UNIVERSITÉ
Concordia
UNIVERSITY

INSTITUTE FOR
CO-OPERATIVE EDUCATION

Module 4

Talking About Yourself
Part 1 – Background Information
(Academic and Volunteer Experience)

Produced with the collaboration of KnowledgeOne and
Le ministère de l'Éducation et de l'Enseignement supérieur (MEES).

Knowledge
one   Québec

Objective

This lesson will cover how to answer questions about yourself from general information to academic background and how to highlight areas of accomplishments.

Common Words

Common words	Mots communs
Program of study	🔊 *Programme d'étude*
Academic history	🔊 *Parcours scolaire*
Student association	🔊 *Association étudiante*
Bachelor's	🔊 *Baccalauréat*
Master's	🔊 *Maîtrise*
Undergraduate	🔊 *Premier cycle*
Graduate	🔊 *Deuxième cycle*
Semester	🔊 *Semestre*

TIP
Visit the glossary for terms that can be used in your response.

Common Words

Common words	Mots communs
Team	🔊 *Équipe*
Areas of interest	🔊 *Centres d'intérêt*
Extracurricular activities	🔊 *Activités parascolaires*
Hobbies	🔊 *Loisirs*
Volunteering	🔊 *Faire du bénévolat*
Completed (successfully)	🔊 *Réalisé* *Accompli* *Exécuté (avec succès)*
Currently	🔊 *Actuellement*
Previously	🔊 *Avant / précédemment*

TIP

Visit the glossary for terms that can be used in your response.

Common Words

Vocabulary used to express your areas of interests.

Common words	Mots communs
To write	🔊 *Écrire*
To go to the cinema/theatre	🔊 *Aller au cinéma* *Aller au théâtre*
To travel	🔊 *Voyager*
To go jogging	🔊 *Faire du jogging*
To draw	🔊 *Dessiner*
To learn a new language	🔊 *Apprendre une nouvelle langue*
To take pictures	🔊 *Prendre des photos*

Common words	Mots communs
To watch movies	🔊 *Écouter des films*
To garden	🔊 *Jardiner* *Faire du jardinage*
To go hiking	🔊 *Faire de la randonnée*
To sing	🔊 *Chanter*
To dance	🔊 *Danser*

TIP
Visit the glossary for more examples of interests.

Ways to Refer to Past Experiences and/or Accomplishments

- "I have been..."

🔊 « J'ai été... »

- "I have had..."

🔊 « J'ai eu... »

- "My goal was..."

🔊 « Mon but était... »

"Tell Me About Yourself"

Let's focus on answering the types of questions you will be asked.

Tell Me About Yourself

Parlez-moi de vous.
(Tell me about yourself)

NOTE Passé composé is used to refer to an event or action that was started earlier (in the past) and is completed or ongoing in the present.

- What program are you in?

🔊 « De quel programme d'études faites-vous partie? »

🔊 « En quoi étudiez-vous? »

- What are your hobbies?

🔊 « Quels sont vos loisirs? »

- What student association are you a member of?

🔊 « Êtes-vous membre d'une association étudiante? »

Tell Me About Yourself

**Parlez-moi de vous.
(Tell me about yourself)**

- "I study journalism"

🔊 « **J'étudie** le journalisme »

- "**I am** president **of** the John Molson Women in Leadership student association"

🔊 « **Je suis** présidente **de** l'association étudiante John Molson Women in Leadership »

- "I have been **playing** volleyball **for** 15 years"

🔊 « **Je joue** au volleyball **depuis** 15 ans »

- "**I have a Bachelor's degree** in Electrical Engineering"

🔊 « **J'ai un diplôme en** génie électrique »

- "**My hobbies are** karate and reading"

🔊 « **Mes loisirs sont** le karaté et la lecture »

- "**During my spare time, I like to** read and play the guitar. I am also in a soccer league."

🔊 « **Durant mes temps libres, j'aime** lire et jouer de la guitare. Je fais aussi partie d'une ligue de soccer. »

Academic Background

Quel est votre parcours scolaire?
(What is your academic background?)

- "I am currently doing my bachelors in [insert program's name]."

  🔊 « Actuellement, je fais un baccalauréat en [insert program's name]. »

- "I have a bachelor's in [insert subject] and now I'm doing a master's in [insert subject]."

  🔊 « J'ai fait un baccalauréat en [insert subject] et, maintenant, je fais une maîtrise en [insert subject].

