

Job Application

How to get a good job

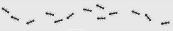
G. MULLER
(Based on: N. DUBRUC)

October 14, 2025

- 1 Presentations
- 2 Outline
- 3 The recruiter's point of view
- 4 You current position
- 5 Your target
- 6 Resume
- 7 Cover Letter
- 8 Job Interview
- 9 Next steps

Formation

- **PhD** in Artificial Intelligence (AI)

MAS 

Professionnal Experiences



- **Virtual Assistants** (2007!)



- **Serious Games**



- **Solar Houses**



- **Search Engines**



- **Aircrafts (crashes, maintenance)**



- **Industry 4.0**



Teachings : CS / AI

- Security, AI/Data
- Soft. Eng./Programming
- High Perf., DevOps...

Research : FL

- Distribution
- Privacy
- Sobriety

Administration

- Courses Management
- Projects Management
- ...

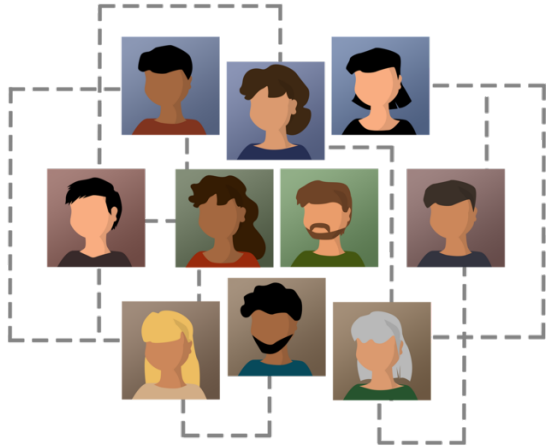
Who are you?



- What is your background?
- What do you expect from this course?
- What do you want to do in the future?

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- Human Resources
- Recruitment
- Resume / CV
- Cover letter
- Interview



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Goals

- Comply with state rules/policies
- Fulfill ethical & social responsibilities
- Supplement other depts with (fitting) employees
- Facilitates smooth functioning of other departments
- Ensure long-term association of employees
- Enhance employee's commitment

For a company

Remember... For a company

- Choosing the right person...
- ...while limiting the risks

"When there is doubt, there is no doubt"



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Explain what you learn/know...

- ... to your nephew

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 Explain what you learn/know...

- ... to your nephew
- ... to a HR Director
- ... to a colleague

For which jobs?

*The CPS2 program opens opportunities of careers in the research and development of innovative and technical cyber-physical systems: **research and development** scientists, **managers of IT** field, cyber-physical system **architects**, supporting **engineers** in design and development of cyber-physical systems, **experts** in socio-technical systems, experts or functional **consultant**, **project manager** in applications such as health, transport, energy and environment*



What would you like to do?

For which jobs?

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What would you like to do?

- Researcher
- Research Engineer
- Software Engineer
- ... (job types: [FR1](#) [FR2](#) [EU](#))

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How to decrypt a Job offer?

Industry/SSII/ESN

- [Web Dev offer](#)
- [Indeed/WebDev](#)
- [Glassdoor/DataScientist](#)
- [HelloWork](#)
- [Welcome2Jungle](#)
- [CapGemini](#) , [ATOS](#) , [Sopra Steria](#)
- [ACCENTURE](#) , [Alten](#) , [AKKODIS](#)
- [Orange Business Services](#)
- [Thales Services Numériques](#)
- [AXIANS](#)

Academy/Research

- [Research Engineer](#)
- [Institutions](#)
 - [EMSE](#) / [IMT](#) / [Recrutee](#) / [LabHC](#)
 - [INRIA](#)
 - [CNRS](#)
- [Mailing Lists](#)
 - [Info IC](#) / [Bull-I3](#) / [EGC](#)
 - [SMA](#) / [MAS](#)
- [Groupes De Recherche](#)
 - [RO](#) (Operational Research)
 - [GAIA](#) / [RADIA](#) (IA) / [MADICS](#) (Maths, Data)
 - [Robotique](#) (Robots)
- [ABG](#) / [APEC](#) / [AcPos](#) / [PolyPos](#) / [FacVac](#)

