



CURRICULUM VITAE

CV OR RESUME

Curriculum Vitae

Curriculum Vitae (CV) means "course of life" in Latin

A CV is a written description of your work experience, educational background and skills

A CV is a typically a "living document" which will reflect the developments in a professional's career

Purposes of a CV

- Marketing tool: First impression is the one which lasts
- Request for an interview: We are always looking for jobs
- Your “big picture”: A detailed snapshot of your professional and academic life



EDUCATION

- Do I put Education first or last or somewhere else ???

CV Formats

- Chronological
- Functional
- Chrono-functional
/Combinational/Combined

Chronological

- Reverse chronological order
- Widely used for corporate sector
- Mainly used by individuals with
 - Solid work history
 - Few or no gaps between jobs

HOMER STANLEY FERGUSON	
1301 South Scott Street, Apt. 832 Arlington, VA 22204	
hstn@att.net Home: (703) 920-2008	
Cell: (815) 491-5042	
EDUCATION	The University of South Carolina, Columbia, SC <i>Master of Social Work, 2004</i> Southeastern University, Washington, DC <i>Accounting (24 semester hours), 1972-1973</i> Northern Virginia Community College <i>IBM mainframe programming and data processing</i> University of Texas, Austin, TX <i>Graduate work toward MA and Ph.D., 1965-1969</i> <ul style="list-style-type: none">• Portuguese / Spanish language and literature (MA track)• Linguistics / Romance Philology (Ph.D. track) Baylor University, Waco, TX <i>Bachelor of Arts, 1964</i> <ul style="list-style-type: none">• Major: Spanish; Minor: Religion
SKILLS	Languages: Fluent in Spanish, Portuguese* (see below), and English; working knowledge of French and Italian; skilled in English composition Computer: Microsoft Office (Word, Excel, PowerPoint), SPSS
EXPERIENCE	Interpreter (Graduate Assistantship), Spanish-English University of South Carolina , under contract to SC Department of Health and Environmental Control and SC Department of Social Services, 2002-2004 IBM computer programmer/analyst—team leader, June 1963—August 5, 2002 Internal Revenue Service, Washington, DC & Nashville, TN <ul style="list-style-type: none">• IBM Assembly Language: IBM COBOL: DL2• JCL, VSAM, TSO, and other IBM utilities Teaching Spanish, Portuguese, and English as foreign languages <ul style="list-style-type: none">• Self-employed instructor, part time, 1997-2002• Berlitz School of Languages in Nashville, 1995-1998• University of Texas, Teaching Assistant, Portuguese, 1967-1969• Occasional volunteer teacher of ESL at various churches Bilingual Tax Law Specialist, August 1970—June 1983 Internal Revenue Service, Washington, DC <ul style="list-style-type: none">• Technical (legal) research and writing in Spanish and English• Writing plain-language, taxpayer-information publications and internal training manuals in Spanish and English Trilingual Station Agent, 1965-1970 KLM Airlines, Houston Intercontinental Airport Peace Corps Volunteer, Brazil, 1964-1968 *Fluency in Portuguese acquired working in community development Teaching English as a foreign language
HONORS	Dean's List, National Spanish Honor Fraternity, S&T, Berlitz Instructor of the Year
REFERENCES	Available upon request

PUT YOUR EDUCATION FIRST:

- When you feel your education says the most about the skills. This is typically true when you have just graduated and are looking for your first full-time job.
- When you have made a career change, been re-trained for a new profession and feel that your experience does not permit you to focus on enough job-related skills.

Functional CV

- Focuses on the skill set of an individual
- Mainly used by individuals
 - with significant gaps in employment
 - a mixed employment background
 - very short work history

Example of a functional CV

Anne Other

123 New Road
Anytown
Anyshire
A12 3BC

Telephone: 000 111
Email: anne.other@anyisp.co.uk

Personal Profile:

I have recently completed my higher education and I am now actively seeking employment. During my university studies I was able to gain valuable customer service skills in the retail trade. I am a reliable person with good time keeping. I am friendly and approachable and am able to follow instructions accurately. I possess good verbal and written skills.