UNIVERSITÉ
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Home / Academics / Undergraduate programs / Civil Engineering (BEng)

Civil Engineering (BEng)

Bachelor of Engineering (BEng)

Offered by:

Department of Building, Civil and Environmental Engineering, Faculty of Engineering and Computer Science

Why study Civil Engineering?

Protect water resources. Design buildings, bridges and tunnels. Improve transportation and traffic flow. As a civil engineer, your expertise in urban and environmental planning lets you guide municipalities to create the structures and systems that have a positive impact on everyday community life.

In our state-of-the-art labs designed for water management, soil mechanics or surveying, you will get practical experience with the tools and equipment you will use in the field. Through labs, lectures and

How to apply

Related programs

> Building Engineering (BEng)
> Industrial Engineering (BEng)
> Mechanical Engineering (BEng)

Key resources

> Financial aid and awards
> Tuition fee calculator
> Undergraduate calendar

La Campagne pour Concordia

Liens utiles ∨

UNIVERSITÉ Concordia
UNIVERSITY MONTRÉAL

Génie civil (BEng)

Baccalauréat en génie (BEng)

Offert par:

Département de génie du bâtiment, civil et environnemental, Faculté de génie et d'informatique

Demande d'admission

Voir tous les détails du programme

Pourquoi étudier le génie civil?

Protéger les ressources en eau, concevoir des bâtiments, des ponts et des tunnels, améliorer les transports et le trafic... Au cours de vos études, vous développerez une expertise en matière de planification urbaine et environnementale. Vous pourrez ainsi aider les municipalités à se doter de structures et de systèmes ayant un impact positif sur la vie quotidienne de leurs collectivités.

Nos installations de pointe consacrées à la gestion de l'eau, à la mécanique des sols et à l'arpentage vous permettront d'acquérir une expérience pratique des outils et du matériel employés sur le terrain. Grâce à

Programmes connexes

> Génie du bâtiment (BEng)
> Génie électrique (BEng)
> Génie industriel (BEng)
> Génie informatique (BEng)
> Génie logiciel (BEng)
> Génie mécanique (BEng)

What Are Your Areas of Interest?

Quels sont vos centres d'intérêt?
(What are your areas of interest?)

TIP

Your response will show you are well rounded; having gained knowledge and skills from your interests.

- "I have played the violin for over ten years. Learning to manage my time after school to practice, do my school work, and more recently attend my part-time job has made me very self-disciplined."

- 🔊 « J'ai joué du violon pendant plus de dix ans. J'ai dû apprendre à gérer mon temps après l'école pour pratiquer, faire mes devoirs et, plus récemment travailler à temps partiel. Cela a fait de moi une personne qui fait preuve de beaucoup d'autodiscipline. »

Do You Do Volunteer Work?

Faites-vous du bénévolat?
(Do you do volunteer work?)

- "I volunteer at a food bank and soup kitchen. We collect food donations and serve meals to homeless people. I find it rewarding because I am able to make a difference in my community."

- 🔊 « Je fais du bénévolat dans une banque alimentaire et soupe populaire. Nous récoltons les dons alimentaires et servons des repas à des sans-abris. Je trouve cela très gratifiant, parce que je sens que j'apporte ma contribution à ma communauté. »

Academic or Personal Projects – Formula

Parlez-moi des projets académiques ou personels importants que vous avez réalisés.
(Tell me about any stand out academic or personal projects you have completed)

- "I worked on a team project about [insert subject] in my [insert course]. We accomplished [X] as measured by [Y], by doing [Z]. This experience has prepared me to [link to job posting]. "

- 🔊 « J'ai participé à un projet d'équipe qui portait sur [insert subject] dans le cadre du cours de [insert course]. Nous avons accompli [X], tel que mesuré par [Y], en faisant [Z]. Cette expérience m'a préparé pour [link to job posting]. »

TIP

Be sure to describe the project goals, how many people were involved, what you did and the results/outcomes of the project.

Template for Faculty of Engineering & Computer Science program

<u>Note:</u> Remember that this is a template. ONLY KEEP INFORMATION THAT APPLIES TO YOU AND REMOVE UNNECESSARY INFORMATION. Think about <u>what is most relevant and what adds value.</u> Remove all notes in bold and highlighted in pink.

