

# BUILDING A CV AND LANDING A JOB

by Thayná Camargo da Silva



& many more!

# AI ROLES



<b>Data Analyst</b>	Analyzes data for trends and insights; builds dashboards and reports for stakeholders.
<b>Data Engineer</b>	Designs systems for processing and storing data; develops data pipelines and optimizes data storage architectures.
<b>ML Engineer</b>	Develops algorithms for machines to learn from data; implements and optimizes machine learning models for performance.
<b>Data Scientist</b>	Analyzes data for insights and decision-making; builds predictive models and conducts statistical experiments.
<b>NLP Specialist</b>	Develops algorithms for human language understanding; builds chatbots and sentiment analysis systems.
<b>Computer Vision Engineer</b>	Builds systems for visual data analysis; develops object detection algorithms and image recognition systems.





# KEY COMPONENTS OF A CV



<b>Contact</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Name</li><li><input type="checkbox"/> Email</li><li><input type="checkbox"/> Telephone number</li><li><input type="checkbox"/> City and country</li></ul>
<b>Description</b>	Short description of who you are and what you are looking for.
<b>Languages</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Language</li><li><input type="checkbox"/> Level of proficiency</li></ul>



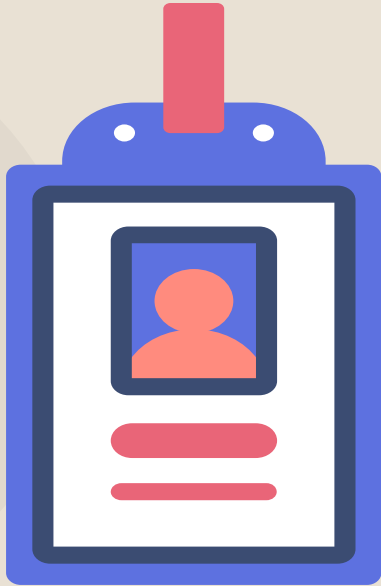


# KEY COMPONENTS OF A CV

<b>Technical skills</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Programming languages</li><li><input type="checkbox"/> Specific frameworks or libraries</li><li><input type="checkbox"/> Database management</li><li><input type="checkbox"/> Data analysis tools</li></ul> <p>Tip: add level of proficiency and be reasonable with the amount of skills that makes sense for the job.</p>
<b>Academic history</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Institution name</li><li><input type="checkbox"/> Major and degree</li><li><input type="checkbox"/> Start and end dates</li></ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Company name</li><li><input type="checkbox"/> Your role</li><li><input type="checkbox"/> Start and end dates</li><li><input type="checkbox"/> 3 - 5 relevant tasks (how you contributed to the project, which skills you applied)</li></ul>
<b>Additional</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Awards such as scholarships, hackathons or competitions.</li><li><input type="checkbox"/> Projects and/ or portfolios.</li><li><input type="checkbox"/> Professional picture.</li><li><input type="checkbox"/> Link to LinkedIn/GitHub</li></ul>



# THE CV PURPOSE

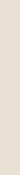


## What is a CV?

A CV is more than a formality to apply for jobs. It is a form to tell your story in a structured way. So tell them a story in which you are the main character!

Remember that the recruiter has no prior knowledge of you.

Will they clearly understand your contributions from your CV descriptions?



# PRO TIPS

## Check your spelling

Spelling or grammar errors on your CV can cause bad impressions

## Cover letter

You can add a job tailored cover letter to your application

## Be real

Skills you don't have will be exposed fast, so be honest

## Professional picture \*

If you add a picture, make sure it is a professional one

# CV FORMATTING




**Lebenslauf.com**



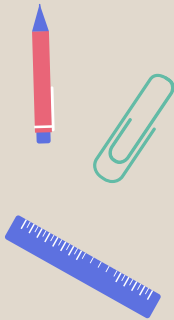
**Many free available websites to  
build your cv**

Just be sure to choose a template that shows professionalism to make a great first impression.



# Should I write a German or English CV?

Write your CV in German if you have a working knowledge of the language. Otherwise, English is recommended.





# GERMAN LANGUAGE



While technical jobs in Germany often don't require proficiency in German, integrating into daily and social life typically involves using the language.

If you're staying after your studies, learning German is key.





# WHICH SKILLS ARE COMPANIES LOOKING FOR?



## ML libraries

Tensor flow,  
Scikit-learn, Keras

## Programming skills

Python, R, SQL

## Data Visualization tools

Tableau, Power BI


+ ... =

## PROBLEM SOLVER

An individual that can  
independently apply the  
theoretical knowledge into  
effective solutions

It can vary a lot  
across companies and  
rapidly change according to  
the job market!

A good idea is to go to the job postings  
of roles that you would like  
to have and see what they are  
looking for.





# HOW CAN I GAIN TECH SKILLS?

## Youtube

Free content for AI related topics such as Python, ML, SQL databases, NLP, etc.

