secondary diploma
- 2011-2014 Secondary school, *Gymnase de la Cité, Lausanne*
- 2002-2011 Elementary school, *Collège du Martinet, Rolle*

✔ Yes

Education

- 2019 **Master of Science in Micro-engineering, *École Polytechnique Fédérale de Lausanne (EPFL)***
 - Major in Applied Photonics
 - Minor in Management of Technology
 - Academic exchange year at Imperial College
- 2014 **Maturité (secondary diploma), *Gymnase de la Cité, Lausanne***

No "false friends;" ***not*** "maturity!"

x No

✓ Yes

Even in English, keep the initials; this approach gives you a "local brand!"

Education

- 2019** **Master thesis: "Ascertain nicotine rates in living cells using impedance measurement"**
- 2017-2018** **Specialization in Applied Photonics**
- 2017** **LMIS-EPFL: Automating glue dispersal on a translating flexible substrate (summer internship at EPFL)**
- 2015-2016** **Reading Micro-engineering at EPFL**
- 2014** **Secondary diploma**
- 2011-2014** **Secondary school, *Gymnase de la Cité, Lausanne***
- 2002-2011** **Elementary school, *Collège du Martinet, Rolle***

Education

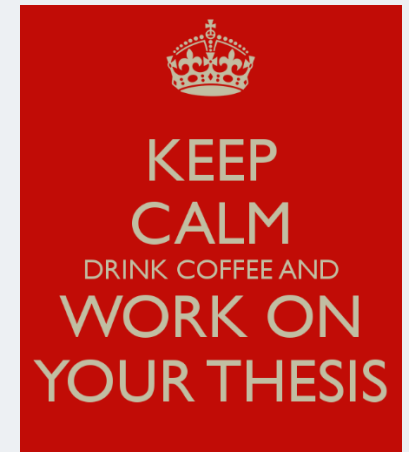
- Swiss Federal Institute of Technology, Lausanne (EPFL)* **2019****
 Master of Science in Micro-engineering
 - Minor in Management of Technology
 - Academic exchange year at Imperial College (Spring 2018)
- Gymnase de la Cité, Lausanne* **2014****
 Maturité (secondary diploma); Science Section

Simple & to the point: with your "local flag" first, and the date last...



Where do I put my thesis?

MSc students: with your
internship, your TM is most
likely your main experience
to date



- All academic *titles* (and special honors, plus exchange terms) should be listed under “Education.”
- A description of your thesis work can be placed either in the traditional “Academic Projects” section, or, **better**, in the
- “**Professional/Core Experience**” section, especially if linked to industry (or done within a company);
- Can be adapted re. company/post you are applying for.

“Selling” your experience to industry

- For those who have done both an internship and a TM, make sure to include both under experience (most likely “Core,” or most relevant).
- Describe your work clearly, in terms which a generalist can understand, but which would also make sense to another engineer/scientist.
- Explain your responsibilities in terms of project management: timeline, budget, team/meetings/role/language(s), innovations, extra tasks + evaluation (successful? how did you know?).
- Publications, conferences and/or teaching and **supervising BSc theses at Master’s level** would be exceptional, and worth including in core experience (as opposed to PhD level CV’s). PhD’s would list these under additional experience, however.



Your thesis in five lines (or less), in business terms



*“My objective was to determine the main parameters of the dynamics of molecules during a chemical micro-reaction in a helium droplet. **In a very short timeframe**, I developed a **powerful yet simple** model that predicts the resulting stereoisomers with **40% higher precision** than traditional methods. This could lead to **significant savings** for the chemical industry. I was also involved in the purchase of **mission-critical lab equipment**, and negotiated a **20% price discount.**”*

- ❖ Describe your work clearly, in terms which a generalist can understand, but which would also make sense to another engineer/scientist.
- ❖ Explain your responsibilities in terms of project management: timeline, budget, team/meetings, role/language(s), innovations, quality control, extra tasks
- ❖ Milestones/evaluation of success: how did you know, and what were the outcomes?
- ❖ Emphasize results and other contributions, including “hidden duties or responsibilities.” Describe any potential economic implications.
- ❖ For PhD’s: Teaching and supervising MSc theses are less important (add under “Additional Experience”).
- ❖ If linked to industry (patents, partnerships, mandates) highlight this; otherwise describe outcomes in terms of potential commercial impacts.

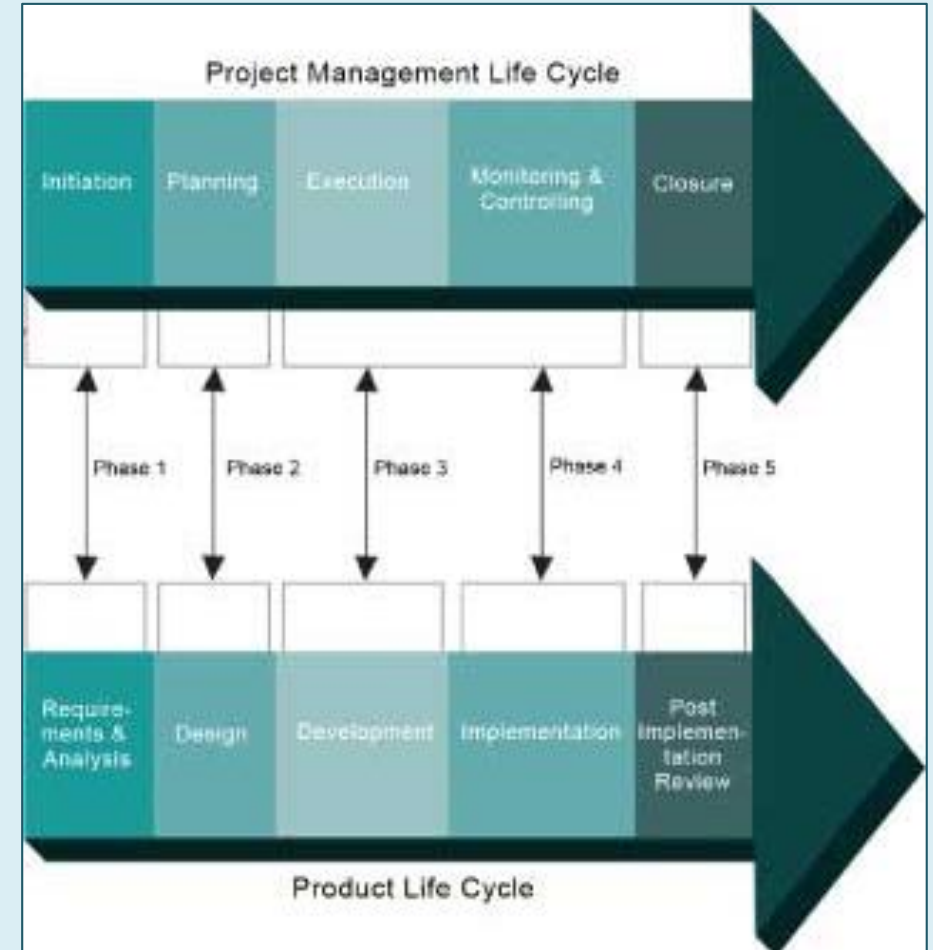
Your thesis in terms of project management

The 5 Phases of Project Management

Project Life Cycle

The 5 Phases of Project Management is also called the **Project Lifecycle**. The 5 Phases of Project Management consist of:

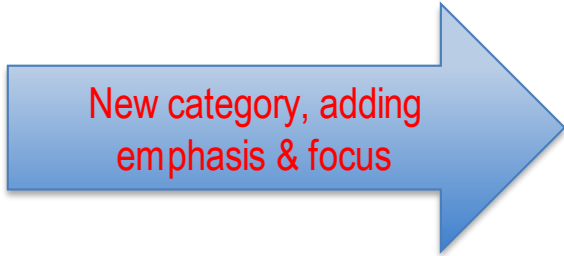
- Project Initiation Phase
- Project Planning Phase
- Execution Phase
- Monitoring and Control Phase
- Project Closeout Phase



NB: describe your thesis in five sentences or less, in terms of project management, with constraints, key responsibilities, budget and results.

Core vs. Additional Experience

X No



✓ Yes!

Core Experience

- Powder Technology Laboratory (LTP), EPFL "Design of spectacle components in shape memory alloys."** **2016-present**
Doctoral Thesis
 Concept to prototype modelling in C++ of Ni-Mn-Ga alloys with optimized twin microstructures. Based on my work, the host company is currently developing model prototypes.
- BOSCH** (3-month internship) **2015**
 Design of a new motor oil film thickness measurement system using laser-induced fluorescence. Validated proof-of-concept in < 3 months, with precision enhanced by 35% vs. the previous system.
- Lausanne Power Authority:** Assistant-Surveyor. **2013**
 Surveyed underground electrical networks and entered the topographic data in AutoCAD.