FIRST NAME LAST NAME

LinkedIn (create a custom profile URL & only include if just about complete)
•GitHub (hyperlink to share projects)

SUMMARY OF SKILLS AND QUALIFICATIONS

Operating Systems │ Examples: Windows Vista •Windows 7• Windows 8 • Linux •Unix • Mobile

Applications │ Examples: Microsoft Office: Word • Excel• PPT• Access • Eclipse• Visio

Programming│ Examples: C++• C#• Java• JavaScript • Ruby • Haskell • Python (beginner) • PHP• JavaScript• Html• CSS• MATLAB •Revit

Platforms│ This might include operating systems, mobile systems and software or hardware frameworks
Examples: **Oracle Database, LiveCode, SAP NetWeaver, Java platforms**

Methodologies│ This might include business processes such as Lean Engineering/Manufacturing, Six Sigma, DMAIC, Agile and Scrum, Project Management, Kaizen or Continuous Improvement, Change Management

Other│ Examples: AutoCAD • CATIA •SolidWorks • Visual Studio • GitHub • ETABS • 3D Modelling • YouTube

Languages │ French│Spoken & Written • English│Spoken & Written • Other│

Licenses & Certifications│ Valid driving permit • ASP-Construction – Health and Safety (2013), CPR (valid till 2015)

EDUCATION

Bachelor of Engineering – Building Engineering Co-op   2015- 2019 (Expected)
Concordia University, Montreal, QC
- Member of the Institute for Co-operative Education
- GPA 3.57/4.30 (optional)
- Relevant Courses: provide 2 or 3 relevant courses (course name not course number)

Mechanical Engineering (30 credits) (if for example you did not fully complete a program)   2014-2015
Université de Montreal, Montreal, QC

DEC in Social Sciences   2014
Champlain College, St-Lambert, QC
- Honor Roll Student (2009,2010,2011)

PROJECTS (If you have no direct experience in your field begin with projects)

Name of Project/Topic (Personal or Academic)   2015-present
Concordia University, Montreal, QC
- Include 2-3 bullet points to describe the projects goals, how many people were involved, what you did and the results/outcomes of the project.
- Use action verbs to give your experience more impact
- <u>Simple formula</u>: Accomplished [X] as measured by [Y] by doing [Z]
- If you participated in a competition share what place you came in
- If your project is now being implemented or received recognition or an award than say that

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- Technical knowledge, programming applied or equipment used: This is a great place to highlight the technical knowledge applied to back up what you wrote in the bullets
- Think of class projects where you did some research, designed or worked in groups, Mini-Capstone or Capstone projects and projects you are working on through the associations/groups you belong to

Core Competencies: For example Critical thinking, Problem assessment and analysis, Adaptability

WORK EXPERIENCE (If you have related experience to your field then begin with work experience followed by your projects)

Position Title   Sept 2014– present
Name of Company or Organization, City, Province
- Include 3-5 bullet points to define industry specific and/or transferable skills used/or learned
- Use action verbs to give your experience more impact (present tense for current experience and past tense for past experience)
- <u>Simple formula</u>: Accomplished [X] as measured by [Y] by doing [Z]
- Start with an active verb, numerically measure what you accomplished, provide a baseline for comparison, and detail what you did to achieve your goal. Emphasize skills that will attract the employer (e.g.: leadership, initiative, research, technical applications, organization, and attention to detail)
- You may also include which technology was used, where and how these technical skills were applied

Core Competencies: Oral and written communication, decision-making, teamwork

AWARDS & DISTINCTIONS (If related to academics can include within the Education section)

Name of Award, Brief Description (if applicable)   Sept 2015
Name of Scholarship, Brief Description (if applicable)

PROFESSIONAL ASSOCIATIONS

Position Title/Member of   Sept 2015– present
Name of Association/Membership/Committee or Organization, City, Province
- Provide one or two bullets or simply list all the different organizations where you are/were involved
- Examples such as the associations you are involved in on Campus (see list for ENCS students here) or any others that you are a member of/involved in

VOLUNTEER WORK (this may be combined with Extra-Curricular Activities section)

Position Title   Sept 2016
Name of Organization, City, Province
- Provide one or two bullets showcasing your volunteer involvement. It is helpful for the reader to indicate dates where applicable to know whether this was done over time or whether it was for a one-time event

INTERESTS (Personalize this section to offer insight into your interests)

Experience Abroad	You might talk about your travels (2010)
Reading	You might talk about your particular interest in reading industry related books or something completely different
Sports	You might talk the sports you are involved in or competitions (2010, 2011, 2012)
Passions	You might talk about your areas of passion to showcase a bit of who are outside your educational and work-related experience.