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Reminder: Hiring process

[**Resume** + Cover Letter] → Interview → Job

Goal

- **Get the interview**

Target: **Who are you?**

- Hard skills
- Soft skills
- Personality

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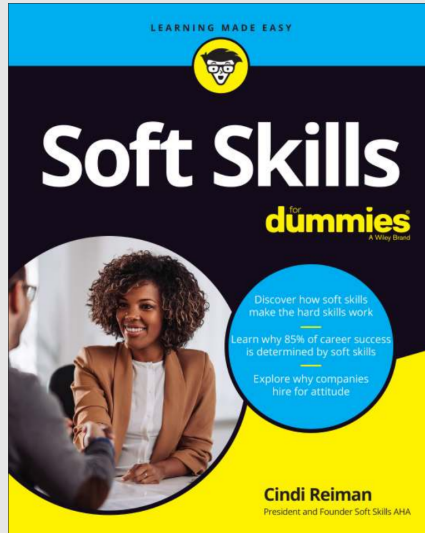
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- Hard skills
- Soft skills
- Personality

Do not list skills, **demonstrate** them

"Soft Skills for Dummies" ([Whole book!](#))



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Part 2: Going Even Further with Soft Skills

- *Ch04: Being Clear with **Interpersonal Communication***
- *Ch05: Respecting **Diversity** and Developing **Cultural Awareness***
- *Ch06: Making an Impression with Your **Appearance and Manners***
- *Ch07: Staying on Top of Things with **Time Management***
- *Ch08: Navigating the Dynamics of **Working with Others***
- *Ch09: Applying **Critical Thinking** to Problems*
- *Ch10: Building a Strong **Work Ethic***
- *Ch11: **Leading** from Anywhere in the Organization*

Employer's point-of-view

- Your “API”: Even small mistakes **will** be (mis)interpreted
 - Consistency
 - Organization
 - Written Expression/Spelling
 - Straight thinking
 - Focus

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Process

60 CVs/1 job:

- $\times 10\text{min} = 10\text{hrs}$
- $\times \mathbf{01\text{min}} = \mathbf{1hr}$

3 steps:

- Drop (format, content, doubts)
- Fit (skills) $\Rightarrow$ 6 CVs
- Outstander

[Video: How companies select CVs?](#)

Content

- A4 page format!
- 1 page (2 max!)
- Casing: Firstname LASTNAME
- Things you want to be asked about
- Write enough to tease
- Order of Experiences vs. Formation
- Temporal order (↓ dates)
- (no mandatory fields, e.g. photo)

Structure

- Contact information
- Title + Job **objective**
- Education & qualifications
- (Professional) experience
 - **STAR**: Situation/Target/Action/Results
- Skills
 - Language, Software
- Other interests



JACK KEROUAC

PROJECT MANAGER

PROFILE

Enthusiastic and organized project manager with 7 years of experience working in educational non-profit organizations. My responsibilities included managing 3 school programs and their funding while maintaining 98% productivity levels.

PROFESSIONAL EXPERIENCE

20XX

St Mary's School | Project Manager
November 20XX – Present

- Maintain positive relations between partners and community members.
- Develop and prepare draft reports, presentations, and related correspondence documents.
- Performs other duties assigned by administrator.

20XX – 20XX

Apple a Day | Project Manager
March 20XX – October 20XX

- Evaluated the effectiveness of partnerships and programs monthly.
- Increased productivity by 30% through implementing changes based on stakeholder feedback.
- Applied for grants and created proposals for funding.

20XX

Kids in Need | Project Coordinator
Jan 20XX – Nov 20XX

- Performed various administrative tasks to help the project manager stay on schedule and within budget.
- Gathered equipment to make sure the project runs smoothly and timely.

EDUCATION

20XX

Master's in International Relations | NYU
Sep 20XX – June 20XX
New York

20XX

Bachelor's in Public Relations | NYU
Sep 20XX – June 20XX
New York

CONTACT

☎ +1 212 999 9999

✉ name@email.com

📍 NY, US

SKILLS

- Writing
- Communication
- Interpersonal
- Excel
- Asana
- Trello

INTERESTS

Ping Pong
Kickboxing
Mai Tai

REFERENCES

Project Director | St Mary's
John Perkins

name@email.com
+1 212 444 444

STEVEN TERRY

GRAPHIC DESIGNER



👤 Male

📅 May 19, 1992

☎ 986-2323-3434

✉ Steven@3223.com

🌐 Http://steven-info.me

📍 London, England

SKILLS

- Computer
 - Word, Excel, Power Point.
- Languages
 - English, Japanese, Chinese

HONORS & AWARDS

2013: TOPCV Scholarship in 2nd semester 2012-2013 and 1st semester 2013-2014.