## Online courses

From tech providers e.g. AWS, GCP, Microsoft Azure, Snowflake, Docker, Power BI, Tableau.  
Coursera also offers affordable online courses from recognized institutions.

## LeetCode

Train your programming skills solving challenges in this platform, several companies use similar challenges in their hiring process.

## Student Clubs

Join or create student clubs to improve tech skills by peer to peer collaboration e.g. GDSC





# WHAT IF I HAVE NO WORK EXPERIENCE?



## Hackathons

Offered by BTU or companies - e.g. [AWS](#), [Hackathon Base](#), [Bertelsmann](#),

## Build your portfolio

Use the projects you did in university, use Youtube tutorials, or try [Kaggle](#) to have access to several datasets and competitions.

## Volunteer

You can contribute to Open-source projects or contact a Professor to discuss the possibility of a volunteering short-term job.



# PRACTICAL EXAMPLE



# ANA SMITH

*Artificial Intelligence master student*



## CONTACT

📞 123-456-7890

✉️ [ana@gmail.com](mailto:ana@gmail.com)

📍 Cottbus, Germany

🌐 [linkedin.com/ana](https://www.linkedin.com/ana)  
[github.com/ana](https://github.com/ana)

## EDUCATION

### Brandenburg Technical University

Oct 2022 - Sep 2024

M. Sc. Artificial Intelligence

### Technical Univeristy

Aug 2018 - Dec 2022

Bachelor's in Computer Science

## AWARDS & CERTIFICATIONS

- Google Advanced Data Analytics Professional Certificate.
- Top 20 Meta Hackathon.
- Agile Foundations Certificate.

## SKILLS

- Python, C++, and SQL.
- Scikit-learn, TensorFlow, Keras, BeautifulSoup, and Spacy.
- Power BI.
- Git version control and Bash scripting.
- Agile methodology.
- ML techniques such as regression, classification, and neural networks.
- Web scraping.

## PROFILE

A dedicated master's student in Artificial Intelligence seeking a working student or internship position in the field of Data Analytics. Possessing a solid foundation in AI principles and methodologies, along with strong analytical skills and a keen interest in leveraging data to drive insights and make informed decisions. My portfolio is accessible via the GitHub link provided.

## WORK EXPERIENCE

STUDENT RESEARCH ASSISTANT

### Brandenburg Technical University

June 2023 - Nov 2023

- Contributed to data analysis tasks by cleaning and preprocessing datasets, running statistical analyses, and visualizing results using Python.
- Implemented a predictive ML model using Gaussian processes to detect deepfake images.

## PROJECTS

### Meta Hackathon

Dec 2023

- Created an intuitive data labeling project with multi-cross-checking capabilities.
- Developed in Python, it embeds a reinforcement learning algorithm that continuously enhances data quality.

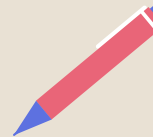
*GitHub link.*

### Knowledge Graph Database

Oct 2022 - Jan 2023

- Created a knowledge graph database to identify entities and relationships from natural language text.
- Developed in Python, using BeautifulSoup and Spacy to web scrape and apply NLP techniques such as entity recognition and disambiguation.

*GitHub link.*



# WHERE CAN I FIND JOB POSTINGS?



**LinkedIn**

Professional social network  
and job posting

**XING**

Professional social network  
and job posting focused on  
Germany

**indeed**

Global job board

**StepStone**

One of the biggest job boards  
in Germany



# LINKEDIN PROFILE



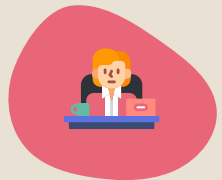
01

**Build your profile**  
Spend some time to carefully build your profile.



02

**Make connections**  
Make **meaningful** connections and have a strong network. Start with university colleagues and then work colleagues.



03

**Apply for jobs**  
Most of the companies are active on LinkedIn, you can easily find their job openings there.



04

**Keep active**  
Besides a job board, this is a social network. Engage on posts, ask and give recommendations.





# NETWORKING EVENTS



- Meetup is an online platform that facilitates gatherings of people with shared interests.
- Many meetups focus on specific AI topics or tools.
- Make connections in the industry.
- Participate in workshops.



- [PyLadies](#)
- [AI Enthusiasts Berlin](#)
- [HeyAI Berlin](#)
- [Data and AI Berlin](#)
- [Data Meetup Berlin](#)



# PREPARING FOR INTERVIEWS



## Research the company

Learn about the company's products, services, culture, and recent news. Understand their mission, values, and any recent achievements or challenges.



## Prepare for technical questions

This includes coding challenges and questions related to the technical skills required for the job.



## Review the job description

Familiarize yourself with the job description again to understand the key skills and qualifications the employer is seeking.



## Be punctual

For in-person interviews, plan your route ahead of time; for online interviews, ensure you're in a quiet environment with reliable internet connection, and install the necessary software ( Teams, Zoom, etc.)