Additional Experience

- City of Lausanne** (part-time 20%) **2014**
 Design and testing of the City's Housing Service website, on a very tight budget with focus on maximum quality. The website was successfully launched in October 2009.
- Electronics Lab, EPFL** **2012-14**
 Teaching Assistant for electronics practicals (EN and FR).
- Pix4D**, Lausanne: plat survey review project (summer intern). **2012**

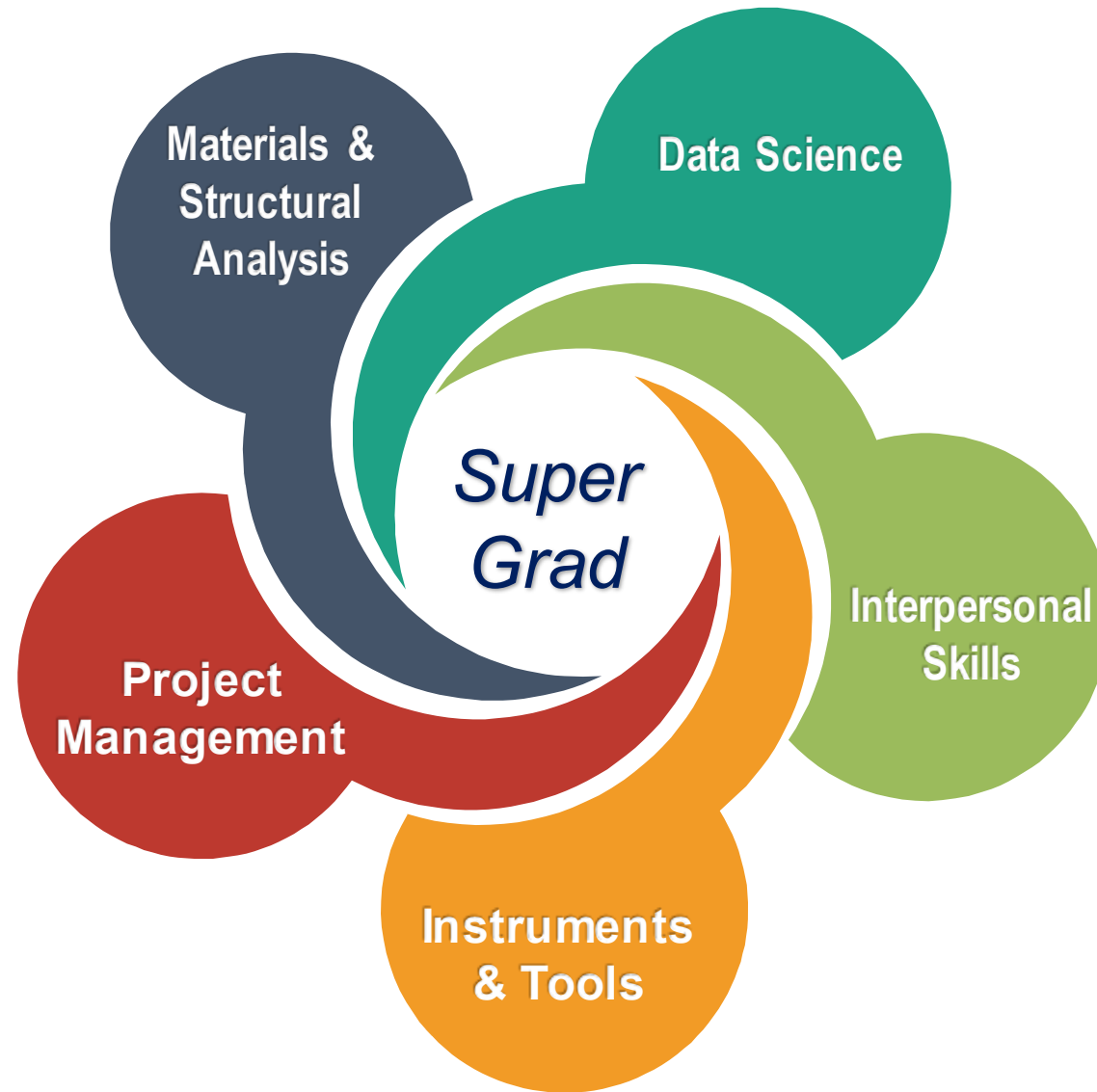
Professional Experience

- 2011** Design of a motor oil film thickness measurement system (BOSCH Research Institute, 1027 Lonay)
- 2009** City of Lausanne (Housing Service) – City of Lausanne (Internet Group) – ACM (Archives de la construction moderne EPFL):
 - Design and development of the City of Lausanne Housing Service website
- 2007** Teaching Assistant for electronics practicals (Electronics Lab EPFL)
- 2007** School of Computer and Communication Sciences EPFL
 Teaching Assistant for a web design course for girls
- 2008** Assistant-Surveyor, Lausanne Power Authority
- 2005-2009** Sales clerk at McDonald's on Saturdays

As with your "Strengths," customize this part of your CV for each position you apply for...

Your amazing super strengths – *Revisited*

Don't list courses (unless outside of your discipline): show, don't tell, what you can do!



Think carefully: brainstorm about all the things you have learned in the past two to four years—then don't be shy about including them here, and selecting for your "Strengths" section.

Techniques, Methods & Skills: your USP's!

Be complete & consistent: here and on LinkedIn!

Add "soft" or business skills

Technical Skills

Material Synthesis Processes

Magnetron Cathode Pulverization, Electric arc, melt-spinning

Physical and Structural Characterization Techniques

Transmission Electron Microscopy (TEM) in traditional and high-resolution modes (HRTEM), Energy-dispersive X-Ray spectroscopy (EDX), XPS and SIMS Spectroscopy, X-Ray Diffraction (XRD), Atomic Force Microscopy (AFM), Scanning Electron Microscopy (SEM)

IT : EMS, LabVIEW, Cerius2, Image-Pro. Good command of several other image analysis / image processing programs. MS Office (XP-W10; PC and Mac)

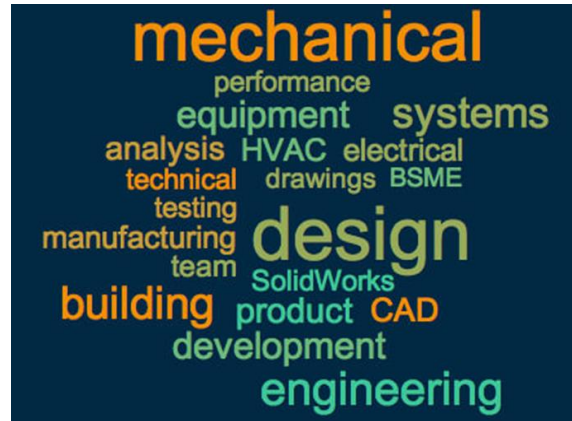
Project Management:

Logistics, coordination, budget control for international hydrofoil competition (see "Core Experience"). Supervised five MSc thesis students (one patent pending).

Your "toolkit" is likely to get you the job!

Technical Skills (or "Expertise")

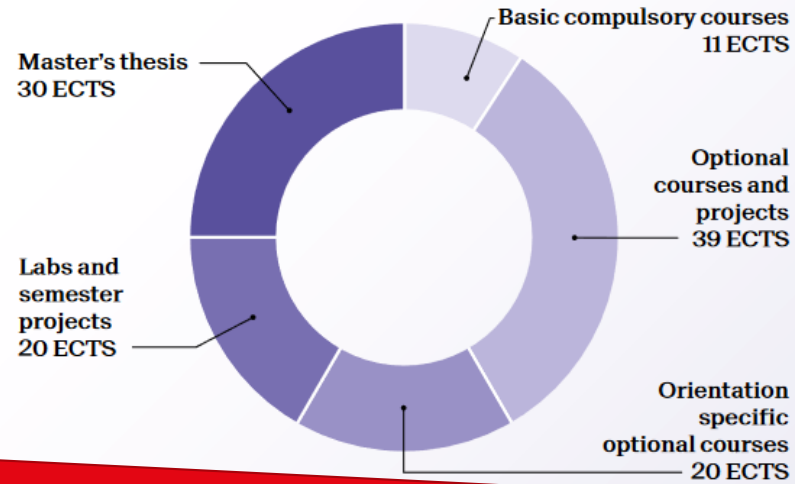
- Particularly important for recent graduates
- Mention key **technical & project management** skills
- List of skills acts as a **repository of keywords** indexed by *Applicant Tracking Systems*
- **IT Skills:** priority to specialized software used in industry/sector (+ acronyms when common)
- **Data Science:** programs, tools, methods, cluster computing, data libraries, stochastic analysis
- **IP** (patents), Euro lab levels, ISO certifications, etc. all "money in the bank" for future employers
- Don't forget Clean Room, Wet lab, en vivo, SQL, lab safety training, debugging
- Intercultural and Science Communication, Team Effectiveness, Influencing without authority, and other interpersonal skills complete your profile...



What the school says you've learned...

The mix of what a mechanical engineer knows...

Master of Science in **ROBOTICS**
2-year program - 120 ECTS



The program includes a compulsory industrial internship with a minimal duration of 8 weeks.