CERTIFICATIONS

2018: TOEIC Certificate with score 800 issued by TOPCV

INTERESTS

- I like soccer, music...

OBJECTIVE

Take advantages of sales skills & experience and understanding of market to become a professional Sales Staff and bring a lot value to Customers. From that, I will contribute to development of TOPCV Company.

EDUCATION

- **TOPCV University**
Major: Corporate Administration Oct 2010 - May 2014
- GPA: 3.4
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WORK EXPERIENCE

- **TopCV JSC**
Digital Marketing 2016 - Present
 - Write and upload product advertising post via Facebook, Forum...
 - Introduce, consult products and answer customers' queries via phone and email.
- **TopCV Shop**
Sales man 2016 - Present
 - Sell goods for Foreigners and Vietnamese at the Shop
 - Advertise products on media publications such as: banner, posters, leaflets...
 - Make reports of sales every day.

ACTIVITIES

- **TOPCV - EDUCATION TALK 2014**
Member of US Ambassador 2013 - 2017
 - Organize monthly events, network with US alumni.
 - Share how to hunt scholarships and US student's life experiences

Christmas tree

- Too much color (B&W print)
- Too many highlights/[fancy fonts](#)
- Sliders/emoticons vs. AI

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Job ads

- History of past jobs
- List of expected skills for each position

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Cloud

- No title
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Chocolate Chips

- Lots of short jobs
- Holes (6 months)

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- Too many (old) details
- Too many/generic hobbies
- Focus on project rather than your role
- Sentences vs. Bullet points

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Technical KO

- Use of non-standard tools
- Name the file CV.pdf

- Sobriety
- Few Highlight (added value)
- Provide evaluation metrics!
- No “lies”
- Old stuff less important
- Fill holes

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- Hobbies: Precise & demonstrate job skills
- Add links to portfolio / **professional** social nets
- Ask friends/family/professional to proof read
- Have a look at “competition” on **in**
- Join Recommendation Letters
- Always send a PDF! ~~doc link~~

Resume – Tips

- Sobriety
- Few Highlight (added value)
- Provide evaluation metrics!
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Check your resume

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Reminder: Hiring process

[Resume + **Cover Letter**] → Interview → Job

Goal

- **Get the interview**

Target: **How you fit the job?** ← **MANDATORY** (even if not asked)

- **Demonstrate** you understand & fit the offer (expected skills. . .)
- **Demonstrate** motivation (know company. . .)
- Focuses & Details “Professional Experiences”

Cover Letter – Content & Structure

Structure You-Me-Us

- Your contact information
- Greetings
- 1st paragraph
 - Who are you?
 - Purpose of letter (refer to offer)
- 2nd paragraph
 - Interest in this company?
 - What **you bring** to the company?
- **Demonstration** of how/why
- Last paragraph
 - Thanks & open for contact
- Salutation
 - “Yours faithfully” (know)
 - “Your sincerely” (know)
- **Handwritten** signature *~*

(Not so good) Example

Kelly Garnette
kelly_gar@ckeresume.com
linkedin.com/kellygarnette90
(+16)-123-4567

June 22, 2023

Richard L. Spacey
CEO at DialTech
1952 S Riverside Plaza, Chicago, IL 60116
richardspacey@dialtech.com

Dear Mr. Richard,

As someone who admires DialTech as one of the biggest tech companies in the east north-central US, I was thrilled to see an opening for the Executive Assistant position with your company. I, with my 5+ years of experience as an assistant manager, am confident in my ability to manage a CEO's busy day and proactively tackle issues while making sure everyday plans go smoothly and are clearly communicated.

From my 5 years of experience as an assistant manager, I understand the importance of multitasking, self-motivation, and attention to detail. In addition to preparing documents, managing travel arrangements, and handling complex tasks, I've also developed the ability to anticipate roadblocks and create effective alternative plans, as well as having a mastery of the MS Office Suite and being proficient in using CRM systems.

Being part of DialTech and continuing to help with the company's mission would be a dream opportunity for my career development. I would appreciate an opportunity to meet or speak with you further on how I can bring more value to the company, particularly by reducing administrative costs while maintaining the schedules of the top executives. Thank you for your time and consideration!

Kind regards,



Kelly Garnette

 Your opinion on these Cover Letters?

