

## INSTRUCTIONS FOR WRITING YOUR CV ASSIGNMENT

1. Choose a real job offer from a real webpage and include the link, for example: <https://www.indeed.com/q-Telecommunications-Engineer-jobs.html?vjk=41b8145cc5081699>
2. Apart from the link, copy and paste the offer, or insert a screenshot in your file, for example:

### **Telecommunications Engineer I- job post**

[JPL/NASA](#)

Pasadena, CA 91109

#### **Job Details**

New ideas are all around us, but only a few will change the world. That's our focus at JPL. We ask the biggest questions, then search the universe for answers—literally. We build upon ideas that have guided generations, then share our discoveries to inspire generations to come. Your mission—your opportunity—is to seek out the answers that bring us one step closer. If you're driven to discover, create, and inspire something that lasts a lifetime and beyond, you're ready for JPL.

Located in Pasadena, California, JPL has a campus-like environment situated on 177 acres in the foothills of the San Gabriel Mountains and offers a work environment unlike any other: we inspire passion, foster innovation, build collaboration, and reward excellence.

#### **Responsibilities:**

Will perform radio frequency interference (RFI) analysis and simulations of deep space satellite telecommunication links. Will develop software tools for modeling and predicting RFI for the NASA Deep Space Network. Will be a member of the Spectrum Engineering Group (332G) and report to the Group Supervisor within the Communications Research and Arch.

3. Tailor your CV according to the job offer, that is, pick up keywords for hard and soft skills that are relevant for the offer, and avoid any generalizations. To have a more accurate idea of how to tailor your CV, go to the company's web and do some research about its values, functions, products, etc.

Tailoring your CV, in your case, also means that you will have to “make up/invent” some of the information. For example: instead of writing that you are studying the third year of your degree, you can project yourself into the future, to the moment when you will have finished your degree:

#### **Education:**

-Degree in Telecommunications Engineering, Major in Systems Engineering (UPCT- Technical University of Cartagena, Spain, 2022).

Additionally, you can “invent” a Master’s Degree, equally related to the job offer, or include a real one taken from any university, as well as any specific courses (for example, in the case of the offer given, you could include a course on Space Network, always with details about place, date, and duration).

In the same way, for the section “Work/Experience” you can invent previous jobs in the telecommunications sector, again, accordingly tailored to the job offer you have chosen to apply for.

4. Write your CV following the Europass model (there are countless models on the Internet). Decide whether you are going to write your CV according to the ATS (applicant tracking system) or not; in the first case, you will keep your CV visually plain; in the second one, you can include a photo and more formatting/visual options, columns etc.

5. If you decide to record a Video CV, insert the both the link and the written/spoken content of the video on the page for submission. Write it orderly and following the same structure as a written CV: Education, Work, Skills...

6. To speak correctly about your soft skills, use soft skills checklists available on the Internet. Preferably, use those specifically designed for engineers.

7. Remember the basics: length (1-2 pages); correct spelling and punctuation; do not personalize (not “I”, except in the introductory statement); ALWAYS use the same verb tense for the enlisting of responsibilities and tasks (-ing, infinitive without “to”, or past -ed forms); do not include any personal information (religion, marital status, sexual orientation, etc.); insert all your merits in inverse chronological order.