Students must choose 20 ECTS of optional courses in one of these three orientations:
 A Industrial robotics
 B Medical robotics
 C Mobile robotics

The optional courses and projects (39 ECTS) include either:

- Optional courses (19 ECTS)
- 1 semester project (10 ECTS)
- 1 interdisciplinary project or more optional courses (10 ECTS)

OR

			Credits
Basic compulsory			11
Applied machine...			4
Basics of mot...			4
Model predi...			3
Optional cou...	C		59
Advanced com...		C	3
Advanced mach...		B C	4
Advanced MEMS &		C	3
Advanced satellite positi...		C	4
Analyse de produits et systèm...	A		2
Analysis and modeling of locomotion		B C	4
Biomaterials		B	4
Commande embarquée de moteurs	A		2
Computational motor control		B C	4
Computer vision	A	B C	4
Conception mécanique intégrée	A		3
Continuous improvement of manufacturing systems	A		4
Controlling behavior in animal and robots		B C	4
Deep learning	A	B C	4
Distributed intelligent systems		C	5
Embedded systems	A	B C	4
Evolutionary robotics		C	3
Flexible bioelectronics		B	4
Flying robots		C	4
Fundamentals of computer aided manufacturing	A		5
Fundamentals of neuroengineering		C	4
Haptic human robot interfaces	A		3
How technology shapes the workplace of the future	A	B C	3
Image analysis and pattern recognition		B C	4
Image processing I		B	3

Young professionals are hired for their current skills and their potential to continue learning new ones!

Data is king—across all sectors!



A tool is only as good as the person who uses it. Don't forget data libraries, super-computer crunching, pre-programmed instruments or machines, safe cloud computing and machine learning.

Internship and first job after EPFL: you will be hired for your skills, not your experience!

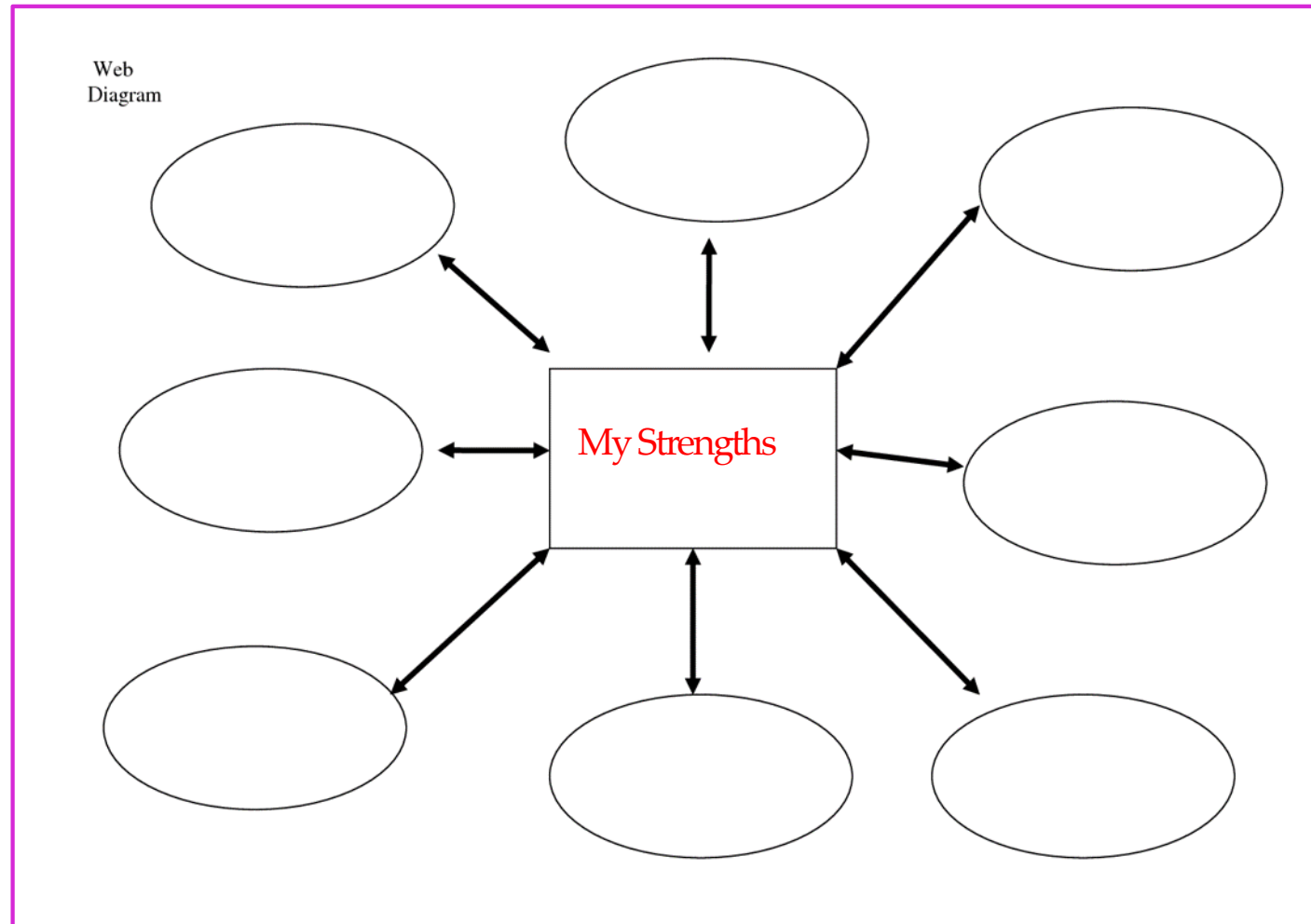
Crafting an effective CV, Forum Skills Week, Spring 2023

Got it? Flaunt it!

- Prince2 or PMI certification for project management
- MOOC's and Coursera for QA and data science:
<https://www.class-central.com/tag/quality-assurance>
- Technical writing certification:
<https://www.wordrake.com/blog/thinking-technical-writing-certification-3-consider>
- List all lab and machine certifications
- Health and (lab) safety training, first aid, chemical and electrical; other specialized systems training (formal & informal)
- **Patents** pending or obtained!



As you read job ads, note the top skills requested, and if you have these but haven't yet listed them, add them to your CV and to your LinkedIn profile!



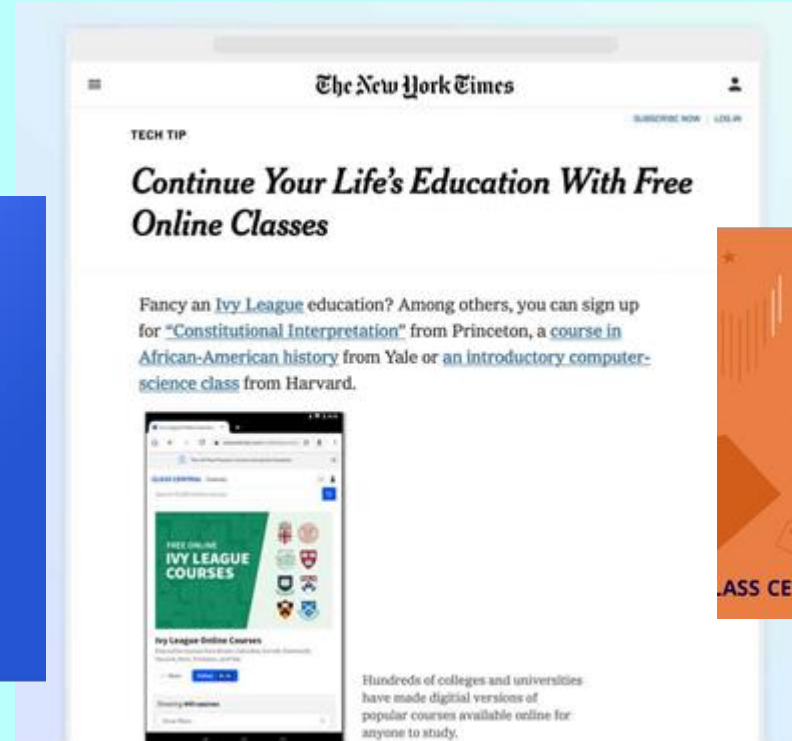
Check LinkedIn profiles of Alumni with 3-5 years' experience: what skills do they show and how do they describe themselves?

Spend 5-10 minutes writing, while listening to music (optional). Afterwards, using highlighters, group results to use in establishing your most relevant hard and soft skills--for your CV and LinkedIn profile.

CLASS CENTRAL

<https://www.classcentral.com/>

**MOST
POPULAR
COURSES**



Tech Tip

Continue Your Life's Education With Free Online Classes

If you're pondering a career shift, looking to learn a specific skill or just plain bored, consider a web-based class to broaden your horizons.

<https://www.nytimes.com/2020/09/09/technology/personaltech/education-free-online-classes.html>

Linguae: frankly!