Cover Letter – Process

Employer point-of-view

- Hard/Soft Skill correspond to offer
- Personality corresponds to team/company
- Motivation for **this** company/position

Your point-of-view

- Answer the question “Why should I see you?”
- What distinguishes you from other candidates?
- Provide metrics!
- Organize by skill

[Videos: “Ninja” Cover Letter](#)



Check your cover letter

["Aparté"] (Correctly) Writing a Cover Letter with ChatGPT

Basic Prompt

- "Please write a Cover Letter for me"

["Aparté"] (Correctly) Writing a Cover Letter with ChatGPT

Basic Prompt

- "Please write a Cover Letter for me" ⇒ Very generic bullshit. . .

How to write a cover letter using ChatGPT in 7 steps

1. Sign up and create a free account on OpenAI
Both the website and app are completely free to use.
2. Ask ChatGPT what information it needs from you to write a cover letter
I'm applying for a job and need you to write an effective and compelling cover letter. Can you please guide me through the information I need to provide you with to write this cover letter?
3. Ask ChatGPT to create an example prompt containing the required information
Can you create an example prompt I should give you that entails all of the information you require?
4. Copy the example prompt and fill in your own information
Replace all of the squared brackets with your own details and relevant information.
5. Add any additional details to finalize the prompt
Specify any extra details, including the word count, tone, or style.
6. Run the prompt and review the output
Specify what you'd like to adjust as your next prompt or click regenerate response.
7. Proofread and edit the final cover letter
It's crucial to review the final cover letter for any grammar errors, repetitive vocabulary, etc.



 kickresume



Certainly! To create an effective and compelling cover letter for you, I would need the following information and details from you:



1. Job Description: Please provide me with the job description for the position you are applying for. This will help me tailor your cover letter to the specific requirements and responsibilities of the job.
2. Company Information: Tell me a bit about the company you are applying to. This will help me understand the company's values, mission, and culture, which I can then incorporate into your cover letter.
3. Your Relevant Skills and Experience: Provide me with a list of your relevant skills and experience that make you a strong candidate for the position. This can include education, work experience, internships, volunteer work, and any other relevant experiences.
4. Your Goals: What are your career goals and how does this position fit into them? This will help me highlight your motivation and how you align with the company's mission.
5. Achievements: Share any notable achievements that you think could be useful for the cover letter. These can include awards, recognition, or successful projects that you have completed.

With this information, I can craft a cover letter that effectively communicates your qualifications, experiences, and motivation for the position.

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kickresume



Certainly! Here's an example prompt that includes all the information and details I need to create an effective cover letter for you:

Dear ChatGPT,

I am currently applying for [Job Title] at [Company Name], and I would like your help in crafting a cover letter that highlights my qualifications and experience for this position.

Please find below the information you will need to create a compelling cover letter for me:

1. Job description: [Please include a copy of the job description for the position you are applying for.]
2. Company information: [Please provide some background information about the company, such as its mission, values, and culture.]
3. Your goals: [Please tell me about your professional goals and how this job fits into your career aspirations.]
4. Your achievements: [Please provide some examples of your previous accomplishments that are relevant to the position you are applying for.]
5. Your motivation: [Please tell me why you are interested in this particular job and what excites you about the opportunity.]

Thank you for your help in crafting a cover letter that will make me stand out as a strong candidate for this position. I look forward to hearing from you soon.

Best regards,

[Your Name]

Not enough **data collection** about the **company**

Gloubi-boulga

- Unstructured
- Too much BS/adjectives
- Lack precision
- Lack added value ($\neq$ other candidates?)

Paradoxical

- Too much about the company
- Not about what you bring to it

Second CV

- About you
- No motivation
- No objective

Expected

- Answer point-by-point to offer
- The employer decides
- Lacks outstanding

- Simple
- Short (1 page, 20 lines)
- Information easy to find
- What you will get → what the employer will get

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Reminder: Hiring process

[Resume + Cover Letter] → **Interview** → Job

Goal

- **Get the job (or next interview)**

Target: **Do you actually fit the company/position?**

- Verify Skills: Verify you didn't lie in CV/Cover Letter
- See/Test how you behave in human relations

Job Interview – Content & Structure

Phase 1. Presentations

- Employer presents himself
- Employer asks candidate to present himself

“Elevator pitch”

Phase 2. Curriculum verification

- Employer ask specific questions: hard/soft skills
- Based on behaviour, employer estimates soft skills
- Justification of “holes”/changes of career directions
- Employer can try to trick/hustle/jostle
- Technical/Personality tests

“Body language”

Phase 3. Conclusion

- Job organisation & conditions
- Candidate questions/Goodbyes/Next steps

Error

- Recite CV / Chronological list

3 formats

- By **Theme**
 - I my formation/experience, I addressed X topics...
- By **Objective**
 - My goal is ..., thus I studied ...
- **Action plan**
 - If you hire me, I can bring ... because ...

