

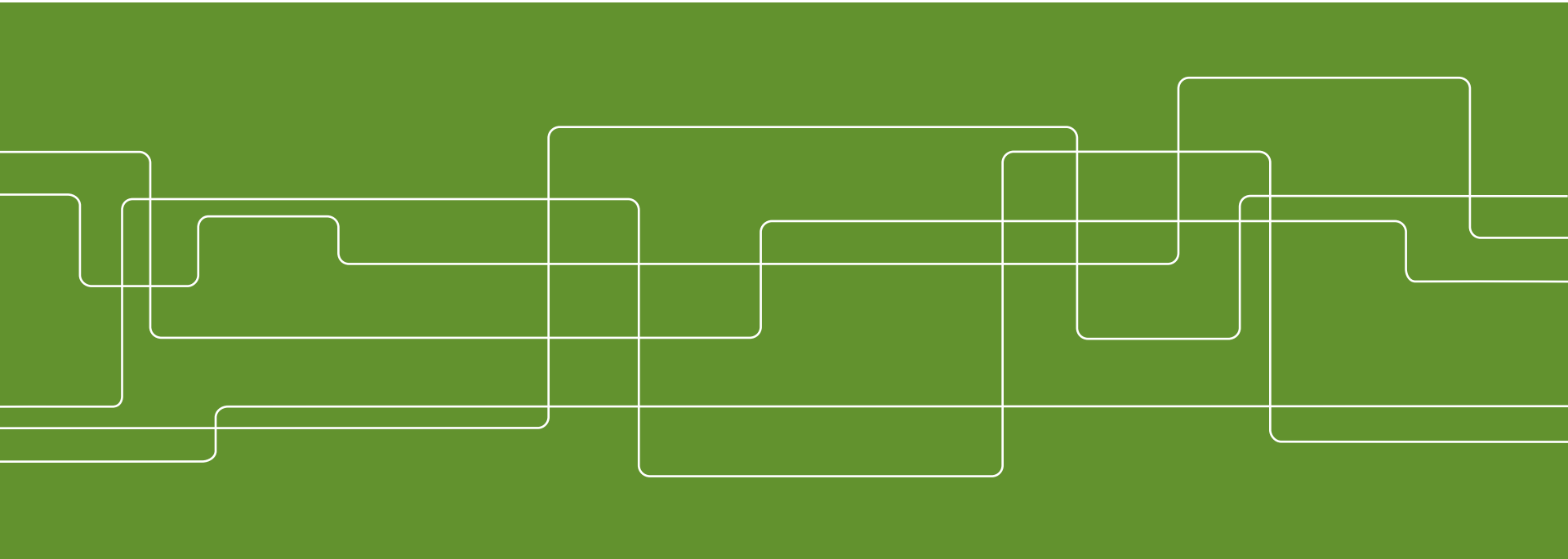


Career development

Master student

KTH Career: www.kth.se/student/framtid/karriar (English pages!)

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Introduction

Purpose

Feel informed and confident in your career development and job search. Your "own" process, your responsibility. KTH provides guidelines.

Four steps/ seminars plus own work with some exercises in KTH Social

To access the exercises!

Join the career group: **Career development for master students** on KTH Social:

www.kth.se/social/group/career-development-f/

Log in with your KTH id.



Content seminars

Date	Content	Venue
19/2	Step 1: Employers - what are they looking for? <i>Who am I, my skills, what do I want?</i>	Main library, lecture hall "Syd östra galleriet"
26/2	Step 2: The job hunting in 2015	Student union house Lecture hall, "Gröten"
26/3	Step 3: The professional role in a fast changing working life	Main library, lecture hall "Syd östra galleriet"
9/4	Step 4: How to prepare for and handle the job interview	Main library, lecture hall "Syd östra galleriet"
5/5	Extra guest seminar on how to make the most out of your profile on Linked in <i>Jörgen Kihlgren from the Swedish union of leaders</i>	Student union house Lecture hall, "Gröten"



Today

The professional role in a fast changing working life:

- The professional role now and then
- Employability
- How to write a CV and cover letter
- Exercises for the next time



The professional role

Then...

- Industrial society
- The engineer as a hero
- Specialist and expert

Now...

- Knowledge-based economy
- ...not only a hero
- Specialist and/or generalist



What is employability today?