CELI
CERTIFICAZIONE



Languages

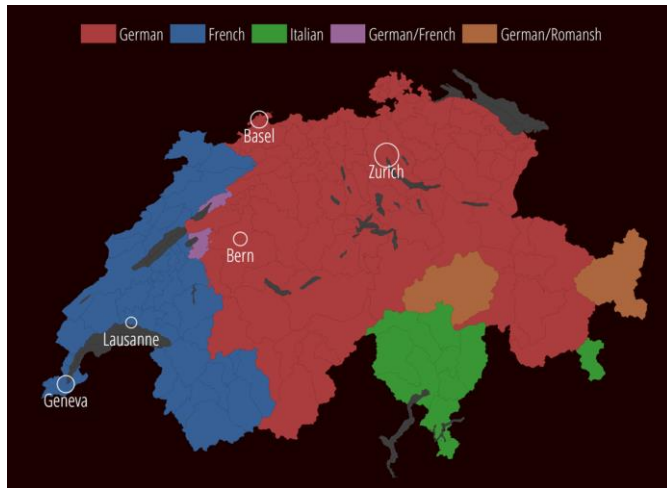
English	Fluent spoken (C1) and written (C2) One-year exchange at Imperial College, London
German	Intermediate level spoken and written (B1) <i>Zertifikat Deutsch</i> from Goethe Institut.
French	Native language

- Accurate level of proficiency (modesty pays), certificates if any, language travels (place and duration).
- In Switzerland, 82% of ads mention language requirements. Learning or improving a Swiss language *during* your job search will be seen in a positive light by potential employers.
- Expectations are high & levels may be tested during interviews. Rate “Spoken” and “Written” and if different, note these: e.g. “Intermediate Spoken (B2), “Fluent Spoken (C2)”
 - Use auto-evaluation grid from EuroPass:
<https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>
 - Evaluate your proficiency with DIALANG:
<http://www.lancaster.ac.uk/researchenterprise/dialang/about> OR
 - On Ecole Club-Migros site:
<http://www.ecole-club.ch/Themes/tests-d-evaluation/test-de-langue>

Separate from other skills, so they are easy to find.

NB: lead with most important language for job, or language of your CV.

Language courses nearby



The best time to plant a tree was 20 years ago.
The second best time is now.

- Chinese Proverb



French:

- EPFL: <https://langues.epfl.ch/courses-offered/french/>
- Ecole-Club Migros: <https://www.ecole-club.ch/Offres/Langues/Cours-de-francais>
- Swiss French School: <https://swissfrenchschool.ch/lausanne>
- Etudes Modernes (Morges): <http://ecole-langues-vaud.com/french-courses-morges-lausanne-vaud.html>

German:

- EPFL: <https://langues.epfl.ch/courses-offered/german/>
- Ecole-Club Migros: <https://www.ecole-club.ch/Offres/Langues/Cours-d-allemand>
- Etudes Modernes (Morges): <http://ecole-langues-vaud.com/german-courses-morges-lausanne-vaud.html>

Italian:

- EPFL: <https://langues.epfl.ch/courses-offered/italian/>
- Ecole-Club Migros: <https://www.ecole-club.ch/Offres/Langues/Cours-d-italien>
- Academia: <https://www.academia-lausanne.ch/ls/en/language-courses/italian.html>
- Etudes Modernes (Morges): <http://ecole-langues-vaud.com/italian-courses-morges-lausanne-vaud.html>

List of recognized certificates:

https://www.fide-info.ch/doc/08_Sprachenpass/fideFR08_ListeCertificatsReconnus.pdf

Extracurricular activities

Extracurricular Activities

- Gilly Football-Club, treasurer; trainer for junior championships (six years)
- Advisor to the local Boy Scout troop for five years
- 10k and half-marathon (team & individual)
- Subscriber to *Nature* and *The Economist*

Personal Information

26, single, Swiss and French citizenships.
Discharged from military service. Swiss driver's license (Type B).

References available upon request (optional)

This section is a "gift to the generalist," and allows for a non-technical closing to your job interview.

S/he also wants to know how you stay healthy, and whether you'll fit in with "their" team... both impacting the bottom line!

Personal interests ¹

Perceived images:

Team Sports: stamina, competitive spirit, team spirit, willingness to go beyond limits; Switzerland may be the only place where extreme sports are well seen!

Arts: emotional intelligence, sensitivity, creativity, openness;

Group activities/associations: interpersonal and communication skills, leadership; difference between membership vs. role with responsibilities.

Some recruiters jump to conclusions:

Individual sports only = lack of team spirit

Volunteering in humanitarian orgs = not business-oriented

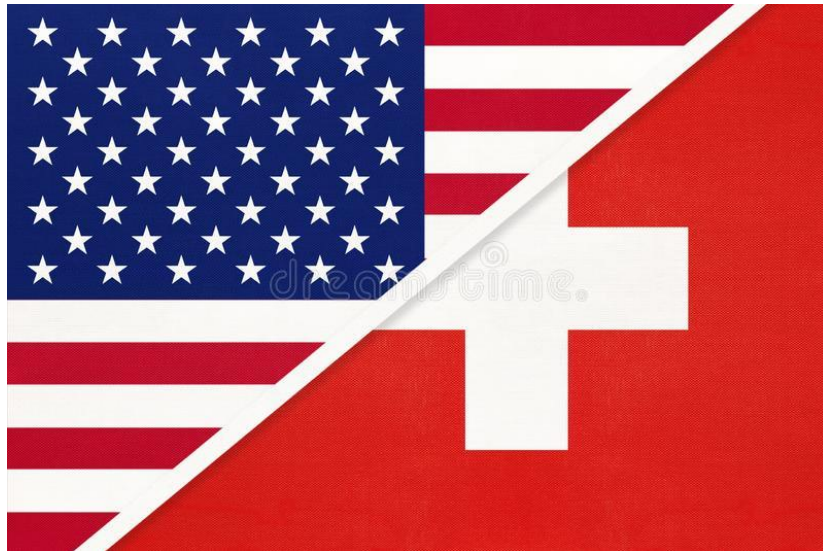
Solo hobbies = unable to socialize

"Movies, reading, music" = conformist type, lacks creativity.

- Don't be "falsely modest;" state your achievements!
- Do not mention political affiliations or religion.
- Add online news or magazines you read regularly.

¹ not "hobbies," which has negative connotation

Résumé (Anglophone countries) vs. CV (rest of the world)



Basically, you cannot put a photo on the US (UK, Canada, Australia) version and you should not mention the following:

- your age or birthdate;
- your civil status;
- your sexual orientation, religion, politics.

Some of this is nonsensical with social media, but remains not only standard practice, but often the law (to avoid prejudice), so if you include these, your application may simply be discarded.

But you should keep your contact details (including LinkedIn) and your nationality: in nearly all cases, the employer will have to ask for a work permit if interested in hiring you.

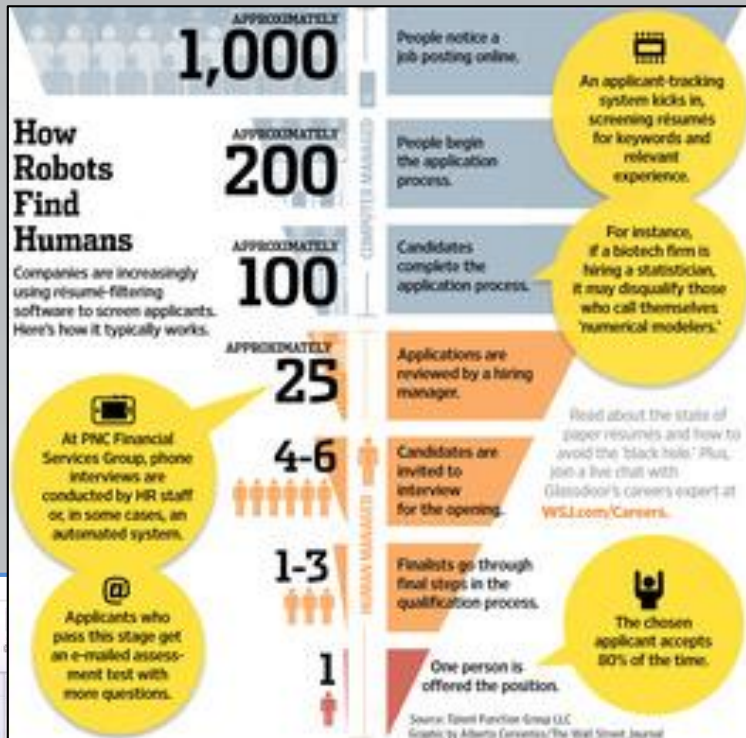
Applicant Tracking Systems

CV's sent by email or uploaded on a company website are often analyzed by specialized software (*parsers*), especially if you've made a spontaneous offer...¹

Collected profiles are stored on a searchable database which allows recruiters to find specific profiles/skills (usually timed out @ 90-180 days)

Providers

- ATS: Taleo (Oracle), Kenexa (IBM), NetMedia, SuccessFactors (SAP), Peoplefluent
- Resume Parsers: Sovren, Daxtra, BurningGlass, HireAbility, Textkernel



¹ How many does Nestlé get per month?



Tips for Electronic Resumes

Learn how to ensure that automated recruiting software can read your resume

Search for documents, policies, etc

- What Is Resume Parsing?
- How to Test Resume Parsing
- Tips for Electronic Resumes**
- Problems With PDF Format
- Constructing a Parseable Job Order
- Version 9 vs Version 10 - A Comparison
- Vertifi Case Study
- Top Executive Recruiter Case Study

- API Technical Specs
- Policies
- FAQs
- Documents**
- Release Notes

Tips for Electronic Resumes

Last Revised: November 23, 2020

How to Ensure that Automated Recruiting Software Can Read Your Resume

Your resume will not be read by a human until after it is read, parsed, and classified by a computer – and even then it will only be read by a human if it is a good match for an electronic search. It won't matter at all how pretty your painted Easter egg looks to a human, if it looks like scrambled eggs to a computer. And if it looks like scrambled eggs, it's not likely to get any search "hits".