Academic or Personal Projects

> Parlez-moi des projets académiques ou personels importants que vous avez réalisés.
> (Tell me about any stand out academic or personal projects you have completed)

- "I worked on a team project where we had to build a small bridge that's capable of sustaining a 200 kg mass. We accomplished this by creating composite fibers that we then arranged into a spider web structure. We beat all the other teams with our project! This experience has prepared me to do conceptualization, evaluation and design of large scale industrial structures."

🔊 « J'ai participé à un projet d'équipe où nous devions construire un pont miniature capable de soutenir un poids d'au moins 200 kg. Nous avons accompli cela en créant des fibres composites et en les assemblant en une structure semblable à une toile d'araignée. Grâce à notre projet, nous avons battu toutes les autres équipes! Cette expérience m'a préparé à faire la conceptualisation, l'évaluation et le design de structures industrielles de grande envergure. »

How to Answer When You Don't Have Experience

Vous impliquez-vous dans des activités parascolaires?
(Are you involved in any extracurricular activities?)

- "I auditioned for the University Choir last week. This will help me overcome my shyness of performing in front of a crowd, which is an essential quality to be a good leader."

- 🔊 « J'ai passé une audition la semaine dernière pour joindre la chorale de l'université. C'est une activité qui m'aidera à surmonter ma timidité lorsque je dois me produire devant un public; être un bon orateur est une qualité essentielle pour être un bon leader. »

> **TIP**
>
> If you are not involved in the activities you are specifically asked about, bring up other events, groups, activities, or causes you are involved with, or the efforts you are making right now to join a group or organization.

Common Words

Vocabulary commonly used to express your personality traits. Ex: strengths

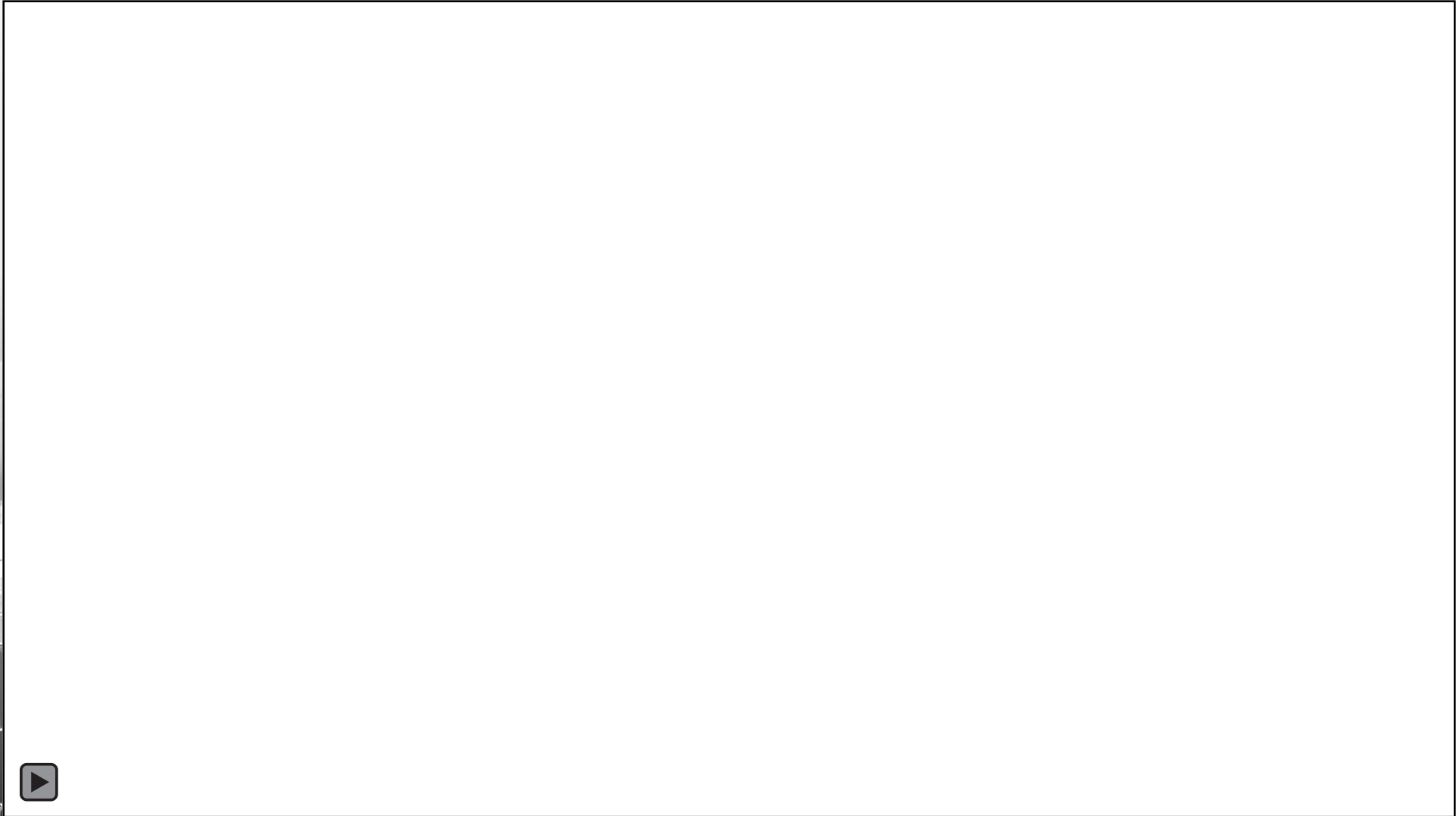| Common words	Mots communs
Meticulous	🔊 *Minutieux*
Optimistic	🔊 *Optimiste*
Adaptable	🔊 *Flexible*
Determined	🔊 *Déterminé*
Committed	🔊 *Dévoué*
Dedicated	
Devoted	
Creative	🔊 *Créatif*
Independent	🔊 *Autonome* *Indépendant(e)*