- The individual's ability to get employment
- The responsibility of the organization (i.e. KTH) to make this possible

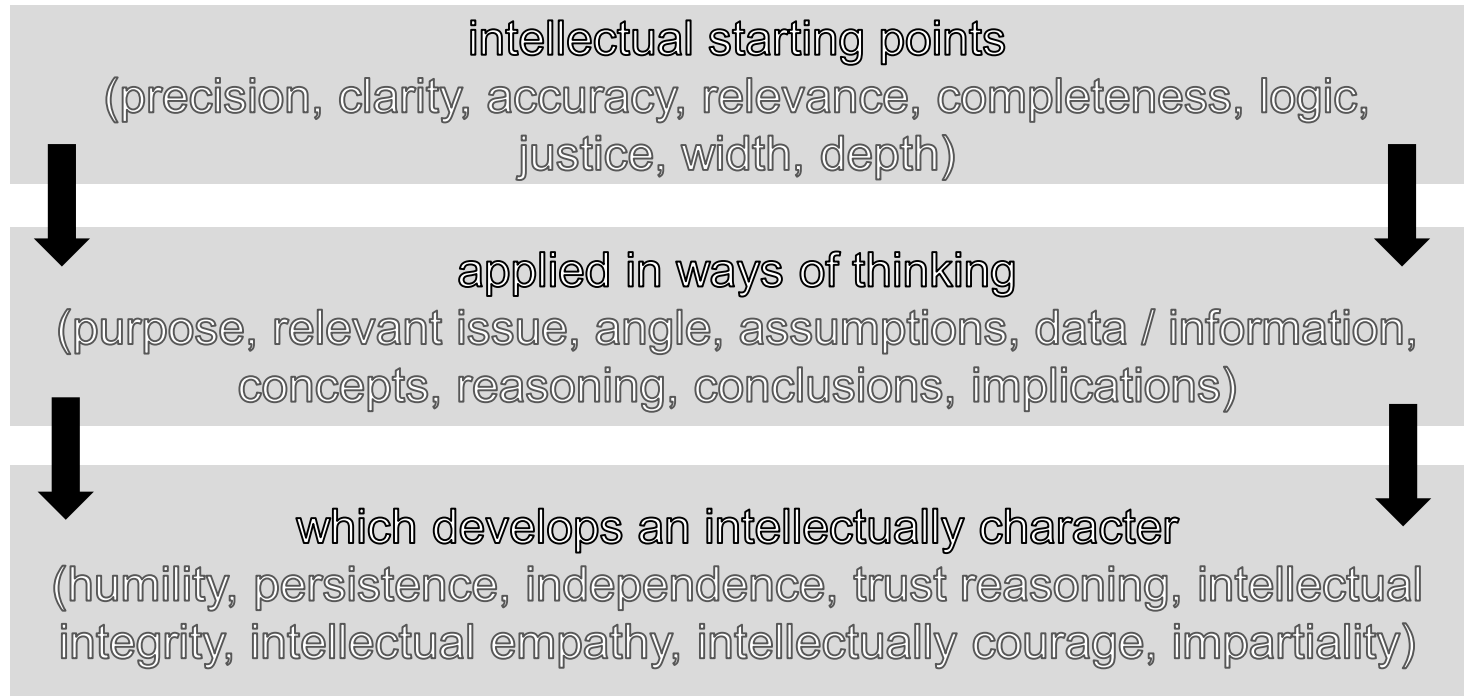


How employable are alumni from KTH?

- 94% of the graduates (2010-2012) found employment after graduating.
- The difference between Swedish citizens and non-Swedish citizens are 9%.
- More than half of the alumni found work before they finalized their degrees, and more than one in four did so within three months of graduation.
- Almost one third have changed jobs once, 17% twice, and 9% three times or more.



Typical thinking of a problem solving engineer



"Didaktik för ingenjörslärare" – Bränberg, Gulliksson, Holmgren (2013)



The job application: CV and Cover Letter

- Why could it be difficult to write about myself?
- What is the purpose of these documents?
- Difference between CV and Cover letter?

Curriculum vitae

Chronological

Biography

Life description

A bit more general

"Cold facts"





Cover Letter

Personality

Specific

Customized

"Warm facts"





Page 1

Name

Date of birth: 19xx 01 01
Address: ~~Stockholmsvägen~~ 3, 110 10 Stockholm
Phone: +46 (0)70-312 34 56 E-mail: ~~annean@kth.se~~

CAREER OBJECTIVE

I want to use my skills within both medical engineering and marketing. I would like to use my outgoing qualities and work with customers and build networks. I want to work for an international company.....etc.

EDUCATION

- 2008-08 - on going **Royal institute of technology, Stockholm, Sweden**
Master in Medical Engineering. ~~Estimated degree in June 20XX.~~
Have studied medical IT, ultra sound and radiation, patient security, marketing and communication.
- 2005-08 – 2008-06 **University XX, Bachelor**
- 20XX-XX – XXXX-XX **Upper secondary school XX**

WORK EXPERIENCE

- 20XX-XX – XXXX-XX **The Medical Company, Stockholm**
Thesis work in medical engineering. Examined...The result was...
I learnt.....etc.
- 20XX-XX – XXXX-XX **Education First, France**
Language tour leader
Summer job. ~~Was responsible for 20 participants. Planned activities and held information activities. Learnt how to work under pressure and to solve problems.~~
- 20XX-XX – XXXX-XX **Resit, Stockholm**
Travel agency assistant
Summer job. ~~Dealt with customers, booking, promoting. Was responsible for creating information. Worked with databases and some statistics.~~
- 20XX-XX – XXXX-XX **Coffee shop Pringlan, Stockholm**
Shop assistant
Summer job and later extra jobs on weekends. Served customers and worked at the counter. Received goods and wrote menus. ~~Learnt a lot about customer service.~~



Page 2

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Phone: +46 (0)70-312 34 56 E-mail: annean@kth.se

EXTRA CURRICULAR ACTIVITIES

- 20XX-XX – XXXX-XX **Medical Section, KTH**
Responsible for the reception of international students.
Planning, was responsible for the budget. Learnt project management and how to delegate and communicate effectively with team members.
- 20XX-XX – XXXX-XX **The KTH Acting society**
Acted in the yearly student cabaret. Organized and promoted the event.