Sovren has over 20 years of experience in providing software to automatically understand and classify all data contained within resumes. Our software is used by many if not most of the largest job boards, social networks, and resume processing organizations in the world. Unfortunately, many professional resume writers neither know nor understand the importance of making sure that your resume will be understood by electronic processing software (a.k.a. resume parsing or resume extraction). Ignore these people unless you are paying them to write/rewrite your resume, in which case you should insist that they read and follow the guidelines in this memo.

Computers do not appreciate style or cleverness. Quirky, clever resumes will not be processed correctly by resume software and they will therefore end up in a cold dark place where no one can hear you scream.

But wait! Don't recruiters want to see very nicely formatted resumes with lots of "power touches"? YES, some do! But the problem is that, unless you are sending your resume directly to a recruiter at her specific request, you need to send in a resume that is oriented toward automated parsing and searching and matching. That way a recruiter WILL find you, and contact you, and at that point you can send the "looks cool and powerful" version. If that makes you nervous, just add a line at the bottom of your resume that says something like "This resume was optimized for automated systems. Please contact me directly for a more visually appealing resume."

So, we are going to have two versions of our resume: one for sending directly to a human being, and one for sending everywhere else (job board, corporate application portal, etc.). Everything that follows is about the resume that gets sent to non-humans.

The rules for computers are really simple when you remember that computers are not clever. They are like the really smart nerd in your high school History class – big on facts, clueless on how they all fit together and what they all mean. So, let's make it easy for the computer to like you.

DISCLAIMER: many of the "don'ts" in this memo are actually NOT a problem for the Sovren Resume/CV Parser, but we're not the only vendor out there, and in any case, why take chances? Let's practice "safe submitting"...

ce the user experience. By continuing to use our site, you consent to the use of cookies.



FAST PARSING

Tips on optimizing your CV for ATS systems

<https://www.sovren.com/documents/tips-for-electronic-resumes/>

2009 10 2018 CVlizer

joinvison

HOME SOLUTIONS PRODUCTS BLOG ABOUT JOINVISON CONTACT DE EN FR

THE MULTILINGUAL CV & RESUME PARSER FOR MANAGEMENT OF DOCUMENTS USED IN JOB APPLICATIONS

CVlizer, an integral part of joinvison's semantic software suite, is a fully automated, customizable, multilingual CV and resume parser. This tool enables CVs, resumes, and all other types of documents that are used in job applications to be analyzed using a series of semantic criteria. All relevant information is extracted and then immediately converted into a well-structured, enriched candidate profile, conveniently made available in XML format.

CVlizer doesn't just extract the candidates so-called "basic" information, such as one's name, address, and date of birth, but it also extracts elements such as an education, specialized skills, relevant work experience, and photos. The resulting rich profile can easily be imported and made searchable using any type of application management software.

Benefits Functionality Service Packages Video FAQ References Test now

TEST OUR CV PARSER NOW!

TOTALLY ANONYMOUS AND FREE OF CHARGE. JUST UPLOAD A CV OR RESUME AND START PARSING.

1. Select a file or the selected.
2. By using this test offer I agree to the [data security guidelines](#). These include e.g. the types of processing, individual rights and right to erasure.
3. Confirm you are not a robot
4.

CONTACT US

OUR OFFICE

- 📍 Metzgerstr. 28 / Top 3-4
- 📍 10249 Vienna
- ✉️ contact@joinvison.com
- ☎️ +43 (0)1 505 80 70
- ☎️ +43 (0)1 505 80 70 40

DROP US A LINE

By sending the e-mail I agree that my contact details will be stored and used to establish contact. I can revoke my consent at any time. [Data security guidelines](#)

Send a copy to yourself!

Confirm you are not a robot: 19

joinvison

CONNECT WITH US

LATEST TWEETS

joinvison is a leading provider of multilingual semantic matching technology. With the best parser CVlizer and CVlizer, applicant documents and job advertisements are automatically recorded, analyzed and coded. Modules such as [CVlizer](#), [CVlizer](#) and [CVlizer](#) expand the possibilities so that all information immediately available as a standardized, structured candidate or job profile in XML format.

2 Messen | Work "Perfect" #HiringMitSichUndVergernebenMit...
@Solutions_RL...
Mon Mar 25 09:10:32 +0000 2019

Schell aufgetaut war er, den Stand für die...
@Martin_Johnen #SSR2019...
Tue Mar 19 13:21:59 +0000 2019

Data Security [Privacy](#)

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Test the potential impact your CV is likely to register on an ATS: free parser at www.cvlizer.com

NB: you must use codes linked to job ads and have your name on all docs so the systems can find your application materials! If you follow our advice about listing your strengths, having a comprehensive list of your technical skills and include them in your descriptions of your experience (= “useful repetition”), you should not need an ATS-optimized template.

Spontaneous offers: old-fashioned style

For your top 10%:



Call first (1818, if not on web) to ask whom you should address.

Send by postal mail:

- A4, not folded, priority mail (2.4 CHF)
- CV + documents in plastic cover
- Letter on heavier paper, slightly different color, signed by **hand**

Follow-up by phone in 10 days: restate your interest & ask if they need anything else from you.

92% of Swiss companies are SME's, many founded by EPF(L) Alumni.

Crafting an effective
CV. Forum Skills

Quick checklist

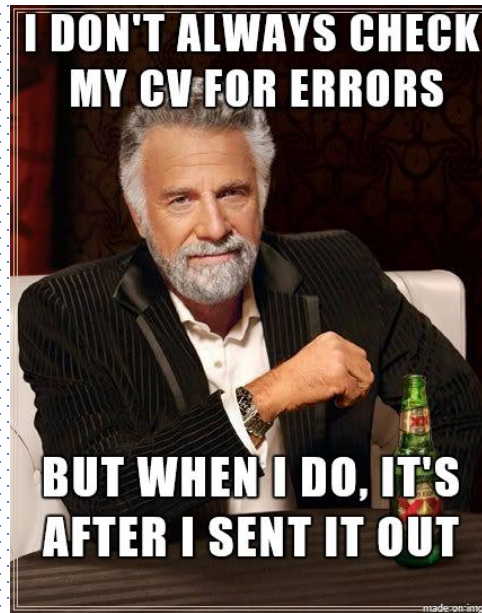
Adapt your CV for each sector or job you apply for:

Emphasize most relevant items and reduce importance of others.

The more technical the job, the more detailed your list of tech skills should be.
The opposite also applies.

Publications, posters, conferences → only for academic or research positions (where a PhD is frequently required).
Know the culture: PMI vs. MindMaze...

Publications, teaching or supervising at **MSc** level, however, is unusual & should be included!



NB: always ask a peer to proofread and give feedback; when ready, view your CV on screen, then print it in both black & white and color.

Contents:

Relevance, Conciseness, Consistency

Clearly separate **Education** and **Experience**
Don't go overboard with detailing professional experience

Group together multiple experiences with the same employer

Form:

Spelling and grammar do **count**.

Don't use **cool fonts**; don't overuse **Bold**, *Italic* or Underlining

A good layout helps with the reading.

Templates save time:

300 in **Word**: <http://www.hloom.com/>

20 in **LaTeX**:

<https://www.sharelatex.com/templates/cv-or-resume>

Save your document with your name:

Fischer_S_CV 2021

Or

Fischer_S_CV_Réf. J1-EP-47

Mischa Weber | Avenue du 1er Mai 12 | 1020 Renens | +41(0)79 574 37 65 | weber.mischa@gmail.com

Mischa Weber

born on the 19th of February 1993, Swiss citizen

Environmental Engineering student at the Swiss Federal Institute of Technology Lausanne (EPFL) with a Minor in Management, Technology and Entrepreneurship



Education

- 09/2018 – today **École Polytechnique Fédérale de Lausanne (EPFL)**
Master of Science in Environmental Engineering,
Minor in Management, Technology and Entrepreneurship
- 09/2013 – 12/2016 **Swiss Federal Institute of Technology (ETH), Zürich**
Bachelor of Science in Environmental Engineering
major subject: soil protection
bachelor thesis: Influence of Calcium Chloride Concentration
and Changing Redox Conditions on Mercury Release Potential
in Soils from the Upper Valais, Switzerland, Grade: 6
- 08/2008 – 07/2012 **High School (Gymnasium), Küsnacht, Switzerland**
Matura
linguistic profile, major subject: Italian
maturity project: Minerals in Alpine Chasms

Working Experience

- 05/2018 – 09/2018 **Yayasan Bina Sarana Bakti, Cisarua, Java, Indonesia**
Civil Service; Planning, construction and monitoring of a biological wastewater treatment plant (constructed wetland)
- 09/2017 – 02/2018 **FRIEDLIPARTNER AG, Zürich**
Internship in the divisions geotechnics, soil protection/contaminated sites and building pollutants
- 06/2017 – 08/2017 **Polytechnic University, Hong Kong**
Trainee at the Departement for Civil- and Environmental Sciences; Planning and execution of a scientific project
- 04/2017 – 06/2017 **Swiss Federal Institute of Technology (ETH), Zürich**
Scientific Assistant at the Institute of Biogeochemistry and Pollutant Dynamics (IBP)

“Before;” what would you change?

