

From job advertisement to targeted CV and cover letter

This is how Vilmar's process was when he applied for the job

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DECODE AND UNDERSTAND

He needed to understand their needs and decode the job ad in 4 categories:

- WHAT: Tasks, methods, competencies, experience, education
- HOW: Personal competencies, values, motivation
- WHO: Target group
- WHERE: Company culture, colleagues, values

2

QUESTIONS

He used his personal and professional curiosity to outline questions:

- What are the proprietary components?
- How much do they collaborate globally?
- Who is the target group for the products?
- Which profiles and nationalities do they have in the electronic team?

3

ANSWER

First, he tried to answer the questions himself. This is what he found:

- Their website, informing about systems, products, industries, and cases.
- LinkedIn, giving an impression of the employees, their tasks and profiles.
- Through AAU Library, he found articles at Infomedia. He got help from a Danish friend understanding.

4

ASK OTHERS

The questions, which he could not find answers to himself, he had to ask others.

He searched his network for someone who had a connection to them. He already knew one employee, so he started talking to him.

Finally, he called the contact person with his questions.

MAKE A TARGETED COVER LETTER AND CV

5

He used his knowledge from his research in the 4 previous points to write the targeted cover letter and CV on the basis of the important themes, which he had found in the job ad:

Designing, testing, implementing • Development on a module and system level, as well as software for embedded electronics and user interfaces • Accuracy • Self-motivated • Fast pace • Team player

CV

FOCUS ON THE RELEVANT PAST
(relevant to this specific job)

He targeted the CV by:

- Writing an introductory profile text with the words, terms and focus points from the job ad.
- Explaining his education using his own words, emphasising the projects and competencies relevant to this job.
- Angling his experience and competencies so they fit the job – i.e. he translated them to the style and 'language' of the company.
- Toning down the things he did not find relevant to the job, and he left things out that were not relevant.

COVER LETTER

FOCUS ON THE FUTURE

He structured it in 3 sections:

1. YOU: It is about them. He shows understanding for the workplace and the tasks. He shows motivation for the job.
2. WE: It is about him in the workplace. He writes about him working with them, and how he will fit in as a colleague. Focus on how he will solve the tasks and show some professional relevance, weight and approach.
3. I: It is about him. He shows his personality in relation to the job.

4 CATEGORIES

that help you understand and decode the job advertisement:

WHAT

Tasks and methods
Professional competencies
Experience and education

HOW

Personal competencies
Personal values
Motivation

WHO

Target group

WHERE

Company culture
Colleagues
Values

MacArtney Denmark seeks: Electronics Engineer

Do you want to be part of a global organisation in Esbjerg? Are you passionate about electronics engineering? Does it motivate you to find the best solutions to very complex technical challenges? If so, then this job might be the right match for you!

The position

We are looking for a competent and talented Electronics Engineer for a job in an exciting international company with a good working environment. As an Electronics Engineer, you will have the opportunity to follow the product from sale to delivery. Our Engineering department is comprised of several teams; yours will be the Electronics team, a well-founded group of 4 colleagues, in a busy and informal working environment characterised by the delivery of products and solutions at a high technical level worldwide.

Responsibilities

You will have the overall responsibility of designing, testing and implementing subsea-, navy- and marine electronics equipment. Further responsibilities include the development of electronics on a module and system level, as well as software for embedded electronics and user interfaces. You will be working very closely with our in-house electronics production (PCB/mechatronics) and your colleagues within the Engineering department.

The area of responsibility will also include the following;

- Electrical design of control and automation products, using COTS and MacArtney proprietary components
- Electronic circuit design
- Schematic - and PCB design in OrCAD / PCB Editor
- Software development in C (8051/ARM) and C # (GUI)
- Participate in project meetings with subsidiaries and customers
- Occasional technical support and acceptance test at customer premises
- Test and quality control of own as well as predesigned systems
- Keep up to date with trends and applicable standards within the discipline
- Meet allocated resource budget

Your profile

You are driven and self-motivated. You are pragmatic and comfortable in a fast pace environment. You are a team player, adaptable, and willing to contribute with a good sense of humour to your team. You have a proactive approach to your tasks. You take pride in always completing tasks accurately and correct. You thrive in a busy environment and can keep track of tasks when it gets hectic. You have a

positive approach to working with customers and colleagues. We emphasise that you are responsible and can work independently.

Your background

- A Bachelor or a Master's degree in Electronic Engineering, or other relevant education within electronics, automation or software
- Practical experience within electronics production and industrial appliance design will be an advantage
- Minimum one year of experience within Electrical design
- Experience with Electrical design (circuit -, appliance - and system level)
- Experience with Software design (embedded, user interface)
- Experience with Mechatronic design (enclosure, thermal considerations)
- Experience with Printed circuit Board design (leaded/SMD)
- English at a high level, both written and spoken

We offer

An exciting position in an international company which is characterised by solid growth and grand ambitions – and which has the means and the will to turn ambitions into reality. We work to a high professional level, from concept to installation, where there is also room for you to develop through independent tasks with matching responsibility.