Content (Past-Present-Future)

- Formation (places, grades)
- Experiences (places, nb years, team, positions)
- Realizations (use case, tools, results/problems, impact)

8 common interviews questions

- Start at 1'01" to 8"00
- Preparation
 - Research the company
 - Prepare yourself
 - anticipate questions, even the stupid ones,
 - have examples to show your qualities,
 - storytelling
 - Ask if you can take notes and do so (motivation + occupy your hands)
 - Be pro-active / Prepare (final) questions
 - "I saw your company invested in . . . , can you tell me more about that ?"
 - "Can I discuss with another employee / visit the offices?"

Job Interview – Common Questions

- What are your greatest strengths?
- What do you consider to be your weaknesses?
- What is your greatest achievement?
- Tell me about a challenge or conflict you've faced, and how you dealt with it.
- Tell me about a time you demonstrated leadership skills.
- Tell me about a time you made a mistake.
- Tell me about a time you failed.
- Can you explain why you changed career paths?
- Why did you choose to study in France?
- What are you looking for in a new position?
- What type of work environment do you prefer?
- Tell me a time when you motivated co-workers. What were your steps?
- What interests you about this role?
- Describe a time you had several projects at once - how did you ensure it all got done?
- What's your work style?
- How would your boss and coworkers describe you?
- How do you deal with pressure or stressful situations?
- What do you like to do outside of work?
- How do you stay organized?
- How do you prioritize your work?
- What are you passionate about?
- Where do you see yourself in five years?
- What are your career aspirations?
- How do you plan to achieve your career goals?
- What's your dream job?
- What should I know that's not on your resume?
- What are your salary expectations?
- Are you willing to relocate?
- How many tennis balls can you fit into a limousine?
- If you were an animal, which one would you want to be?

Errors

- Anecdotal
- BS / Generic answer
- Repeat CV
- Speak about others (modesty/pride/not you)
- Fun answer

Content

- New
- Targeted
- Specific/Examples

Tips

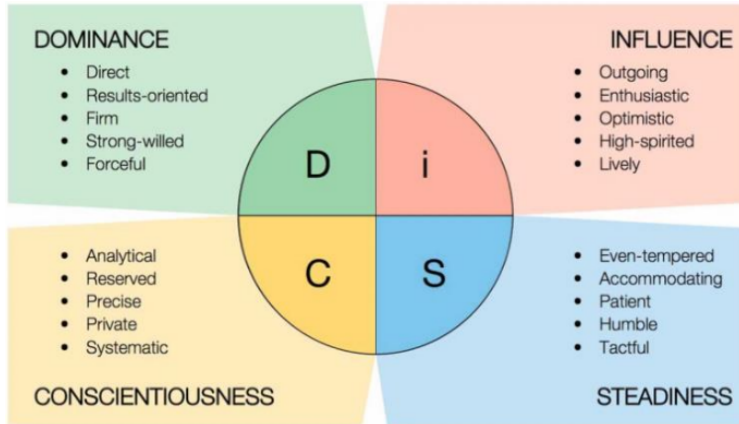
- Start from recruiter priorities
- Bring new information
- Personal stuff (sports. . .)
- Be dynamic (last question/image of you)

Why?

- Provides essential information
 - what motivates candidates
 - their thinking process
 - their communication preferences
 - their attitudes
- It's convenient
 - speed up the recruiting process
 - make sure candidates going forward fit the company

Different points

- Cultural Fit
- Role & Team fit
- Communication style & preference





NEO Personality Inventory

Myers-Briggs Type Indicator

ISTJ Responsible Executors	ISFJ Dedicated Stewards	INFJ Insightful Motivators	INTJ Visionary Strategists
ISTP Nimble Pragmatics	ISFP Practical Custodians	INFP Inspired Crusaders	INTP Expansive Analysts
ESTP Dynamic Mavericks	ESFP Enthusiastic Improvisors	ENFP Impassioned Catalysts	ENTP Innovative Explorers
ESTJ Efficient Drivers	ESFJ Committed Builders	ENFJ Engaging Mobilizers	ENTJ Strategic Directors



