

## **Courses of Second Year LMD**

**Stream of Computer Science (اعلام الي)**

**Academic year: 2020-2021**

**Teacher: Bellebcir Halima**

### **Syllabus of the First Semester**

**Lecture One: The Cover Letter**

**Lecture Two: Steps to Write a CV**

**Lecture Three: Plagiarism**

## **Lecture One: Cover Letter (A Job Application Letter)**

### **1. What is a Cover Letter?**

A cover letter is a document you send with your CV (traditionally as the front cover). However, it differs from a CV in that instead of being a written overview of your skills and experience, it's specifically written with the job you're applying for in mind – allowing you to highlight certain areas you think would make you right for the role.

### **2. What should a Cover Letter Include?**

Although cover letters are a lot less rigid than CVs, there are still some things you should always aim to include.

Here a few essential things you should aim to cover in your cover letter:

- Your personal details (e.g. name, address, phone number).
- The hiring manager's name (if you have it).
- Where you found the vacancy.
- Why you're suitable for the job.
- What you can do for the company.
- Closing statements (including thanking the recruiter for their time).

### **3. Why is a cover letter important?**

To put it simply, your cover letter is the easiest and most effective way to stand out from the crowd.

It brings a something extra to the table when you apply for a job – the employer will learn more about you, your personality, what you actually want from the job and gain insight as to why you're applying.

And, as your CV is supposed to be short and sweet, your cover letter is the perfect way to elaborate on your achievements.

#### 4. How should a Cover Letter be Formatted?

Much like a CV, there is no one-size-fits-all format when it comes to writing a cover letter.

However, the layout will say a lot about your approach, and your overall attention to detail.

For that reason, it definitely isn't something that should be underestimated.

To make sure what you write is logical, to the point and easy to read, here are some key rules to follow for your cover letter:

- Be clear and concise.
- Keep paragraphs short and direct.
- Back up any statements you make with facts & figures.
- Choose a professional font.
- Check spelling and grammar.

#### 5. Components of a Cover Letter

##### A. Opening the letter

-Once you've covered the letter writing basics (address, hiring manager's name if you have it), the opening paragraph should be short and to the point.

-Explain what job you're applying for and where you found the vacancy.

-Feel free to mention the website by name (e.g. 'as advertised on reed.co.uk') or, if someone referred you to the contact, mention their name in this section.

##### Example:

*I wish to apply for the role of IT Manager, currently being advertised on reed.co.uk. Please find enclosed my CV for your consideration.*

##### B. Second paragraph – *Why are you suitable for the job?*

-Briefly describe your professional and academic qualifications that are relevant to the role and ensure you refer to some of the skills listed in the job description.

-If you have no specific academic or vocational qualifications to cite, use your relevant experience to win merit.

-And if you're lacking in practical work experience? Use personal skills or attributes to show what makes you the perfect fit for the role.

**Example:**

*As you can see from my attached CV, I have over three years' experience in the IT Industry, and I believe the knowledge and skills built up during this time make me the perfect candidate for the role.*

**C. Third paragraph – What can you do for the company?**

-Use practical examples to emphasize what you can do for the company. These might be performance-based, and could include examples from previous positions, your current job or even from your academic career.

-Always make sure your examples are as quantifiable and pertinent as possible. 'Increased revenue by x%', for instance, sounds a lot more impressive than simply stating you 'Increased revenue'.

**Example:**

*In my current role as Senior Marketing Executive at Software Company X Ltd, I have been responsible for increasing incoming client enquiries for our B2B product lines by 156% in under 12 months, which helped the business increase its revenue by 55% year-on-year.*

**D. Fourth paragraph – Reiterate**

Here's where you reiterate your interest in the role and why you would be the right fit for the company.

**Example:**

*I am confident that I can bring this level of success with me to your company and help IT Company LTD build upon their reputation as one the UK's fastest-growing software houses.*

*With my previous experience and expertise, I believe I can hit the ground running and start actively contributing to the business as soon as possible.*

*Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.*

#### **E. Closing the letter**

Thank the employer for their time. It is also a good opportunity to indicate that you'd like to meet with the employer for an interview.

Sign off your cover letter with 'Yours sincerely' (if you know the name of the hiring manager)/'Yours faithfully' (if you do not), and your name.

#### **Example:**

*Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.*

*Yours sincerely,*

*[Your name]*

## a sample of a cover letter

Your Name  
Your Address  
Your Contact details (phone and email)

Date

Contact Name  
Contact Job Title  
Company Name  
Company Address

Dear Mr/Mrs/Ms Last Name

I was excited to see your opening for an Administrative Assistant on the XYZ job website. I am confident that my background and abilities are an excellent match for the job. Please allow me to highlight my skills and competencies as they relate to your job requirements.