TIP

Visit the glossary for more examples of interests.

Role-play Scenario

Watch the following video to see examples of different ways to answer questions about yourself.

Follow along with the provided PDF scripts in the resource section.

Role-Play Video

Role-play Scenario Review

Catherine was able to find different ways to talk about herself.

In the scenario, the applicant:

- Could not provide examples of volunteer work but was able to point out activities she was involved with that she could relate back to work skills

Role-play Scenario

Watch the following video to see examples of different ways to answer questions about your academic experiences and accomplishments.

Follow along with the provided PDF scripts in the resource section.

Marketing
Internship Posting

Marketing Internship

Description

Score Promotions is an industry leader in Promotional Products, Promotional Items & Corporate Gifts.

We provide a unique approach to Branded Promotional Marketing by focusing on our clients' marketing objectives and cultural attributes. We act as a valuable extension to our clients' marketing departments adding creativity and product knowledge to the promotional merchandise for maximizing brand awareness. We have been in the industry since 1999 and service businesses all of North America.

The ideal candidate is someone who is creative, self-motivated and thrives in a fast-paced environment. This is a paid position with ample opportunities to learn and be mentored by the Director of Marketing, VP of Business Development and many other Senior Executives.

Internship Overview

After this internship you will be able to apply for jobs within your field with confidence and experience.

NEXT »

Marketing Internship

As a Marketing Intern at Score Promotions

- Working with clients brand/logo

- Creating quotes and presentations

- Sourcing products

- Building relationships with suppliers

- Creation art proofs using Adobe Creative Suite

- Assisting with the copy writing of marketing materials

- Utilizing social networking opportunities to facilitate sales and increase brand awareness