Values and Motives Inventory

Personality and Preference Inventory



Not practicing enough

- Give wrong/personal reasons for job
- Always say sorry
- Talk trash about previous job
- Interrupt/contradict the interviewer
- Too talkative
- Not focus on company
- Too generic answers
- Do not know what the employer expects

- Talk about salary/work conditions
- Say “yes” to everything
- Always refer to CV
- Not have final question
- ~~“That’s a good question”~~
- ~~“I’m perfectionist”~~
- ~~“I do not have defaults”~~
- ~~“In your shoes”~~

Errors

- Introducing this topic yourself
- Lack arguments (from employers' PoV)
- Not knowing your worth ([Glassdoor](#))
- Fear friction
- Talk salary by mail/phone
- Announce interval of values
- Not knowing the French taxation system (Social Security, “Net”=Net/“Brut”=Gross)

Tips

- “A bad first salary is never corrected”
- Apply to multiple job $\Rightarrow$ action lever
- Diversion: talk about something else (+)
- Deviation: talk about other advantages (car...)

Punctuality = MANDATORY

Work-life balance is greatly valued

- No works on Sunday
- 5 → 10 weeks vacation (July/August)
- May/December: many “holly” days (“fériés”)
- 8am-10am → 5pm-7pm... – 10hrs/day max [law]
- “Cadres” vs. “non-cadres”
- 35-hour workweek vs. highest productivity
- “Right to disconnect”

Business etiquette

- rather formal
- always greet: “bonjour”/“au revoir”
- men shake hands / men-women cheek kiss (“bise”)
- no alcohol (apart wine 😊)
- Strong Hierarchy

Job Interview – 10+ Things to Know about French Workplace Culture

Networking is key

- attend coffe-breaks (~10pm/4pm)
- attend social events
- get to know your colleagues/partners
- No lunch in your office

Dress code

- formal
- understated makeup/jewelry

Communication is direct

- expect to hear “no”
- discussions & debates

Business language

- Many employees speak only French
- Tu vs. **Vous**

Lunch breaks [etiquette](#)

- main meal (~1hr, 11:30-1pm)
- (sports)

Bureaucracy

- french law is quite protective (CDD/CDI/trial period)
- canteen | vouchers
- actions that impacts employees have to be approved
- Job interviews are long & tough
- placardization
- Business Meetings without Decisions
- Job offers tend to be over-asking
- Career changes are exceptional
- Customer is not King

 Last image of you

Goal

- Collect data
- Fit to employer's need
- Show you understood
- Propose new solutions
- End 

Errors

- “What’s next in the process?” ~~too flat/admin~~
- “What’s a typical day?” ~~irrelevant details~~
- “What are possible career evolutions?” ~~you~~
- “Is it a creation/replacement?” ~~dangerous emotions~~
- “What are the company’s values?” ~~BS~~
- Salary
- Why this “tech” choice? ~~criticism~~

Tips: Align to recruiter

Broom (beginner)

- Summarize company needs & ask confirmation

Rebound

- Reuse something important said earlier
- “What is the strategy [specific]”

You & Me: Make recruiter see you in job

- “If I would be recruited, what would be our relation”

Crystal ball

- “In your choice, what makes most difference?”

Visit

- Ask to visit the offices/employees

Carrot (⚠)

- Project the recruiter in next steps

Employer trap (⚠)

- Ask question he has no answer but you have experience in the domain

Send an email to thank & show motivation

Subject line: *Thanks for meeting with me on DATE for POSITION*

Dear Mr. XXX,

Thanks again for taking the time to meet with me on DATE. I enjoyed our conversation about the POSITION and appreciated learning more about working with the team at COMPANY.

It sounds like a rewarding role, especially given the opportunities in SUMMARY OF KEY POINTS LEARNED DURING INTERVIEW.

I look forward to discussing this opportunity with you more. Please don't hesitate to contact me if you need additional information or references.

SALUTATION

SIGNATURE

CONTACTS

Structure

- ① Thank
- ② Show motivation
- ③ Open door for more meetings

- 1 Presentations
- 2 Outline
- 3 The recruiter's point of view
- 4 You current position
- 5 Your target
- 6 Resume
- 7 Cover Letter
- 8 Job Interview
- 9 Next steps

TODOs

- Find **3 different offers** you like
- $\neq$ titles / $\neq$ companies
 - an internship offer
 - a position in a company
 - a PhD offer (industrial or academia)
 -  Simplified applications
- For each offer
 - Simulate an application **MLF** , **GM** , **PM**
- Prepare common interview questions