We look forward to receiving your application. Please send it to XXX

Applications are reviewed and processed on an ongoing basis meaning the vacancy will remain open until a candidate is appointed.

If you have any questions regarding the position, please contact HR Partner; Doris Bundgaard Nielsen at XXX or by phone XXX or Team Leader; Henrik Søndergård Mathiesen at XXX.

The position is full-time and located at MacArtney A/S Headquarters in Hjerting, Esbjerg.

About MacArtney

The MacArtney Group is a global supplier of underwater technology solutions specialising in the design, manufacture, sales and service of a wide range of solutions to onshore industry operators, subsea surveyors, the renewable energy sector, ocean science institutes, maritime civil engineering industries and navies across the world.

MacArtney is a privately owned corporation established in 1978 with group headquarters in Esbjerg (DK). The MacArtney Group also reside in Aberdeen (UK), Stavanger (NO), Mölnlycke (SE), Aix-en-Provence (FR), Rotterdam (NL), Kiel (DE), Bremen (DE), Italy (IT), Houston, Boston and San Diego (US), Victoria (CA), Dartmouth (CA), Santiago de Chile (CL), Perth (AU), Ningbo (CN) and Singapore (SG). Moreover, MacArtney operates an extensive network of 23 representatives and distributors spread across every continent. This way, MacArtney products are available locally - with global 24/7 support.

IMPORTANT THEMES IN THE JOB POSITION:

- Passionate about electronics engineering
- Designing, testing, and implementing
- Development of electronics on a module and system level, as well as software for embedded electronics and user interfaces
- Completing tasks accurately and correct
- Self-motivated and work in a fast-paced environment
- Team player and adaptable
- Responsible and independent



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Engineer in intelligent reliable systems with passion for water and electrical systems

Internationally minded control and robotics engineer with work experience in industrial automation and as project leader in R&D. Reliability engineering and intelligent/optimal control was my focus in my master's, and I have done extensive academic work on underwater robotics, control engineering, and fault tolerant control. As a co-worker, I am driven, independent and thrive in a hectic work environment with room for smiles – something I also possess from being a para rescue jumper in Iceland and having worked as a first aid instructor.

IT skills

C	●●●●○	MATLAB	●●●●●	AutoCAD	●●●●●
C++	●●●●○	OpenCV	●●●●○	Solidworks	●●●●○
C#	●●●●○	EmguCV	●●●●○	Inventor	●●●●○
Java	●●●●○	Linux	●●●●○	Windows Office Programs	●●●●●
Python	●●●●●	LaTeX	●●●●○		

Education

2019-2021 MSc. In Engineering (Intelligent Reliable Systems) Aalborg University Esbjerg

Focuses on development of intelligent control systems for robotics, reliability engineering, and underwater research. Project work with real-life problems. Average Grade 10,2.

Skills: Accuracy, responsible, efficient.

My role in group work was often being initiator, systematic and a positive team player.

Projects:

- Master Thesis: Model Predictive Control for an Underwater Vehicle (working title)
Used MATLAB, mathematical modelling and optimization, Python, underwater localization
- Fault detection on the BlueROV2 using Multi Model Residual
Used MATLAB. Mathematical modelling, multi model fault detection method.
- Modelling of a Centrifugal Pump and Efficiency Control
Used real-time MATLAB, NI-DAQ, Efficiency control algorithm.

2015-2019 BSc. Electronics and Computer Engineering Aalborg University Esbjerg

- Projects:**
- Parameter Estimation and Model-based Control of an ROV with Imaging for Object Detection
Used MATLAB, mathematical modelling, parameter estimation, LQR, EmguCV and C#
 - Modelling and Control of an Underwater Vehicle with Focus on Depth Control
Used MATLAB, force testing, mathematical modelling for dynamics and C
 - Autonomous Bale Collector
Used OpenCV, trigonometry, GPS, compass, C++, and microcontrollers

Experience

2020-2021 Project Coordinator R&D LifeCraft Electronics Viking Life-Saving Equipment

I worked with the LifeCraft rescue system, a hybrid of lifeboat and life raft. I gradually got more responsibility.

Tasks:

- Supervision of LifeCraft electronics
- Development of new electronics
- EMC/E10 industry electronics approvals
- Project planning and deadlines

Skills:

- Overview of a big complex electronics project
- Connection of theory to real-world problems
- Industry standards and safety codes
- Making realistic project plans and keeping up to deadlines

2019-2020 Research Assistant**Aalborg University Esbjerg**

I worked with Model comparison of a VideoRay Pro 4 Underwater ROV - Proceedings of the 2018 IEEE/ASME International Conference on Advanced Intelligent Mechatronics.