“After;” what do you think, now?

Mischa Weber

Avenue du 1er Mai 12
1020 Renens
+41 (79) 574 37 65
weber.mischa@gmail.com
[Linkedin](#) | [Skype](#)



Strengths

- Water treatment systems specialist
- Data processing and management + MTE
- Cross cultural working experiences



Education

- 2018 – present **Swiss Federal Institute of Technology, Lausanne (EPFL)**
Master of Science in Environmental Sciences and Engineering,
Minor in Management, Technology and Entrepreneurship
- 2013 – 2016 **Swiss Federal Institute of Technology, Zurich (ETH)**
Bachelor of Science in Environmental Engineering,
Major in Soil Protection

Core Experience

- 2019 – present **Laboratory for Biological Geochemistry (LGB), EPFL**
Data analysis project: Investigating in correlations between urbanisation and environmental and social trends in Africa in order to predict different impact scenarios using Python, NumPy and QGIS.
- 2018 – 2019 **Soil Mechanics Laboratory, EPFL / Romande Energie**
“Technical and Financial Analysis of Deep Geothermal Heat Production in Epalinges”
Determination of the deep geothermal potential for various technical systems using an infinite line source model. Estimation of investment- and operational costs and performing an economic evaluation of geothermal heat exploitation using a probabilistic approach. Study of regulatory constraints and potential contributions. The conclusions from this project added significantly to the decision making process of a multi-million dollar energy project of Romande Energie.
- 2018 **Yayasan Bina Sarana Bakti, Cisarua, Java, Indonesia (5-month civil service)**
Budgeting, planning and construction a biological wastewater treatment plant (constructed wetland) under tight budget and time constraints. Leading a team of 5 construction workers, communicating only in Indonesian.
- 2017 – 2018 **FRIEDLIPARTNER AG, Zurich (6-month internship)**
Analysis of legacy contaminated sites and hazardous building pollutants. Developing sampling concepts, analysis and interpretation of laboratory data, drawing of arranged plans (Vector Works) and writing of structured reports. Organization of three training courses for specialists in the field of building pollutant diagnostics. Monitoring of groundwater levels by means of electric gauges and data loggers; Data analysis and drawing of groundwater flow plans.
- 2017 **Departement of Civil and Environmental Engineering, The Hong Kong Polytechnic University (PolyU), Hong Kong (2-month trainee)**
Research and Development. Conducting greenhouse experiments and investigating in the release mechanisms of nutrients from struvite into the soil solution.
- 2017 **Institute of Biogeochemistry and Pollutant Dynamics (IBP), ETH**
Studying the formation and stability of metal sulphide nanoparticles (Cus, CdS) under reduced conditions using ICP-OES and ICP-MS (3-month scientific assistant).
“Influence of Calcium Chloride Concentration and Changing Redox Conditions on Mercury Release Potential in Soils from the Upper Valais, Switzerland”, Bachelor Thesis, Grade: 6/6

Used with permission. After participation in CV Bootcamp, Halloween 2019.



Alberto Stawarski

Experimental physicist specialized in nanotechnology, working on opto-electronic devices based on 2D-materials. I have experience in managing complex projects and excellent communication skills perfected presenting in international conferences and writing articles in top journals

contact & info

albertostawarski@gmail.com
Tel: +41 76 921 4211
Skype: albertostawarski
nationality: Swiss
B permit

languages

Russian - native
English - fluent
French - fluent

programming

Python, C, Labview

data analysis & simulation

Igor pro, Mathematica, Matlab, Origin, Numpy/Scipy, ImageJ, Comsol, Synopsys Sentaurus TCAD, Solidworks

material characterization

SEM, AFM, Raman and PL spectroscopy, low-noise optical & electrical measurements, cryogenic systems (dry & wet) operation and maintenance

nanofabrication

Photo- and electron beam-lithography, thin films deposition, dry & wet etching, wire-bonding. Safety training for clean-room and laser hazards.

text & graphics

MS Office, LaTeX, Wordpress, Adobe Illustrator, 3DS Max

education

2016–2020 **PhD** Microsystems and microelectronics EPFL, Switzerland
Topic: Novel optoelectronic devices in van der Waals heterostructures

2014–2016 **MSc** Solid-state physics University of Pisa, Italy
110/110 *cum laude* (with Honours)

2011–2014 **BSc** Physics University of Pisa, Italy

continuing education

2019 **Management of Innovation and Technology Transfer** EPFL, Switzerland
Training program in management of innovation and IP

professional experience

2016-2020 **Research assistant** EPFL, Switzerland
Development of innovative optoelectronic devices based on 2D materials. Led a team of three people and in a short time frame developed fundamental new types of transistor and light-emitting devices (patent pending). Our results could lead to more efficient computing and data transmission in a wide range of industries. My main responsibilities were:
- Project management and design of experiments
- Nanofabrication and characterization of devices based on 2D materials
- Design and implementation of measurement systems (hardware & software)
- Communication and dissemination (conference talks and scientific papers)

2015-2016 **Developer** INFN, Italy
My task was to simulate and optimize the response of silicon pixel detectors. I developed an effective yet simple TCAD model which allowed the team to isolate issues and improve performance and reliability. The system is now in use in the Belle2 experiment in Tsukuba, Japan

2014 **Summer intern** Institut Laue-Langevin, France
Research project on self-assembling polymers

other experience

2018 **Organiser, int. summer school "Optoelectronics on 2D materials"** Davos, CH
- Raised 40k CHF from academic institutions and industry sponsors
- Website creation (<https://2doptoelectronics2018.epfl.ch>)
- Scientific program and logistics (worked in a team of 4)

2014-2016 **Student representative** University of Pisa, IT
Delegate in faculty & department council (3 representatives for 400 students)

awards & achievements

2019 **Nature Photonics Feb-2019 cover**
My work on new optoelectronic devices was the cover of *Nature Photonics*

2018 **Patent PCT/IB2018/053779**
Room-temperature excitonic transistor based on 2D materials. Patent pending.

2018 **My work in the press**
My works on excitonic devices published in *Nature* and *Nature Photonics* were featured in more than 20 swiss and international news outlets.

“Before;” what would you change?



Alberto Stawarski

RESEARCHER AT EPFL
Chemin de Montmellian 12, 1005 Lausanne, Switzerland
+41 (0)76 427 10 54 | albertostaw@gmail.com | albertostawarski | Scholar

Experimental physicist specialized in microelectronics and nanotechnology. Published in *Nature* and author of a patent application, I combine strong analytical and communication skills with project management experience

- Optoelectronic devices fabrication & characterization
- Laser and optical systems design & implementation
- Project management in multi-cultural environment

Education

École polytechnique fédérale de Lausanne (EPFL) Lausanne, Switzerland

PHD IN MICROSYSTEMS AND MICROELECTRONICS 2016 - 2020
Thesis: Electronic, excitonic and magnetic properties of two-dimensional heterostructures

University of Pisa Pisa, Italy

MASTER IN SOLID STATE PHYSICS 2014 - 2016
Graduated 110/110 *cum laude* (with Honours)

Professional experience

Laboratory of Nanoscale Electronics (EPFL) Lausanne, Switzerland

RESEARCH ASSISTANT Oct 2016 - Present
Development of innovative optoelectronic devices based on 2D materials. Worked in a team of 3 people and in a short time frame we developed a new type of transistor and light-emitting devices (patent pending). Our results could lead to more efficient computing and data transmission in a wide range of industries
• Led project to scientific breakthrough and patent application: room-temperature excitonic transistor
• Published 6 articles in high-impact journals (*Nature*, *x2 Nature Nanotechnology*, *Nature Photonics*, *x2 Nature Comm.*)
• Attracted a €150'000 proof-of-concept funding to develop the market potential
• Developed new device nanofabrication methods

National Institute for Nuclear Physics (INFN) Pisa, Italy

DEVELOPER 2015 - 2016
TCAD design and modelling (Synopsys Sentaurus) to optimize the response of silicon pixel particle detectors
• Conducted a feasibility study of graphene- and silicon-based pixel detectors within the "Belle II" international collaboration
• Developed an effective yet simple numerical model of the system to capture the key phenomena
• My work allowed the team to improve performance and reliability of the device up to 20%

Additional experience

Laboratory of Nanoscale Electronics - EPFL Lausanne, Switzerland

DEVELOPER (CONCURRENT WITH RESEARCH ASSISTANT) Jan-Mar 2020
Developed a lab information management system/electronic notebook in collaboration with external supplier to track lab activities
• Gathering requests from users, reporting to executive, discussing implementation
• Setting goals, project planning, evaluation
• Deliverable to final users

Organiser, int. summer school "Optoelectronics on 2D materials" Davos, Switzerland

2018 - 2018 (TEAM OF FIVE) Dec 2017 - Sep 2018
Raised 40k CHF in funding from academic institutions and industry sponsors
• Website creation (<https://2doptoelectronics2018.epfl.ch>) and advertising
• Contact person for 15 international invited speakers from EU, USA and China

Faculty and Department Council, Univ. of Pisa Pisa, Italy

STUDENT REPRESENTATIVE Sep 2014 - Sep 2016
• Delegate of Physics students in the faculty & dept. council (3 representatives for 400 students)
• Proposed and implemented a restructuring of 3rd year courses, mediating between professors and students