- X years wide-ranging experience as an administrative assistant in a fast-paced work environment
- proven computer skills with an in-depth knowledge of MS Word, Excel and Powerpoint
- excellent verbal and written communication skills used to successfully develop presentations, write reports and draft correspondence
- recognized as a resourceful problem-solver who is able to efficiently collect and analyze information to find workable solutions
- strong organizational and planning skills ensure that I am able to accurately and consistently meet multiple project deadlines
- a hard worker who has built confidence and trust at all levels
- a committed team member who is known to go the extra mile

I firmly believe that I can make a positive contribution to your company and I have enclosed my resume to provide more information on my skills and experience. I would welcome the opportunity to meet with you for an in-depth discussion and I will make myself available at your first convenience.

Thank you for your review and consideration. I look forward to hearing from you soon.

Sincerely

Joan Jobseeker

Enclosure

## Lecture Two: How to Write a CV

### 1. What is a CV?

A CV (short for the Latin phrase curriculum vitae, which means “course of life”) is a detailed document highlighting your professional and academic history. CVs typically include information like work experience, achievements and awards, scholarships or grants you’ve earned, coursework, research projects and publications of your work. You may be asked to submit a CV when applying for jobs in academia or a job outside the US.

-CVs should provide basic information about your education, work experience, skills and achievements. The following is a guide to what should be included:

- Use a clear, easy to read letter font like Arial or Times New Roman.
- Don't try to put everything about yourself into the CV. Stick to two pages of the most relevant and important info: potential bosses don't want to know about the Irish dancing medal you won when you were six!
- Start with your name and contact details at the top so that they're easy to see.
- Make sure to include your date of birth, education, qualifications, relevant jobs and work experience, achievements and interests that help prove you've got the right skills for the job.
- Don't include gender (unless you're asked), info on your children, a photo, if you're married or not, state of health, nationality or reasons why you left other jobs.
- Change your CV for each job you apply for. Look carefully at the job description and

emphasise the skills or experience mentioned.

- If you're asked for referees, include a past employer or teacher. Make sure to ask that person if they will give you a reference. If you're not asked write 'References available on request' at the end of your CV.
- Always proof read and check for spelling mistakes

### **CV Language**

- Keep sentences short, sharp and positive, for example: “Developed training manual for new employees” or “Gained valuable experience in team-leading and problem solving”.
- Make sure your CV is up-to-date. There’s no need to include information that’s more than five years old, unless it’s relevant to the job you’re applying for.
- Use bullet points to list your duties, skills and achievements in recent jobs.
- Don’t include useless information just to fill space.
- Keep your CV positive and make sure to highlight your achievements.
- Don't lie about your experience and skills: you'll get caught out eventually!

### **Components of a CV**

#### ***PERSONAL DETAILS***

- Name, address, telephone, DOB, e-mail. Make sure name is big and bold and stands out from page.

#### ***EDUCATION AND QUALIFICATIONS***

- State Years of Study and Qualifications Gained (most recent first) eg:



- 2008-2012: University College Dublin.

### BSc(Hons) Physiotherapy

- Grade Achieved
- Thesis Title
- Don't get carried away writing exam results. Just state what exams you did, especially when talking about school. State school and 'Leaving Cert' / A-level, no need to list every subject and grade.
- Don't go back any further in time than secondary school, no need to list primary school.

### *EMPLOYMENT HISTORY*

- State dates and relevant places on employment. No room on CV for things like bar work when applying for a physio job. State things like health care assistant, nursing home work, team physio, previous physio posts eg:

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- Jan10th – 15th 2012: Irish Junior Volleyball Squad

Irish team physiotherapist for the European Qualifiers in the Faroe

Islands

- June – Oct 2011: Physiofusion, 16 Warner's Lane, Dublin 6

Physiotherapy assistant and instructed a weekly osteoporosis class

### *CLINICAL EXPERIENCE*

- State clinical area, clinical site, dates of placement, experience gained – keep brief ie only

a line or two.

- Use a table format to save space while allowing for adequate delivery of information.
- Remember CV should only be approx 3 pages MAX so you don't want to use up too much space, important to keep brief.<sup>[1]</sup>

### ***CERTIFICATION***

- Any classes or workshops you have gained a certificate for eg
  - 2011: Neurology Workshop with Grainne McKeown
  - Sports Traumatology including CPR/AED with Santry Sports Clinic
- Again state in chronological order: most recent first.
- Sports Coaching course.

### ***ACHIEVEMENTS***

- Scholarships
- Academic awards
- Head boy/ head girl at school, senior prefect
- Sporting achievements eg cups won, international/ provincial / county honours
- Music grades

### ***HOBBIES***

### ***REFERENCES***

- One from UCD, one from a previous placement. Always give 2 referees and state 'further references available on request'

**NB:** CV should be no longer than 3 pages, MAX. You want it to be as short and concise as you can. It should be as relevant as possible to the job you are applying for ie take out irrelevant info and talk up relevant info for each job. Page layout is very important; it should look neat and tidy and look good on the page. It should appear organised and flow well, while getting your point across clearly.