Key Skills:

- Excellent IT skills, including advanced knowledge of MS Office, Dreamweaver and Photoshop
- Excellent knowledge of a range of both quantitative and qualitative research methods
- Able to communicate with a wide range of audiences
- Able to prioritise workload and excellent management skills
- High standard of written English
- Experience of web publishing

Achievements:

- Organised a trip to Austria for university society
- Written a number of music reviews and features for the student newspaper
- Created database of listeners for the local talking newspaper to increase efficiency of service
- Created and designed website and a range of other marketing materials for the university Snowboarding Society

Chrono-Functional CV

- Specific work experience
- Specific skills and talents
- Used mainly by individuals
 - Freshly graduated from school
 - With uninterrupted work history
 - Applying for specific jobs

Rhonda Dolliver

87 Seahorn Avenue, Acton, TN 38543 • (628) 209-6543

Qualifications Summary

Administrative Support professional experienced working in fast-paced environments demanding strong organizational, technical, and interpersonal skills. Trustworthy, ethical, and discreet, committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and successful in completing projects, able to multi-task effectively. Capabilities include:

- Customer Service & Relations
- Accounts Payable/Receivable
- Telephone Reception
- Word Processing & Typing
- Filing & Data Archiving
- General Accounting
- Computer Operations
- Office Equipment Operation
- Problem Solving

Experience Highlights

Administrative Support

- Performed administrative and secretarial support functions for the Vice President of a large sportswear manufacturer. Coordinated and managed multiple priorities and projects.
- Provided discreet secretarial and reception services for a busy family counseling center. Scheduled appointments and maintained accurate, up-to-date confidential client files.
- Assisted with general accounting functions; maintained journals and handled A/P and A/R. Provided telephone support, investigated and resolved billing problems for an 18-member manufacturer's buying group. Trained and supervised part-time staff and interns.

Customer Service & Reception

- Reported morning patients in a hospital emergency room. Demonstrated ability to maintain composure and work efficiently in a fast-paced environment while preserving strict confidentiality.
- Conducted patient interviews to elicit necessary information for registration, accurate pronunciation, and to assist medical professionals in the intake process.
- Coordinated hotel special events and reservations; managed customer relations and provided exemplary service to all customers.

Management & Supervision

- Promoted rapidly from front desk clerk to assistant front office manager at upscale hotel. Oversee all operations including restaurant, housekeeping, and maintenance. Troubleshoot and resolve problems, mediated staff disputes, and handled customer complaints.
- Participated in staff recruitment, hiring, training, and scheduling. Supervised a front-desk staff.

Employment History

ACCOUNTING ASSISTANT, Guardian, Inc., Gonic, IL
PATIENT SERVICES REGISTRAR, Grogan Health System Hospital, Grogan, MA
ASSISTANT FRONT OFFICE MANAGER, Sheraton Essex, Essex, CA
RECEPTIONIST / SECRETARY, Family Counseling & Guidance Center, Goffish, CA
ADMINISTRATIVE ASSISTANT, Greenland Sportsman, Grant, CA

Education & Training

Grogan College, Essex, CA (1988 - 1989)
Concentration in Business Administration
Technical College, Gonic, IL (1999 - Present)
Hight College, Grogan, MA (1996)
Introduction to Computers and MS Office 2000

Community Involvement

Committed to community service. Extensive volunteer history includes involvement in public schools, Habitat for Humanity, children's homes, and community soup kitchens, work with the elderly, and quite for children with cancer.



PUT YOUR EDUCATION SECOND

- When your experience shows more about your skills than your education does.
- When years of work experience separate you from your school or university years.

WHAT DOES THE CV SHOW ?

CV is successful when

- It shows you working
- It shows the problems you have dealt with
- It shows your involvement
- It shows results you have reached
- It shows skills that will produce benefits

BASIC INFORMATION TO PROVIDE ON ANY CV

- **Experience** and **Education** are the two most important parts of any CV.
- All your capabilities and skills to perform useful services for the company should normally be visible through these headings.

HOW DO I TALK ABOUT MY DEGREES ?

- **“My degrees are ‘diplom’.**

June 2016 Master's in biology, majored in microbiology, faculty of science, Biskra university, Algeria

- **“I graduated from “X University.”**
- **“I am finishing my 5th year in X University.**
- **“I hold a degree from a high School X country.**

EXPERIENCE

- Experience of work is very important to talk about in a CV.
- Ex.

2015-Present Name of company
city, Country.
fonction:

LANGUAGES

the “Languages” heading is extremely important on CVs where applicants are offering skills to work internationally.

