CAPACITARTE

Es ser líder de tu vida

Jobs in ICT

Most ICT-related jobs have been developed to meet the need to analyze, design, develop, manage or support computer software, hardware or networks. All the people involved in the different stages of development of a computer project, i.e. analysts, programmers, support specialists, etc are controlled by a **Project Management.**

The need to analyze is met by **database, network and systems analysts**, they study requirements and advise on which database, network and systems are more suitable for a specific institution.

In terms of design and develop, there are **web designers** for webpages and web applications for websites, **software engineers** for planning, designing and testing computer programs, **hardware engineers** for designing and developing ICT devices. Finally, **security specialists** who design software and hardware to protect information from malware.

In terms of management, there are **network or computer systems administrators** who install and maintain networks and **database administrators** who manage the accuracy and efficiency of databases. Support services are provided by **computer operators** who control computer data processing, help desk technicians, who are in charge of troubleshooting, computer training instructors, who teach people how to use hardware and software. **Technical writers** provide written instructions for ICT systems.

Job Descriptions

In general, job advertisements include the job title and some of the areas covered, the most important requirements for the position, the location of work, and contact information to send the CV plus a covering letter. Sometimes, these advertisements may describe good and bad points about the job.

Samples of Job advertisements

Sound Engineer

You could work in recording studios making high quality sound recordings mainly for entertainment industry. Sound engineers operate complex electronic equipment to reproduce music, dialogue, sound effects, and other audio content.

Your work could cover all types of sound for:

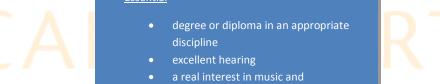COMMERCIAL MUSIC RECORDINGS THEATRE, RADIO, FILM, AND TV WEBSITES

VIDEO AND COMPUTER GAMES

MULTIMEDIA

Requirements

Essential

- degree or diploma in an appropriate discipline
- excellent hearing
- a real interest in music and technology

Desirable

- ability to work long hours
- a co-operative and friendly attitude
- good organizational skills

Telecommunications Technician

Your work could involve:

- Making, testing and checking components
- assembling equipment
- installing, setting up, testing, and repairing equipment
- Laying and connecting cables
- Installing radio equipment and mounting antennas on buildings

You could work indoors in a factory or outside working in all weather conditions. Your work could involve lifting and working at heights.

Requirements

Essential

- degree or diploma in IT
- physical fitness

Desirable

- good communication skills
- good teamworker

DTP operator

required for a leading financial magazine

We are looking for a bright, competent QuarkXpress operator with at least three years' experience in design and layout. Skills in Photoshop, Freehand or Illustrator an advantage.

Ability to work in a team and to tight deadlines is vital.

Please apply in writing, with CV and samples of your work to Tom Parker, Production Manager, Financial Monthly, Stockton street, London EC1A 4WW. or apply online at

www.fmonthly.com.uk

You can see that requirements for these positions are divided into two categories: essential and desirable, or some quality or experience is regarded as an advantage.

The use of **must** is widely used to describe essential requirements, and we can use **should** when describing desirable but not essential requirements.

Also, advertisements inlcude general descriptions of the tasks involved in the position, using the gerund or the modal verb "**will**" to list them. Sometimes, they include possible tasks or requirements using modal verbs such as **could**. The use of **descriptive adjectives** is necessary to describe the qualities and skills required for the job.

Curriculum Vitae

When writing a C.V. to apply for a job, we need to make some considerations.

Firstly, try to be as succint as possible, job seekers won't read long CVs. The following items should be included in the CVs.

- Personal Information
- Work Experience
- Education and Training
- Technical Skills
- Personal Skills and Competences
- Additional Information
- References

In **personal information**, you can include your personal details and contact information.

When describing your **work experience and education and training**, it is very important to write it in a chronological order (the most recent ones come first).

Technical skills must be described, especially when we apply for an IT job.

In **personal skills**, we should include languages, social and labour skills. We may also want to include personal info such as holding a special licenses or credentials for specific activities (e.g. driving) and other **personal interests or hobbies**.

Some job seekers may require **job references**. In this case, you should include contact details of previous employers you worked with. You can state that references will be given upon request if you don't want to disclose such information on your C.V.

A model C.V.