Task:

- Working on papers to publish on underwater robotics and design of a new controller for the VideoRay Pro 4 based on my bachelor thesis.

Skills:

- Self-motivation
- Precision
- Communication

2017-2020 Bartender**The Old Irish Pub Esbjerg**

It was important for me as an international student to get a job in Denmark when I moved here – to get to know Danish working culture and practice Danish.

Tasks:

- Service
- Ordering stock and sales
- Handyman work

Skills:

- Fixing on the spot
- Money management and organization
- Communication and people skills

2015-2017 Engineering Student Job**Samey Automation Solutions, Reykjavik, Iceland**

Engineering company with focus on automations solutions for industry.

Tasks:

- Supervision of Large Project
- Cost Control for Projects
- Electrical Drawings
- Programming for HMI and PLC

Skills:

- Innovation
- Group work
- Electrical Design for Industry
- Modular Programming

Volunteer work

2019-2020 Young Professionals in Denmark

The Young Professionals in Denmark Programme is a career development programme for specially selected international master's students in Denmark. I learned about the Danish labour market and workplace culture. It has been important for me to make extra effort because I always knew that I wanted to have a career in Denmark.

2005-2016 ICE SAR – Air Rescue Service Reykjavik

First aid instructor. Para rescue jumper since 2009 with 80 jumps.

Skills:

- Public speaking and teaching
- Group work and organization
- Discipline, organization and planning

Languages

Icelandic ●●●● First language**English** ●●●○ Advanced ability**Danish** ●●○○ Understanding normal conversations, working on talking

Spare time

All over interest in electrical and computer systems including control systems. Automations of robots. I like to keep up to date with the trends in my field and industry.

In my spare time, I play rugby for Esbjerg Rugby Club and also like training and hiking. When I am not doing sports, I enjoy spending time with my friends and watch movies.

References

Available upon request

Engineer in intelligent reliable systems with passion for water and electrical systems

Hearing about the great work you do at MacArtney (among others from Peter Hansen, who works as a ROTV technician in the Workshop), and also having worked on my bachelor's thesis in your indoor testing pool, I got to know MacArtney and the projects you are working on.

I am really impressed with your activity and accomplishments, and I believe my international mindset and competences can add value to the team. Designing, testing and implementing electronics equipment are some of the responsibilities I can conduct with success.

Educated in electronics design, automation, and software development

Your needs and my education are a great match!

When it comes to control, design, and automation products, my university programme focuses on intelligent control systems for robotics and industry while including reliability engineering. It goes deep into different control methods, but perhaps most relevant to MacArtney is my knowledge about electronics design, advanced control engineering, fault detection and reliability engineering which I put into practice in e.g. my master's thesis. More generally, my studies have also included automation, general and underwater robotics, and programming, giving me a good basis for project design and execution, which will be useful in this job.

Focus on design, modelling, and control of underwater vehicles have been part of both my bachelor's and master's, and since the projects were programmed in C#, C, C++ and Python, you will also get an experienced programmer. In my research assistant job, I used my communication and precision skills to make sure everything was processed accurately and correct, when I published a paper on underwater robotics and design of a new controller for the VideoRay Pro 4 based on my bachelor's thesis.

Experienced project leader and programming nerd

You will get a pragmatic project manager. I have proactively taken responsibility and managed projects and hectic deadlines both in my studies and in my work as Project Coordinator in R&D LifeCraft Electronics at Viking Life-Saving Equipment. Balancing both my studies, student jobs and volunteer jobs, I am used to working in a fast pace. I am experienced with the maritime standards and building hardware/software for that challenging environment. At Viking, I independently worked on finding the best solutions, at times with external suppliers. Some of my responsibilities involved ensuring that technical requirements were fully met, and I also worked on testing both in-house and in offshore sea trials.

Further programming experience comes from working for Samey automation centre in Iceland, with programming PLC, HMI and Fanuc robots for many different industrial applications. Bringing the above together, you will get an experienced engineer with fresh theoretical and practical skills to help develop and deliver the best technical solutions at MacArtney.

Efficient and reliable

In terms of personality and working style, I ultimately make sure that what needs to get done, is done.

I am driven, independent and analytical in my work as well as an adaptable team player, and with my international background, I will easily fit in to your international culture.

I'm the kind of guy who always helps and act as technical support if needed. As a service-minded and customer-centric person, I always made sure that everything ran smoothly in my job at Old Irish Pub, while I, colleagues, and customers had a nice time. I value having a friendly and humorous relationship with my colleagues.

You will get an employee who finds the tasks interesting and challenging, and who contributes to a fun and dynamic environment.

I would be very happy to discuss this further and I look forward to hearing from you.

Sincerely,
Vilmar Haraldsson