- Arabic : **mother tongue**
- English: **fluent**. Many lectures in English
- French: **excellent command**. following all courses and writing reports in French.
- Italian: **good command**. Understand TV and radio. Can write simple letters



ACCOMPLISHMENTS OR ACHIEVEMENTS

- They come from activities that are not work-related.

For example. Computer skills.

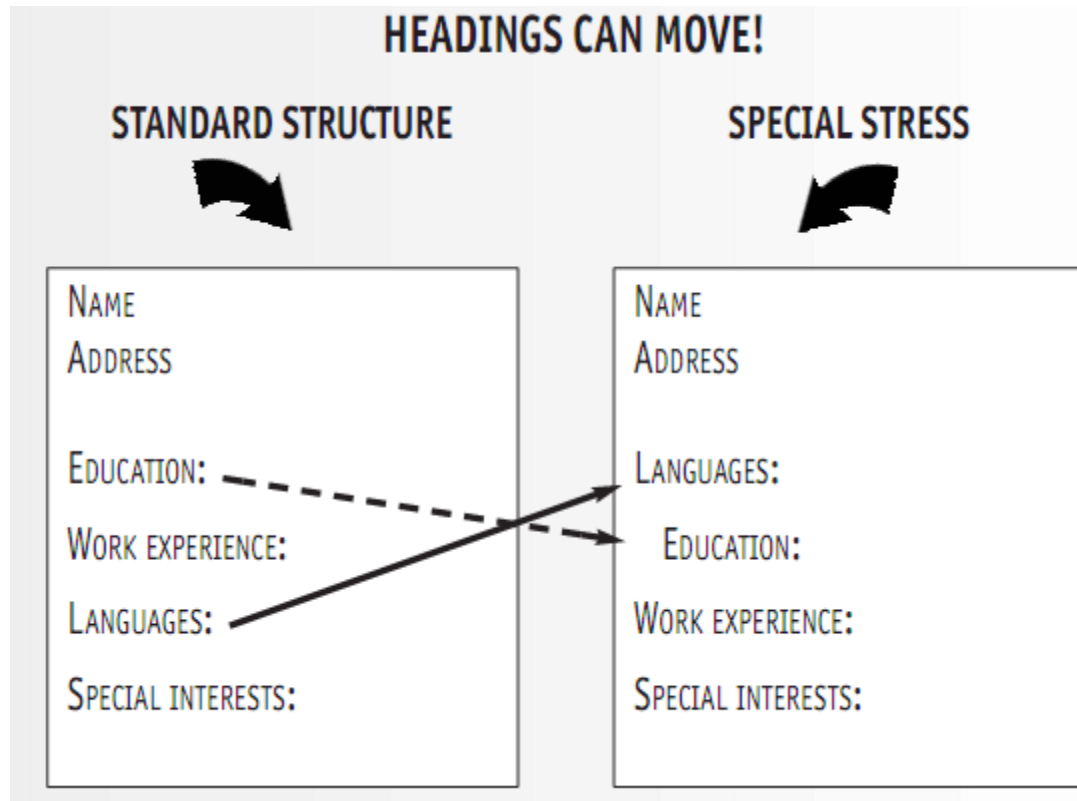
PERSONAL INTERESTS (ok, but not really important)

For example; reading, music, sports.etc.....

WHAT INFORMATION SHOULD YOU GIVE UP?

- **Addresses;** Put only one address on a CV, the one where you want to get important mail.
- **Age or birthday;** just type it as “25 years old.”
- **Birthplace;** Most birthplaces offer little useful information you can control.
- **Nationality;** not important

HOW TO STRUCTURE THE CV



Example

Your Resume

Chris Q. Surname

Current Address
1234 Walnut Avenue
West Lafayette, IN 47905
0178-123-4567
chrisq@email.address.com

Personal Address
1234 Maple Street
Long Beach, IN 46150
(317) 123-4567
maplebeach.address@webtop

Objective

Objective

A sales and marketing professional desiring to utilize my leadership and communication skills and apply my knowledge of the health care industry.