LANGUAGE SKILLS

English: Advanced in both speech and writing
French: Advanced in speech, good in writing
Swedish: Mother tongue

COMPUTER SKILLS

Programming languages:
Operational systems:
MS Office:
Graphic design:

ADDITIONAL QUALIFICATIONS

- | | |
|-----------------|--|
| Driving license | B |
| Scholarship | The achievement scholarship (20xx), for students with excellent results. |
| Certificate: | Diving |



Sections...

Education

- Reversed chronological order, year and month.
- Translate into the standards of the new country
- Describe what you have learnt and what is specific about your education. What are your qualifications as an engineer?

Work Experience

- Employability skills
- Active verbs, "I described, developed, managed..."



Employability skills

- Communication skills
- Teamwork skills
- Self-management and Career skills
- Problem solving skills
- Initiative and Enterprise skills
- Planning and Organizing skills
- Learning skills

sydney.edu.au/careers

How do I describe an experience?

Hint!

You can use the following working model:

1. Describe the work assignment/problem
2. What did you do?
3. What was the result?
4. What qualities did you use?
5. What did you learn?



Design, Spelling and Grammar

- Maximum two pages
- Use a text size and font that is easy to read
- A consequent format
- Distinguish between headers and body text.
- Avoid abbreviations
- Proof read

Rules of Thumb

- Tailor your CV to meet the requirements of the position
- Use a reversed chronological order
- Two pages maximum
- No lengthy detail – keep it precise
- Action verbs, past tense
- Write for the reader – Human Resources



Purpose of a Cover Letter

- **promote** yourself to an employer
- Show your **knowledge** about the company
- Tell that you match
 - what is **requested** in the advertisement
 - what the company **needs now**





Always write a new Cover Letter

- Tailor your Cover Letter to meet the essential requirements of the job
- Always customize each Cover Letter for each job that you apply for
- Never mass mail the same version to different companies





Name, 19xx0101
Stockholmsvägen 3, 110 10 Stockholm
Tel 070-12 34 56 min@epost.se

Stockholm 2013-04-08

Pacemaker AB
Box 1111
111 11 Stockholm

Competent Engineer with knowledge in bio materials and marketing

I am a creative engineer with skills and competence within both the med tech and marketing field who really enjoys when many things are going on at the same time. After talking to Anders Persson I understood that Pacemaker is a company which is growing very fast, especially in my areas of interest, implants and bio materials. Accordingly, I would very much like to contribute to the company's future development and be part of the sales and marketing of pacemakers. Your international business activity appeals to me as well, since I really would like to work abroad within the next few years.

The goal with my education at KTH has been to be able to work with sales and marketing of products and services within med tech. The position as a marketing manager has got just the right combination of technology and marketing that I'm looking for.

I would really like to work with products which contribute to people's wellbeing and health. Right now I am doing my thesis work at the Medical Company which gives me the practical experience from working in the medical industry. I find it really interesting and I really enjoy it. As a person I am outgoing, something which I have shown through extracurricular activities such as being responsible for the reception of new students and through different jobs in the travelling industry. I am also a creative person who likes to work with different assignments. To connect to people and maintain contacts is also something which I find stimulating. I have always been drawn customer oriented jobs.

On my spare time I play the guitar together with some friends in a band. I try to be outdoors in the nature as often as possible and I love skiing and mountain biking.

I look forward to meet you for an interview.

Best regards

Anna Andersson



Investigating the job ad and myself

Pick out the three most important factors under each area, use key words.

	Skills			Experience	Personality	
	General professional skills	General Engineering skills	Specific technical skills		Values	Personal Traits and Qualities
The Company/ The job ad	1.	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.	2.
	3.	3.	3.	3.	3.	3.
My self	1.	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.	2.
	3.	3..	3.	3.	3.	3.



Answer three questions

- **Why the company** - show you have done your “home work”
- **Why the position** - show why you are particularly suitable
- **Why you** - let them know your advantages



Rules of Thumb Cover letter

- One page
- Keep it precise
- Contact information
- Which position are you applying for
- Proof read



Exercises

Visit the career group in KTH Social:

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<https://www.kth.se/social/group/career-development-f/page/seminar-iii/>

Exercise 1: Skills

Exercise 2: Work experience

Examples of CV and cover letter from students