Sign and date CV.

### **Sample of A CV**

#### **Rick Grimes**

#### **Junior Editorial Assistant**

richard.f.grimes@gmail.com

502-555-0115

linkedin.com/in/rickygrimes93

#### **Career Objective**

MA Student in English at Stanford University, made the Dean's List for three consecutive years (2015-2017), with two study abroad experiences and a semester-long research internship in Oxford, UK looking to use my strong research and writing skills, as well as my expertise in contemporary literature in the position of Editorial Assistant at Penguin Random House.

#### **Education**

**MA in English, Stanford University**

## **Expected to graduate in 2019**

**3.95 GPA**

**Favorite fields of study:** American Poetry: From Modernism to Postmodernism, Creative Expression in Writing, Creative Nonfiction

**Thesis title:** "An Analysis of the Impact of 1940s Blues Culture on the Poetic Expression of the Members of Harlem Renaissance"

**Key achievement:** Awarded \$15,000 2017 Drue Heinz Literature Prize for a collection of short stories "Your Latest Trick."

## **BA in Comparative Literature, Stanford University**

**2014–2018**

**3.9 GPA**

**Favorite fields of study:** Introduction to Literary Study: Comparison, Cosmopolitanism, and the Global Novel, Literature Gone Viral, Digital Humanities, Radical Arts, Re-thinking Derrida, Being as a Spectacle

**Thesis title:** "Towards the Derridian Decostruction of the Notion 'Biography' on the Basis of Julian Barnes' 1984 novel 'Flaubert's Parrot'"

### **Extracurricular activities and achievements:**

- Dean's List 2015–2017
- President of the undergraduate student board from 2016 to 2017.
- Started and ran a discussion club on Russian Postmodernist Literature.
- Chief Editor of the University Blog from 2016 to 2018.

## **Awards and Honors**

- 2017, Drue Heinz Literature Prize
- 2017, Dean's List, Stanford University
- 2016, Dean's List, Stanford University
- 2015, Dean's List, Stanford University

## **Work Experience**

### **Part-Time Editorial Intern**

#### **Faber and Faber, Stanford**

2016-06–2017-09

- Assisted in hiring and managing a pool of freelancers as needed, including development editors, copy editors, proofreaders, indexers, recipe testers, and technical editors, including remote and on-site employees.
- Assisted in the development, design, and preparation of sales materials.
- Collected and distributed incoming mail and processed outgoing mail.
- Served as the primary contact for incoming phone calls.
- Provided general and editorial support to the staff as requested.

## **Key Skills**

- Academic Writing
- Literary Criticism
- Research
- Creative Writing
- Editing

## **Languages**

- Russian—Bilingual
- Spanish—Advanced
- Portuguese—Intermediate

### Lecture Three Methodology: Plagiarism

*What is Plagiarism? According to the Merriam-Webster online dictionary, to "plagiarize" means:*

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

**In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.**

### The Common Types of Plagiarism

There are different types of plagiarism and all are serious violations of academic honesty. We have defined the most common types below and have provided links to examples.

#### Direct Plagiarism

Direct plagiarism is the word-for-word transcription of a section of someone else's work, without attribution and without quotation marks. The deliberate plagiarism of someone else's work is unethical, academically dishonest, and grounds for disciplinary actions, including expulsion.

#### Self Plagiarism

Self-plagiarism occurs when a student submits his or her own previous work, or mixes parts of previous works, without permission from **all** professors involved. For example, it would be unacceptable to incorporate part of a term paper you wrote in high school into a paper assigned in a college course. Self-plagiarism also applies to submitting the same piece of work for assignments in different classes without previous permission from **both** professors.

#### Mosaic Plagiarism

Mosaic Plagiarism occurs when a student borrows phrases from a source without using quotation marks, or finds synonyms for the author's language while keeping to the same general structure and meaning of the original. Sometimes called "patch writing," this kind of paraphrasing, **whether intentional or not**, is academically dishonest and punishable – even if you footnote your source!

#### Accidental Plagiarism

Accidental plagiarism occurs when a person neglects to cite their sources, or misquotes their sources, or unintentionally paraphrases a source by using similar words, groups of words, and/or sentence structure without attribution. ([See example](#) for mosaic plagiarism.) Students must learn how to cite their sources and to take careful and accurate notes when doing research.

### **How to Avoid Plagiarism?**

1. Keep track of the **sources** you consult in your research.
2. **Paraphrase or quote** from your sources (and add your own ideas).
3. Credit the original author in an in-text **citation** and reference list.
4. Use a **plagiarism checker** before you submit. Example of Plagiarism.