Education

North Central University, West Lafayette, IN
Bachelor's Degree of Management
B.S. in Management
• Marketing Minor
• Human Resources Minor

May 2009
Major GPA: 3.84/4.0
GPA: 3.64/4.0

Faculty Computer Applications
• Microsoft Office
• Microsoft Access

Management Communications
• Internet Explorer

Special Course Project

- Acted as sales representative for Memorial Hospital as part of Business Writing class project
- Conducted research and prepared report on more efficient communication systems

Volunteer Service

- Volunteer, Memorial Hospital Pharmacy, Michigan City, IN December 1995 to May 1996
- Prepared prescriptions to serve diverse needs of patients and customers
- Provided various pharmaceutical products from different suppliers, insuring billing
- Cycled over 100 hours of volunteer service in health care facility

Work Experience

- Cashier, Alamo Supermarket, Michigan City, IN May 2005-August 2007
- Provided safe shopping in customer service and efficient money handling
- Educated customers on products and services and high level of courtesy
- Assisted manager with inventory and ordering procedures

Kids Activities, Home's Choice, Michigan City, IN

July 1992-November 1994

- Educated children and represented store in a representative capacity

Leadership Activities

- Club Member
- Capital Committee Co-Chair
- Treasurer
- Publisher
- Delta Gamma Member

Delta Sigma Pi Professional Honorary
Kappa Kappa Kappa Phi Honor Society
Management Association
Purple Heart SM Club
March of Dimes Walk-Associate

Contact Information

Education

Experience

Honors & Activities

David Gibbons

57 Outlands Road, Dingley, LE16 9SJ

Mobile: 079 3316 8158

E-mail: David.gibbons@live.co.uk

Personal Profile Statement

A motivated, adaptable and responsible Computing graduate seeking a position in an IT position which will utilise the professional and technical skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion. In my current job, I have managed the launch and migration of two major IT systems which was completed on time and within budget.

Achievements

- Implementing major systems with zero downtime and zero data loss
- Employee of the month for two consecutive months (Nov 05)
- Member of the British Computing Society

Education

2009 – 2013 BSc Computer Science (Hons) Aston University

- 1st Class Degree with Professional Placement

Relevant Modules:

- Professional and Social Aspects of Computing (73%)
- Data Modelling and Database Systems (59%)
- Understanding Information Systems (93%)
- Information Security (67%)
- Human Computer Interaction (80%)

2007 – 2009 BTEC National Diploma in IT Hall Green College

- Grade Achieved: Triple Distinction*

2000 – 2007 Bournville Secondary School

- 8 GCSEs at grades A*–C.

Employment

Jun 2008 – Present IT Manager Maplins

- Mentoring and training new IT staff;
- Researching, installing and configuring new computer systems;
- Ensuring that all relevant licensing laws are adhered to;

Employment

2011 – Present IT Support Assistant ABC Electronics Ltd.
2008 – 2011 IT Admin Dana Corporation
2006 – 2008 IT Assistant M&M Electric Vehicles Ltd.
2005 Cleaner K Lacey Ltd.
2003 – 2005 Housekeeper Plaza Hotel
2002 Packer Packaging Products Ltd.
2000 – 2001 Cleaner TB Group Inc.

Qualifications

2004 – 2007 BSc Psychology, University College Birmingham

Skills

- Excellent communication skills
- Excellent management skills
- Great IT skills

Hobbies and interests

I enjoy skiing, hiking, playing football, going to the gym, eating out with my friends, bird watching and going to church on Sundays.

References

Mr Evan
Tesco
Birmingham, West Midlands, B55 1KE, United Kingdom.
Tel: 078 4320 3833
E-mail: evan.sanders82@hotmail.com

Curriculum Vitae

Address: 66 Hendford Hill, MOULDSWORTH, WA6 8DE, United Kingdom

Tel: 07900257283
DoB: 27 February 1985
Gender: Male

Email: coolguy007@hotmail.co.uk
Nationality: British
Marital-status: Single

Personal Profile:

I am a hard-working individual who enjoys working. I am excellent at meeting deadlines. I have two years of experience in business and I would like to contribute to a business with my excellent skills and past work experience.

Education:

1991 – 1992 Collingham Gardens Nursery
1992 – 1996 Stamford Primary School
1996 – 2002 Hall Green Secondary School
2002 – 2004 A-Levels Sandwell Sixth Form College

- English: A*
- Mathematics: C
- Biology: B
- Geography: A
- Business: C

October 2004 – June 2007 UCB, Birmingham BSc Psychology

Work:

2011 – Present	IT Support Assistant	ABC Electronics Ltd.
2008 – 2011	IT Admin	Dana Corporation
2006 – 2008	IT Assistant	M&M Electric Vehicles Ltd.
2005	Cleaner	K Lacey Ltd.
2003 – 2005	Housekeeper	Plaza Hotel
2002	Packer	Packaging Products Ltd.
2000 – 2001	Cleaner	TB Group Inc.