Languages

English (fluent), French (fluent), Russian (native)

catherine.brust@yahoo.com
 Catherine Brust
 +77 7 325 510 50
 Morges, Switzerland
 French

Catherine BRUST



Research scientist in microelectronics

Highly skilled, result-oriented research scientist with a solid background in physics, applied mathematics, microelectronics and advanced microfabrication techniques. Strong analytical and problem solving skills, hard-working, motivated and eager to transfer academic knowledge to industrial applications

Professional experience

2017 – Pres. PowerLab, École Polytechnique Fédérale de Lausanne (EPFL), Switzerland, PhD, 4 years, "Hetrostructure design and field management in III-N HEM electronic devices"

- Developed novel heterostructures and device architectures for energy-efficient and cost-effective GaN based power electronics [improving twice the performance of state-of-art GaN power HEMTs](#)
- Fabricated and characterized micro electronic devices using cutting-edge [clean room fabrication techniques](#) (Ebeam and optical lithography, Etching, Thin film deposition, SEM, FIB, etc)
- Automated [electrical measurements using Labview reducing measurement time by factor of ten](#)
- Developed advanced [cryo Hall measurement methods](#) for nanowire-based devices
- Performed an extensive analytical and numerical optimization of heterostructures and devices using [Silvaco ATLAS, Matlab and COMSOL](#) paving the way to ultimate device optimization within the shortest possible time

2016 - 2017 Mixed Unit CNRS-Thalès / Irradiated Solids Laboratory (LSI) , École Polytechnique France, Full-time Intern, 8 months, "Electronic transport in magnetic semiconductor junctions"

- Optimized the simulation code [reducing the calculation time from hours to seconds](#)
- Designed the experiment and performed the [clean room fabrication](#)
- Experimentally [demonstrated a new type of asymmetric spin transport](#) predicted by my simulations

2016 - 2017 Condensed Matter Physics Laboratory (PMC), École Polytechnique, France, Part-time Intern, 3 months, "Efficiency droop in LEDs"

- Developed [Matlab code](#) for optimization of III–N LED efficiency in disordered junctions

2012 - 2013 St. Petersburg State University, Departement of Applied Mathematics, Russia, Part-time Assistant researcher, " Haar wavelets applied to 1D signal processing "

- [improved the convergence speed estimation](#) for signal approximations by Haar wavelets

Education

2017 – Pres. École Polytechnique Fédérale de Lausanne (EPFL), Switzerland, PhD, 4 years

2016 - 2017 Pierre and Marie Curie University (UPMC), France, Master "Material Science and Nano-Objects", 1 year

2013 - 2017 École Polytechnique, France, Ingénieur Polytechnicien, 4 years

2009 - 2013 St. Petersburg State University, Russia, Applied Mathematics, 3.5 years

Competences

Clean room fabrication	High-electron mobility heterostructures	Power devices design
Advanced microfabrication	Electrical device characterization	Heterostructure design
GaN power electronics	Advanced Hall measurements	Measurement automation
Semiconductor physics	Small signal electrical measurements	Data processing automation
Optoelectronics	Cryogenic measurements	Programming
III-N and III-V semiconductors	Semiconductor device simulation	Software development

"Before;" what would you change?

"After:" what do you think, now?

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 4, Ch. de Mormau
 1110 Morges
 Vaud, Switzerland

Catherine BRUST



- Advanced microfabrication (Clean room)
- Fabrication process development
- E-beam and photo lithography
- Dry and wet etching
- PECVD, LPCVD, ALD, e-beam evaporation
- Semiconductor device characterization

Education

2017 – Pres. Swiss Federal Institute of Technology (EPFL), Lausanne, Switzerland, PhD, 4 years

2016 - 2017 Pierre and Marie Curie University (UPMC), France, Master "Material Science and Nano-Objects", 1 year

2013 - 2017 École Polytechnique (X), Palaiseau, France, Ingénieur Polytechnicien, 4 years

2009 - 2013 St. Petersburg State University, Russia, Applied Mathematics, 3.5 years

Core experience

2017 – Pres. PowerLab, École Polytechnique Fédérale de Lausanne (EPFL), Switzerland, PhD, 4 years, "Hetrostructure design and field management in III-N HEM electronic devices"

- Developed novel heterostructures and device architectures for energy-efficient and cost-effective GaN based power electronics [improving twice the performance of state-of-art GaN power HEMTs](#)
- Fabricated and characterized micro electronic devices using cutting-edge [clean room fabrication techniques](#) (Ebeam and optical lithography, Etching, Thin film deposition, SEM, FIB, etc)
- Automated [electrical measurements using Labview reducing measurement time by factor of ten](#)
- Developed advanced [cryo Hall measurement methods](#) for nanowire-based devices
- Performed an extensive analytical and numerical optimization of heterostructures and devices using [Silvaco ATLAS, Matlab and COMSOL](#) paving the way to ultimate device optimization within the shortest possible time

2016 - 2017 Mixed Unit CNRS-Thalès / Irradiated Solids Laboratory (LSI) , École Polytechnique, France, Full-time Intern, 8 months, "Electronic transport in magnetic semiconductor junctions"

- Optimized the simulation code [reducing the calculation time from hours to seconds](#)
- Designed the experiment and performed the [clean room fabrication](#)
- Experimentally [demonstrated a new type of asymmetric spin transport](#)

Save into “Read Mode,” sans bookmarks, ideally at 67-75%

Marie Marchand-Arvier

Atitudes

- Détermination
- Mise en place d'objectifs
- Prise de décision
- Prise de parole en public

A propos/extra

Utilisation courante: Word, Excel, Photoshop

2009-2012: Représentante des athlètes à la FIS (Fédération Internationale de ski)

2008: Préparation et gestion de deux repas et vit. d'honneur de mariage pour 130 personnes

LANGUES PARLÉES

FR, EN, ES

Contact

261 rue Albert Perrière
73210 MACOT LA PLAGNE

www.marie-ma.com
marie@marchand-arvier.com

Marie Jay Marchand-Arvier

06 64 41 83 28

Parcours sportive de haut niveau (2003-2015)

- 2013: 1 podium en Coupe du Monde de Descente à Méribel
- 2011: 1 podium en Coupe du Monde de Descente à Lake Louise
8ème au classement mondial de Descente
- 2010: 1 podium en Coupe du Monde de Super Géant à St Moritz
- 2009: **Vice Championne du Monde de Super Géant à Val d'Isère**
- 2007: 2 podiums en Coupe du Monde de Descente

3 participations aux JO: Turin 2006, Vancouver 2010, Sochi 2014

6 participations aux Championnats du Monde

5 titres de Championne de France

Parcours professionnel

CREATION ET GESTION D'UNE SOCIÉTÉ D'IMAGE ET DE COMMUNICATION

SARL LGLISS, Les Contamines-Montjoie | DEPUIS 2003

- Négociation de contrats de Sponsoring
- Encadrement de groupes de journalistes/entreprises: journées de ski organisées afin de promouvoir une station, une marque...
- Ambassadrice de la station des Contamines-Montjoie (2003-2014)
- Ambassadrice de la station de Méribel (2014-aujourd'hui)
- Ambassadrice de la marque de ski Rossignol (2008-2015), développement du matériel racing
- Gestion de la communication sur les réseaux sociaux (Facebook, twitter, Instagram)
- Activation et entretien du réseau
- Gestion administrative courante
- Petite comptabilité

MISSION CONSEIL MONTAGNE

AIRBNB, Paris/Alpes | DEPUIS AOUT 2015

- Elaboration stratégie business développement
- Conseil intégration d'une entreprise étrangère en montagne
- Négociation de contrats de régie publicitaires

Formations

- 2015-2017: Master Spécialisé Marketing Management à l'ESSEC
- 2014: DEJEPS Ski Alpin
- 2003: BAC S, mention AB

Basics for Word:

<http://blog.gilbertconsulting.com/2009/08/how-to-force-pdf-to-open-at-particular.html>

For Mac users:

<https://www.youtube.com/watch?v=OSiDcIFH0KU>

Using LaTeX:

<https://online2pdf.com/convert-tex-to-pdf>

Make it as inviting and “reader-friendly” as possible. Remember: you only get one shot at making the best possible impression!

STEPHEN FISCHER

stephen.fischer@sustainable-outreach.com – +41/79 459 5293 – Skype: saffischer
Chemin de la mine, 1 – 1261 Longirod, Vaud



LinkedIn profile

Objective: to contribute my professional career change management, training analysis & pedagogical expertise in providing custom-made Learning and Development solutions and professional development options in a multicultural environment focusing on lifelong success.

CORE

EXPERIENCE

Mar. 2015-present

Staff Trainer & Career Counselor, Swiss Federal Institute of Technology, Lausanne (EPFL) MSc, PhD/Postdoc/Scientific Staff training, individual counseling for students & Alumni. Design and delivery of Professional Development workshops & moderation of industry roundtables. Needs analysis + course design and delivery in FR & EN. "Live online teaching" solutions + traditional in-class delivery. Learner-centered methodology, adapted by level and cohort: orientation and career planning, networking, public speaking, job market realities, transferable skills for researchers, etc. Individual counseling at all levels, staff & students.