Curriculum Vitae

Personal Information

Name: Maria Pérez
Address: Avda Altamira 348, Madrid.
Telephone: (234) 1227893455
Email: mperez@gmail.com
Date of birth: 28/07/82 (UK) 07/28/82 (US)

Education and Training

2006	Online Diploma in web-based technology for business, www.elearnbusiness.com
2005	Course in web design at Cybernetics College, London
2004	Course in Computer hardware and networking at Cybernetic College, London
1999-2004	Degree in computer Science and Engineering, University of Madrid

Work experience

January 2006-present	Part-time Webmaster at www.keo.es; responsible for updating the site and using Adobe Flash to create animations
May 2005- December 2006	IT consultant at media market, specializing in e-commerce and IT strategies

IT Skills

Knowledge of multiple computer platforms (Windows, Mac and Linux); strong database

skills (including the popular open source MySQL database); complete understanding of graphics formats and Cascading Style Sheets

Personal Skills
Social and organizational skills
Good communication skillsLanguages
Spanish mother tongue; English (Cambridge CAE); Arabic (fluent)

Hobbies and Interests
Web surfing, listening to music, travelling

References
Miguel Santana, Manager, keo.es
Sam Jakes, Lecturer, Cybernetics College

Cover Letter/Letter of Application

When applying for a job, you should write a cover letter or letter of application to accompany your CV. It will be a written summary of your C.V.

You can follow the tips below to write this type of letter. They include reasons for writing, description of education, training and work experience, a description of personal skills and reasons why you apply for the job. It is also important to enclose the CV and inform the availability for an interview.

Paragraph one: reason for writing
I am writing to apply for the position of …
Paragraph two: education and training
I graduated on (date)…
I completed a course in …
Paragraph three: work experience
For the past X years, I have been …
Since X I have been …
Paragraph four: personal skills
I spent X months in (country) …, so I have knowledge of (foreign languages).
I can …
Paragraph five: reasons why you are applying for this job

Language Reference: For, since, ago, until

We use **for** to refer to a period of time.	We use **since** to refer to a point in time	We use **ago** with the past simple to say when something happened. We put **ago** after the time period	We use **until** to mean up to a certain time
*I've lived in Liverpool **for** five years*	*I've been unemployed **since** May 2005*	*I got married five years **ago***	*I stayed at high school **until** I was 18.*

Sample of a Cover letter

WEBMASTER

We are seeking a Webmaster for eJupiter.co.uk, a company dedicated to e-commerce.

the successful candidate will manage our website. You will bre responsible for making sure the web server runs properly, monitoring the traffic through the site, and designing and updating our web pages, and designing and updating our web pages.

experience of using HTML and Java is essential. Experience of Adobe PDF and Photoshop is an advantage. The successful candidate will also have knowledge of web editors – MS frontpage or equivalent.

Send your CV and a covering letter to James Taylor, eJupiter Computers, 37 Oak Street, London SW10 6XY

Job Interviews

Preparing for job interviews is not an easy task. It demands more than specific knowledge required for the postion you are applying for.

Below you can find the frequently asked questions by interviewers at job interviews. You need to prepare the most suitable answers to them in order to feel more relaxed and comfortable at the interview.

1. Which subjects did you enjoy most in X Course?
The answer to this question should include reasons why you enjoyed particular subjects and explainations of why your qualifcations will be important for the job.
2. What work experience do you have?
The answer to this question should be limited to a description of the most important works you've done.
3. Why do you want this job?
This question is important to show your interest in the job. Think about reasons why this job is important to you to prepare the answer.
4. Why do you think you would be good at this job? What do you consider your greatest strength? And your greatest weakness?
These questions make you think about your qualities, your strengths which make you suitable for the job. Consider your qualifications, work experience and interests. You also need to consider your weaknesses, negative qualities that may affect your work performance.
5. What do you do in your free time?
This question refers to any sport or interest you can mention that may supplement your work.
6. Where do you see yourself five/ten years from now?
This question refers to your future prospects, remember to use future forms (such as will, going to) and state your work or personal desires.
As an **interviewee**, you may need to ask questions related to the interview process, people you may work with, work training and possibilities for advancement. There follow some examples of these questions: *1. Who would I work with?* *2. What training is there for the job?* *3. Are there any further steps in the interview process?* *4. Are there possibilities for advancement?*

Language Reference: For, since, ago, until

Present perfect simple

We form the present perfect simple with **have/has+past participle**

I'**ve used** Microsoft Access for many years

I **haven't used** Microsoft Access for years

We use this tense to talk about:

states that started in the past and continue to the present	past actions that continue to the present, where we put emphasis on quantity (how many).	personal experiences, especially with **ever** and **never**.
Since 2006, I'**ve been** a computer operator for PromoPrint.	I **have designed** four programs in COBOL.	**Have you ever worked** with databases? **I've never worked** with databases

Present perfect continuous

We form the present perfect continuous with **have/has been+present participle**

Since January I'**ve been writing** programs in PC.

We use this tense to talk about:

Actions which started in the past and are still happening.	Past actions that continue to the present, where we put an emphasis on **duration** (how long).
For the last three years, I'**ve been working** as a software engineer for Intelligent Software	She'**s been working** all morning.

Contrast with the simple past

We use the past simple to talk about events that happened at a specific time in the past that are now finished.

I **graduated** in May 2003 (**Not:** ~~I have graduated in~~ …)

I **stayed** in this job **until** March 2004

Two years **ago**, I **spent** three months in Spain.