Hobbies:

I enjoy skiing, hiking, playing football, bird watching and going to Church on Sundays.

Reference:

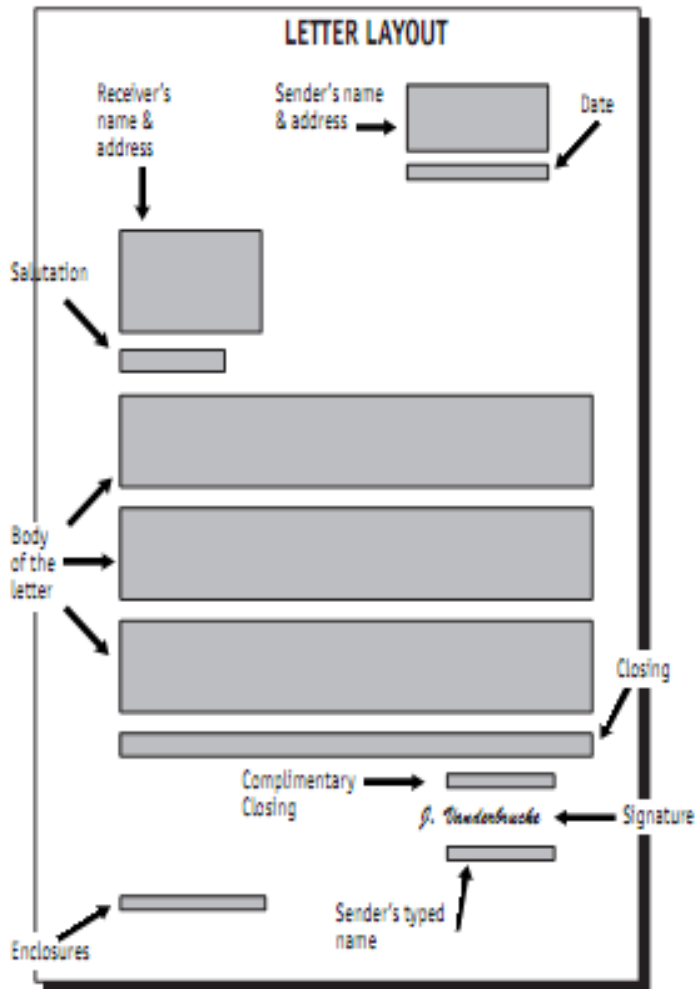
Mr Evan
Tesco
Birmingham, West Midlands, B55 1KE, United Kingdom, Europe, World, Universe.
Tel: 078 4320 3833
E-mail: evan.sanders82@hotmail.com

COVER LETTER

What does the letter tell ?

- First, it says “Hello”
- It tells them why you are writing
- It tells them what you know about the company and why you are applying to them
- It tells the company what benefits you offer
- It says what you want in return

COVER LETTER



Sarah Yang
123 Seventh Street
New York, NY 10001
789-012-3456

Janet Lands
Hiring Manager
Strangelove Systems
123 Wall Street
New York, NY 10001

Dear Janet:

Thank you for contacting me about the technical writer position at Strangelove Systems. From the description, the position sounds like a good match for my skills. Although I currently do quite a bit of similar work, I'd like to use my skills—including collaborating with subject matter experts, interpreting technical information for non-technical audiences, and consulting source documents to gain information—in the information technology field.

As the enclosed resume indicates, my work interpreting technical concepts for both technical and non-technical audiences has brought value to a number of organizations. As the editor of a college textbook, I worked with its author to ensure the book's concepts were current and applicable to students.

I also worked with Separation Technologies to write both technical reports and reports for public consumption such as a report that explained in plain English the effect of kryptonite deposits on bridge stability.

In 2005, I was awarded the National Young Researcher's Award for my work with leading experts on the book *Crystalline Deposits on Saturn*.

Given my proven expertise in technical writing for both expert and non-expert audiences, I believe my work will bring immense value to your organization. I'm available by e-mail (sarah.yang@sampleaddress.com) or phone (789-012-3456) and look forward to speaking with you.