2013-2015

Career Development Specialist, Longirod, Switzerland
Enrollment management & market studies for private school groups; individual and team coaching, CV and profile advice, career counseling.

2008-2013

Career Services Manager, Ecole hôtelière de Lausanne, Switzerland
Led team of 3.2-4.9 FTE's; established professional development programs for Diploma, BSc and MHA/EMBA. Administration of 1200 internships in 50 countries per year; organized career forums, workshops, Alumni careers support.

2006-2008

Career Services Advisor, Ecole hôtelière de Lausanne, Switzerland
Launched "Working Lunch" series, Career Club, drop-in & counseling options

ADDITIONAL

EXPERIENCE

2006

Interim Director, Les Elfes International, Verbier, Switzerland
Six month "turn-around" mandate upon previous director's abrupt departure: re-established program for international school tours, saved 20% overall budget, prepared assistant to assume position when mandate ended.

2005-2006

Vice-President, Global Education Services (Europe), Glion, Switzerland
Tour leader, agent relations in India, Eastern Europe and Nepal; student advising at fairs and seminars for programs in UK, Ireland and USA.

2004-2005

Director, Enrollment Management Department, César Ritz Colleges, Le Bouveret
Led team of 11 on project mandate to shift from recruitment to strategic EMD; personally recruited 70 students at diploma, degree and MBA level; team recruited 400-plus. Hand-over to colleague to institute long-term aspects successful. Instituted "Career Advancement Program."



So—this all seems unnecessarily complicated, but if you want the recruiter to see your document in finished form, without all the tabs and toolbars open, you'll need some patience. I started by following the tips about setting "Initial View" for presentation:

https://helpx.adobe.com/acrobat/11/using/setting-pdfs-presentation.html#define_an_initial_view and

https://www.uab.edu/vsrc/images/manuals/How_to_create_a_read_only_PDF.pdf

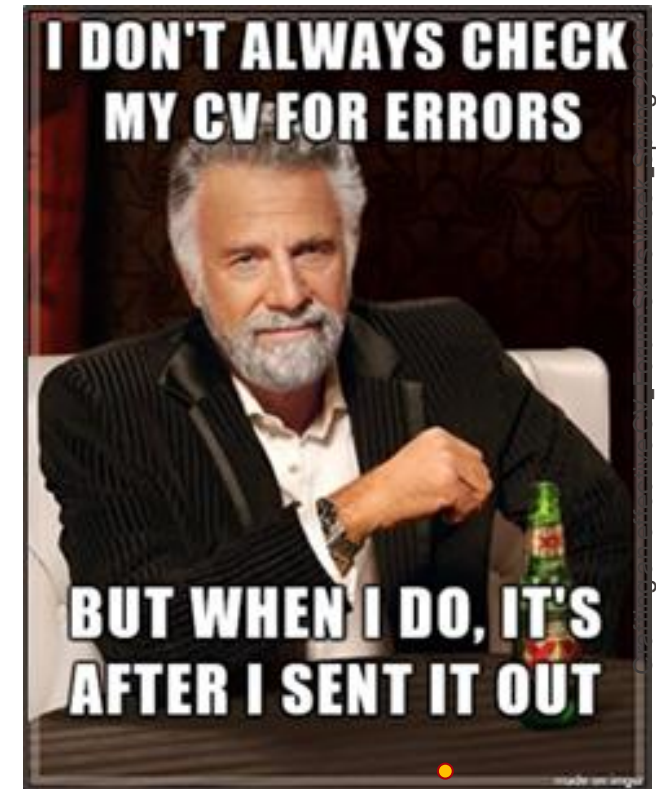
But then I still had to "right click" to close toolbars and navigation panes, but luckily as I closed, I was asked if I wanted to "Save changes," and hit "yes," and (finally!) when it reopened, this is what I got... Try it, as a courtesy to your readers!

CV takeaways



CV Highlights:

1. Its job is to open the door to the interview room. Without an effective CV
2. The top is super-critical, as the initial read is < 60 sec's, sometimes 6!
3. CV = chapter headings of your story, not all of it.
4. Put a positive spin on everything.
5. Write for generalists, hope for other techies!
6. Leaving out personal details may backfire.
7. Yes, interests do matter.
8. No one-pagers at your level!




Don't be like him!

SOOOOOOOOOOO much to say about such a small piece of the job search puzzle, eh?!

HUMANS VS. ROBOTS


Robots are increasingly affecting jobs around the globe.
It is **crucial** to re-skill your talent for your business to develop and grow!

1 *Never!*




I know a robot will **never** be able to do the job I do.

2 Okay, a robot can do *almost* everything I can do




except repair itself when it breaks down. **It still needs me.**

3 *Wow!* A robot operates flawlessly on almost everything,




but I still need to program it for new complex tasks.

4 A robot can have my old boring job!




I need to help other **human beings** now that I have the opportunity.

5



Awesome! My new job is **much** more creative, fun and pays better.

6 I am just *so* glad a robot



will **never** possibly do what I do now.

Two-step tango:
good CV's incite
interest in your
LinkedIn, while
your *letter*...that's
another story
altogether...

LinkedIn session
coming soon (check
our website)

Video CV's? with COVID, be ready for the entire interview process to be online

Make it here...

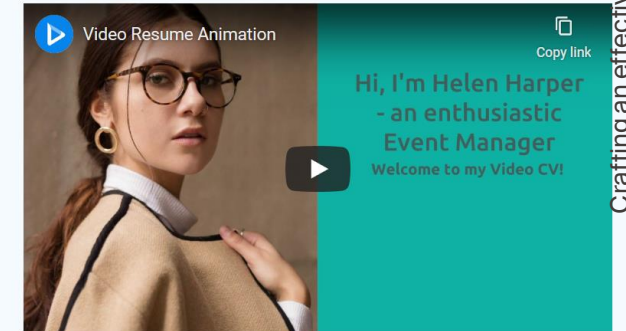
We've collected tips on how to make a video resume to simplify your video creation process!

Presenting your skills and experience is easier with our animated resume maker. Thousands of users worldwide create video CVs online in minutes. Having high quality doesn't necessarily mean being complex. For our video job application creator, it means simplicity and efficiency.

Simply browse our large catalog of video templates and start creating.

Check the video tutorial to learn how to use our free tools.

BROWSE TEMPLATES



<https://www.renderforest.com/video-resume>

Store it here...

A screenshot of the Vimeo website homepage. The header includes the Vimeo logo and navigation links: "Join", "Log in", "Inspiration", "Solutions", and "Pricing". The main heading reads "The industry standard for video hosting." Below this is the subtext "Host, manage and share your videos all in one place. Finally." and a "Join for free" button. At the bottom, there is a table of pricing plans.

Plans for video hosting.	Plus	Pro	Business	Premium
<small>Compare plans or, start free with Vimeo Basic.</small>	5GB/week	20GB/week	No weekly limits	Unlimited live streaming

<https://vimeo.com/>

Shake it, don't break it



Get customized business cards rapidly and affordably:

- **Online Printers:** 250 in 24 hours for 35-43 CHF, plus postage; <https://fr.onlineprinters.ch/>
- **VistaPrint:** 500 cards for 7.90-22.90 CHF + rapid delivery 19.90 CHF, 3 days; (standard 9.90 for 5 days): <https://www.vistaprint.ch>
- **M-Print (Migros):** 100 cards in 48 hours, 20 CHF for standard designs; order/pick up in person; nearest in Nyon: <https://www.migrosprintshop.ch/succursales/nyon-la-combe/>

FORUM EPFL 2023 - Who are we ?

The biggest campus recruitment fair in Europe:

- **200 companies**
- **120 Startup's**
- **8 NGO's and IGO's**
- **2,400 registered students**

Take advantage of events organized throughout the year to help you prepare for your professional career !

Skills Week 1 :

- **31 March** - CV Photo Session (free)
- **3-6 April** - CV Group Correction - **in person and/or on Zoom**

Details to be announced on website and sent to today's participants.

Key dates :

- **2 - 6 October** - Skills Week 2
- **9 - 13 October** - Forum - **Swisstech Convention Center**

Full program and list of companies: <https://www.forum-epfl.ch/en/>



REGISTER NOW !



A certifiably sustainable career event!

Time for timely feedback



- Do you have “actionable information” to revisit your CV in order to push your “value proposition” forward to prospective employers?
- Are you glad you dedicated the time to this session?
- Any additional comments, or descriptions of technical problems you may have experienced, please write me directly at: stephen.fischer@epfl.ch
- Now, to the Q&A...which we’ll continue informally at the apéro, too!

Happy Spring Time, everyone!

- ✓ Company presentations, career counseling, Industry RoundTables & future workshops plus our new “EPFL Get Hired” job platform:
<https://epflcareer.ch/en/>
- ✓ Podcasts to be available soon in cooperation with Forum.
- ✓ *These slides in .pdf will be posted on **Forum website** by next week!*
- ✓ **“CV Group Correction” sessions, week of 3-6 April 2023 (online and on campus)** For those physically and virtually present today.
See <https://www.forum-epfl.ch/en/>

Thank you for participating...and please join us now at the networking apéro!

in partnership with



Stay safe, cross your fingers for the Satellite to stay open, and enjoy the rare moments of sunshine!