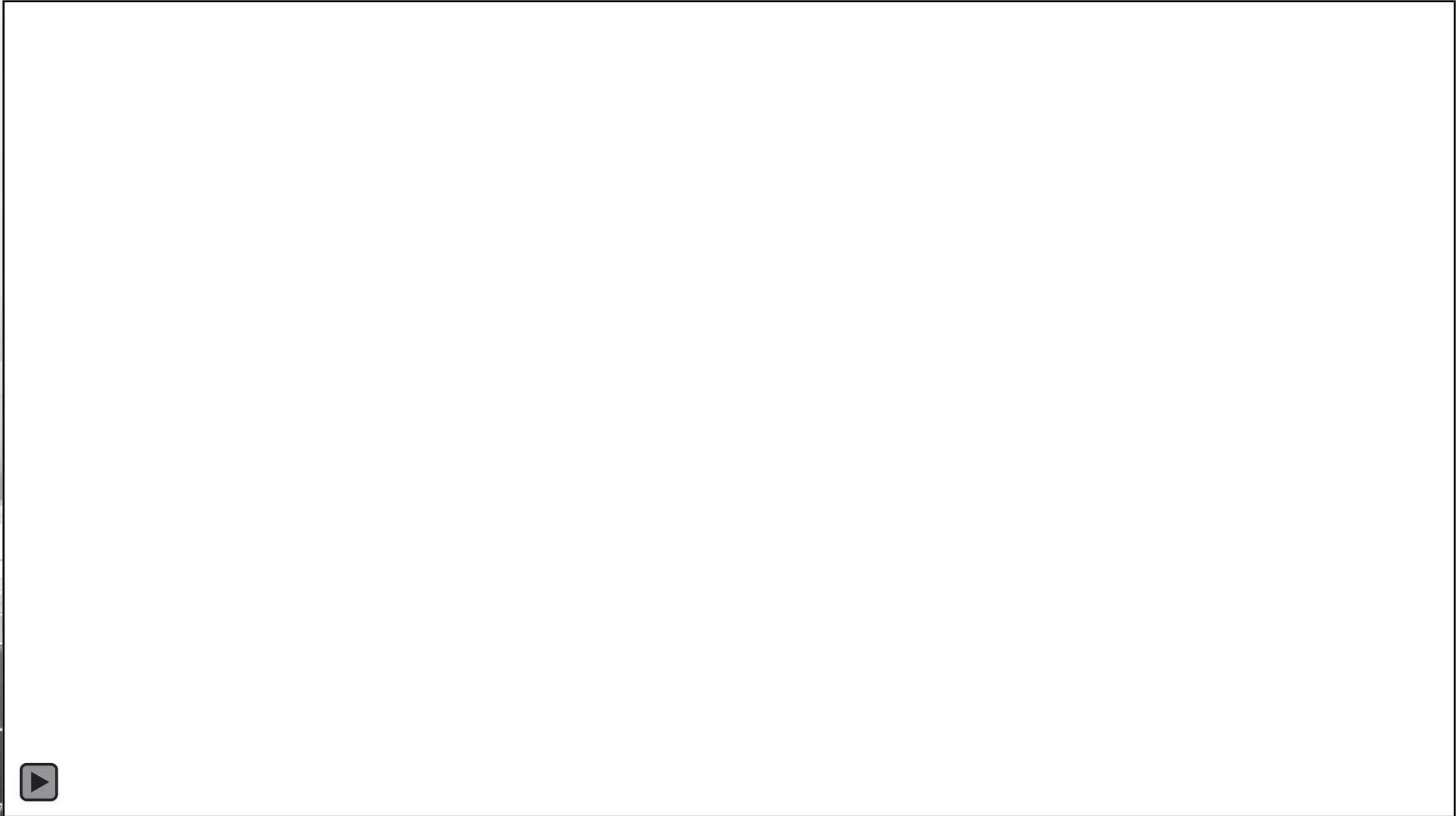- Trade show ideas, prospect awareness and set-up

Marketing Internship

Qualifications

- Excellent written communication skills, particularly for a sales audience

- Keen eye for attention to detail

- High level of computer proficiency and demonstrable working knowledge of Microsoft Office

- Creative, innovative and willing to contribute ideas and professional opinion

- Strong sense of initiative and a "can do" attitude

- Ability to work independently and as part of a team

- Experience with the following applications: Photoshop, Adobe and QuickBooks is an asset

Role-Play Video

Role-play Scenario Review

Catherine has talked about her academic accomplishments.

In the scenario, our applicant Catherine made sure to give detailed answers and always links back to the internship posting.

NOTE
This is an ideal situation.

Workshop Preparation

Begin drafting responses to the questions about yourself:

- « Quels sont vos centres d'intérêt? »
  (What are your areas of interest?)

- « Vous impliquez-vous dans des activités parascolaires? »
  (Are you involved in any extracurricular activities?)

- « Quel est votre parcours scolaire? »
  (What is your academic background?)

- « Êtes-vous membre d'un groupe universitaire? »
  (Are you a member of any academic groups?)

- « Parlez-moi des projets universitaires ou personnels importants que vous avez réalisés. »
  (Tell me about any stand out academic or personal projects you have completed.)

Wrap-Up

You should now be able to identify ways to refer to yourself in French and to relate that information to the job.

You should also be able to draft responses to questions related to "Tell me about yourself" such as the following:

- « Quels sont vos centres d'intérêt? »

- « Vous impliquez-vous dans des activités parascolaires? »

- « Faites-vous du bénévolat? »

- « Quel est votre parcours scolaire ? »

- « Êtes-vous membre d'un groupe universitaire? »

- « Parlez-moi des projets universitaires importants que vous avez réalisés. »

THANK YOU

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