Sincerely,

Sarah Yang

Enclosure

THE LETTER: FROM TOP TO

The Sender's name and address (including phone and e-mail)

Who you are, and where you are writing from or where you want to receive your mail – or your calls

The Date

When you wrote your letter

The Receiver's name and address

Who specifically you want to read your letter and where they work

The Salutation

How you say 'hello' to the receiver/reader

The Body of the letter	Your opening and skills paragraphs, your ‘sales arguments’
The Closing	Your reaffirmation of interest in the job and the company
The Complimentary Closing	Your way of saying goodbye in one or two words
Your Signature	Personalizes the letter and shows that it is not a mass mailing circular letter
Your typed name	Under your signature it allows the reader to know who signed that unreadable signature
Enclosures	The abbreviation ‘Encl’ followed by the words Personal CV or Resume

Marie Tallat
123, rue Victor Hugo
14800 Trouville, France
tel: 33-2-15-49-74-89
mtallat@gmail.com

April 15, 1999

Floer Tiemens
Marketing Manager
Canon,
Netherlands

Dear Mr. Tiemens,

I have been told that Canon, Inc. is looking for students to conduct surveys about your new photocopier range. I think I am in a good position to apply for this job.

A series of courses devoted to marketing research in my Business School have provided me with a solid theoretical foundation for such work. Many class exercises in working up questionnaires, processing statistical data and reporting succinctly on findings have prepared me for both desk research and field work. I also recently took part in a nation-wide survey of French business leaders, which made me operational in conducting business surveys from the exploratory phase to the final report.

I feel I have developed good contact skills, whether dealing with customers or suppliers. Working in sales brought me in touch with many managers and taught me to listen well to customer problems and get valuable information to report to the home office. Whether as a member of a team, or in the field, I have learned to assertively offer creative and useful suggestions, while maintaining good relations with my co-workers.

I have been reading up on developments in the European photocopier market to prepare myself for the opportunity to work for you. I know the competition is tough and that digital technology is reconfiguring the industry. I would like to have the chance to learn more about this industry by carrying through a research project for you.

I hope to be hearing from you soon.

Yours sincerely,

Marie Tallat

Marie Tallat

Encl: Personal CV

Marie Taillat
123, rue Victor Hugo
14800 Trouville, France
tel: 33-2-15-49-74-89
mtaillat@email.com

April 15, 1999

Pieter Tiemens
Marketing Manager
Canon,
Netherlands

Dear Mr. Tiemens,

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I hope to be hearing from you soon.

Yours sincerely,

Marie Taillat

Marie Taillat

Encl: Personal CV

Marie Taillat
123, rue Victor-Hugo
14800 Trouville, France
tél : 33-2-15-49-74-89
mtaillat@email.com

EDUCATION

Currently in Master of Management Program X School of Management.

1997 Admitted to Master's program on competitive examination, ranking 51 out of 3000 candidates.

1995-97 Pre-Business Administration School, Paris, France.

WORK EXPERIENCE

Summer 1999 British Telecom, East Anglia, Colchester, Essex :
Sales representative in Business Systems Department. Trained in British Telecom selling methods in a two-week course. Assigned to take over from regular in fax machine sales. **Researched prospects, visited several hundreds of firms.** Developed sales approaches to renew dormant accounts. Negotiated prices and terms of payment. Ranked 4th in the trophy between 50 longstanding representatives and novices.

Summer 1998 Atamer Chemicals, Paris, France
Accountant; Kept foreign customer and transporter accounts. **Wrote a report** assessing the organization of customer and supplier services.

Summer 1997 SPES cardboard industry, Montreuil, France.
Assembly worker; Made packages for perfume industry. Noticed and reported waste of time and produces due to a bad organization on the assembly line. **Proposed solutions to improve the organization** and the control of quality. Improved productivity rate.

Summer 1996 CL Bank, Chatou, France.
Counter clerk; Entered customer's deposits and withdrawals ; delivered check books and credit cards. Answered customer's questions about Stock Exchange.

ACHIEVEMENTS

Managed a student polling association : supervised a **start-to-finish business**



Resume



Cover Letter

Information	<ul style="list-style-type: none">✓ Summary✓ Employment history and work experience✓ Education and qualifications✓ Contact details	<ul style="list-style-type: none">✓ Where you heard about the job to which it refers✓ How your skills and experience are relevant to the job and the business✓ Why you are interested in the job and the business✓ Examples of your relevant abilities
Format	<ul style="list-style-type: none">✓ Chronological – work experience in date order✓ Functional – prioritising skills & experience by relevance, rather than by date✓ Combination / Hybrid – Blend of Chronological and Functional✓ Targeted – Specific to the role you're applying for <i>(Quick Tip: this is the best one!)</i>	<ul style="list-style-type: none">✓ Your address in the top right-hand corner✓ Address of the recipient on the left, below your address✓ Formal greeting, such as 'Dear Sir / Madam'✓ Series of paragraphs✓ Formal sign-off, such as 'Yours sincerely'
Writing Style	<ul style="list-style-type: none">✓ Third person✓ Short & concise✓ Bullet points	<ul style="list-style-type: none">✓ First person✓ Full sentences✓ Use of paragraphs
Length	<ul style="list-style-type: none">✓ 2 pages	<ul style="list-style-type: none">✓ 1 page



THE CONTENT OF THE LETTER



THE OPENING PARAGRAPH

I have been told that Canon, Inc. is looking for students to conduct surveys about your new photocopier range. I think I am in a good position to apply for this job.



THE READER LEARNS FOUR THINGS RIGHT AWAY:


- 1. The writer is a student**
- 2. She wants a temporary job**
- 3. She is offering to carry out market survey**
- 4. She feels qualified**



The skills paragraphs

TECHNICAL SKILLS

- **A series of courses devoted to marketing research in my Business School have provided me with a solid theoretical foundation for such work. Many class exercises in working up questionnaires, processing statistical data and reporting succinctly on findings have prepared me for both desk research and field work. I also recently took part in a nation-wide survey of French business leaders, which made me operational in conducting business surveys from the exploratory phase to the final report.**



Paragraph 2 deals with technical skills acquired through education and experience.

PEOPLE SKILLS


- I feel I have **developed** good contact skills, whether dealing with customers or suppliers. Working in sales brought me in touch with many managers and **taught** me to listen well to customer problems and get valuable information to report to the home office. Whether as a member of a team, or in the field, I have **learned** to assertively offer creative and useful suggestions, while maintaining good relations with my co-workers.

1. Paragraph 3 deals with human skills, portraying the writer as a good contact person for the company and in the company.
2. the writer also tries to communicate something important he is productive and yet a team-player.

Other important words – adjectives and adverbs – communicate a feeling of utility and confidence: ‘good position,’ ‘solid foundation,’ ‘operational,’ ‘good contact skills,’ ‘listen well,’ ‘valuable information,’ ‘assertively,’ and ‘creative and useful suggestions.’

INTEREST IN THE BUSINESS LEARNING


- **I have been reading up on developments in the European photocopier market to prepare myself for the opportunity to work for you. I know the competition is tough and that digital technology is reconfiguring the industry. I would like to have the chance to learn more about this industry by carrying through a research project for you.**

- 
- In paragraph 4 the writer comes back to the recruiting company and its business, reinforcing his appeal by showing that he is really motivated through the efforts he has made.
 - tells them what he knows about the company and why he is applying to them
 - he finishes by repeating his request for a job and directly linking it with a service she is offering!



CLOSING

- **I hope to be hearing from you soon.**



She concludes with a simple reminder that they should contact her.



COMPLEMENTARY CLOSING

- Yours sincerely,

LINK THE CV AND THE LETTER

LETTER

- Marie speaks of Business School.
- She mentions a 'nation wide survey'.
- She speaks of 'working in sales' (obviously Business to Business).
- She speaks of 'offering creative and useful suggestions'.
- She refers to 'reporting' twice in her letter.

CV

- The recruiter finds the name, place and level of the school.
- The recruiter scans the CV down to Achievements where he finds out the details.
- The latest work experience as a sales rep suggests Marie has a solid understanding of corporate clients.
- The Assembly worker job, which might be unimportant on her CV, suddenly provides a chance to sell this skill.
- The reader finds two specific jobs where she 'reported': in accounting and in assembly, besides the 'start-to-finish business survey'.



MISTAKES TO AVOID.....

IN SUMMARY, COMMON MISTAKES TO AVOID ARE:


- • Talking to yourself:
- • Touching on sensitive areas:
- • Trying to say everything:
- • Organizing badly:
- • Providing irrelevant or negative information:

'ADJECTIVES TO DESCRIBE WHAT KIND OF PERSON YOU ARE'

- Able to take stress
- Aggressive
- Analytic
- Assertive
- Capable
- Careful
- Cautious
- Cheerful
- Considerate
- Creative
- Curious
- Efficace sous le stress
- Accrocheur, offensif
- Analytique
- Assuré
- Capable, habile, compétent
- Conscientieux
- Prudent
- Attrayant, joyeux
- Prévenant
- Novateur
- Curieux

- 
- Dedicated
 - Demanding
 - Dependable
 - Determined
 - Diligent
 - Easy-going
 - Effective
 - Efficient
 - Energetic
 - Enterprising


- Dévoué, consciencieux
- Exigent
- Sûr, fiable
- Décidé, résolu
- Assidu
- Facile à vivre
- Efficace, décisif
- Efficace, compétent
- Vigoureux, énergique
- Audacieux

- 
- Fast
 - Flexible
 - Friendly
 - Goal-oriented
 - Go-getting
 - Hard-working
 - Helpful
 - Honest
 - Humorous


- Rapide
- Souple, maniable
- Accueillant
- Ambitieux
- Motivé, plein d'initiative
- Travailleur
- Serviable, efficace
- Loyal, intègre
- Humoristique, amusant

- 
- Imaginative
 - Insightful
 - Intellectual
 - Intelligent
 - Natural
 - Observant
 - Organized

- Imaginatif
- Perspicace
- Intellectuel
- Intelligent
- Naturel
- Perspicace
- Méthodique

- 
- Patient
 - Performance-oriented
 - Persistent
 - Persuasive
 - Practical
 - Precise
 - Ready and willing
 - Resourceful
 - Responsible
 - Risk-taking

- Endurant, patient
- Visant le rendement
- Obstiné, tenace
- Convaincant
- Pratique
- Précis, méticuleux
- Volontaire, toujours prêt
- Ingénieux, débrouillard
- Fiable, sûr, sérieux
- Ayant le goût du risque, entreprenant

- 
- Self-confident
 - Self-starting
 - Sensitive
 - Sincere
 - Straightforward
 - Street-smart
 - Supportive
 - Thorough
 - Thoughtful
 - Warm

- Sûr de soi, confiant
- Motivé, plein d'initiative
- Sensible
- Sincère
- Franc, honnête
- Averti, expérimenté
- Qui donne son soutien
- Approfondi
- Réfléchi
- Chaleureux

FOUR BASIC STRUCTURES FOR CVS

Actually there are four basic structures that may be used, and even mixed successfully:

- 1. The Chronological CV
- 2. The Skills or Experience Areas CV
- 3. The Abilities and Achievements CV
- 4. The Letter/CV Combination

Tasks:

Photography- Business Development Manager- Certificate in Presentation Skills- Degree in Marketing-Taekwondo-Professional blogger- Research Assistant - Sales Executive- Class B driving licence- Proficient knowledge of analytics software- Masters in Public Relations and Digital Marketing- Diploma in Innovation Design

Work experience	Education	Skills and Interests

Task 1

Are the sentences true or false?

1. It is a good idea to start with a short summary about you.
2. You should write your work history in order, with your most recent job at the end.
3. You should list all your responsibilities in detail.
4. You should give the full title of your qualifications, with the date you passed each one and the organisations that awarded them to you.
5. It is a good idea to include hobbies if they are relevant to the job.
6. Include references to support your application if you can.

ICE Practical Lesson 2 - Answers

Work experience	Education	Skills and Interests
Business Development Manager	Certificate in Presentation Skills	Proficient knowledge of analytics software
Sales Executive	Degree in Marketing	Class B driving licence
Professional blogger	Diploma in Innovation	Photography
Research Assistant	Design	Taekwondo
	Masters in Public Relations and Digital Marketing	

Task 1

Task 2

Put the words and phrases in order to make sentences.

1. roles. - I have-in various-experience-five years'
2. My-involves working-deadlines. role-tight-to
3. a-create-ability to-I have-successful-campaigns.-proven
4. digital-in-specialise-I-marketing.

5. in excel I impact analysis

Task 3

Write the correct form of the word in brackets.

1. I have a proven to deliver successful marketing campaigns. (able)
2. I am a strong (collaborate)
3. I have specialistof marketing. (know)
4. I use my in analytics to assess the success of campaigns. (expert)
5. I was for the overall social media strategy. (responsibility)
6. I played a key role in campaigns. (number)
7. I started to my blog through sponsored posts. (money)
8. I worked on several initiatives to boost customer..... (engage)