

CURRICULUM VITAE

CV OR RESUME

DEFINITION

- Is a short account of one's career and qualifications prepared typically by an applicant for a position.
- The CV is a list of accomplishments, it being an advertisement for ourselves, it helps us a lot in planning what to say and how to say it.

How to structure the CV

- **Persona details**
- **Personal profile**
- **Work experience**
- **Education**
- **Skills and Interests**

- **Languages**
- **IT skills / computing skills**
- **References**

Explain your motivation & your career objectives.
 Explain briefly why you are the best candidate for this position.

EDUCATION

Name of the School (AAAA-AAAA) : Major in XX - Option XX (Mention)

Courses in ...

Two-year intensive preparation courses for the entrance exams to top French (Business/Engineering) schools (AAAA-AAAA)

Courses in ...

Bachelor's degree in ... graduated with honours, Name of the High School

WORK EXPERIENCE

POSITION

From March to August 20XX : Company - line of business

- Created ... + results
- Set up a ... + results
- Incorporated ... + results

POSITION

From August to September 20XX : Company - line of business

- Handled ... + results
- Planned ... + results
- Engineered ... + results

KEY SKILLS

-
- | | | | |
|--------|---|----------|---|
| • VHDL |  | • Java |  |
| • C++ |  | • jQuery |  |
| • C |  | • Matlab |  |

*With a scale from 1 (beginner) to (expert)

I.T. SKILLS

- Excel : basic knowledge

Personal details

- Name.
- Phone number.
- email address.

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.
- **Marital status,** not important
- **Nationality;** not important
- **Photo of yourself :** only if request

Personal profile

- A short paragraph about yourself:
- Career,
- Objective,
- Your professional project.

Work experience

- Experience of work is very important to talk about in a CV. In reverse chronological order
- Ex.

2015-Present Name of company, city, Country.

fonction:

If you don't have any experience, you can add:

- Voluntary roles
- School or university placements
- Part time jobs

Or any example where you have worked to support organisation or company

Education

- **“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.**

How to translate degree or diploma

- **Baccalauréat** (avec mention) : High School diploma, scientific option, equivalent to A Levels (with honours)
- **BTS / DUT** en ... : Two-year university degree in ...
- **Licence** de ... : Three-year university degree in ...
- **Master** : Master degree in...
- **Classes préparatoires** : Two-year (or Three-year) intensive preparation courses for the entrance exams heigh schools

Skills and Interests

LANGUAGES

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

- Arabic : **mother tongue**
- English: **fluent.** good level of written and spoken English.
- French: **excellent command.** excellent written and spoken English. following all courses and writing reports in French.
- Italian: **good command or Fair level of ...**
Understand TV and radio. Can write simple letters
- **Basic skills** : notions

IT skills / computing skills

- **fully literate with** : excellent level
- **writing knowledge** : Professional use
- **basic knowledge**

Ex.

- Excel: fully literate
- Power point: fully literate
- Word: basic knowledge

Accomplishments or Achievements

PERSONAL INTERESTS

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

(ok, but not really important)

For example. Movie going, reading, music, sports.etc.....

References

- The name of one or two person who know you.
- position.
- company / university .
- Telephon number.
- mail adress.

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

EDUCATION

Currently in Master of Management Program at 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 regular renew dormant accounts. Negotiated prices and terms of payment. Ranked 4th in the trophy between 50 longstanding representatives and novices.

Summer 1998 Aramer 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 products 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, Chateau, France:

Counter clerk; Entered customers' deposits and withdrawals ; delivered check books and credit cards. Answered customers' questions about Stock Exchange.

ACHIEVEMENTS

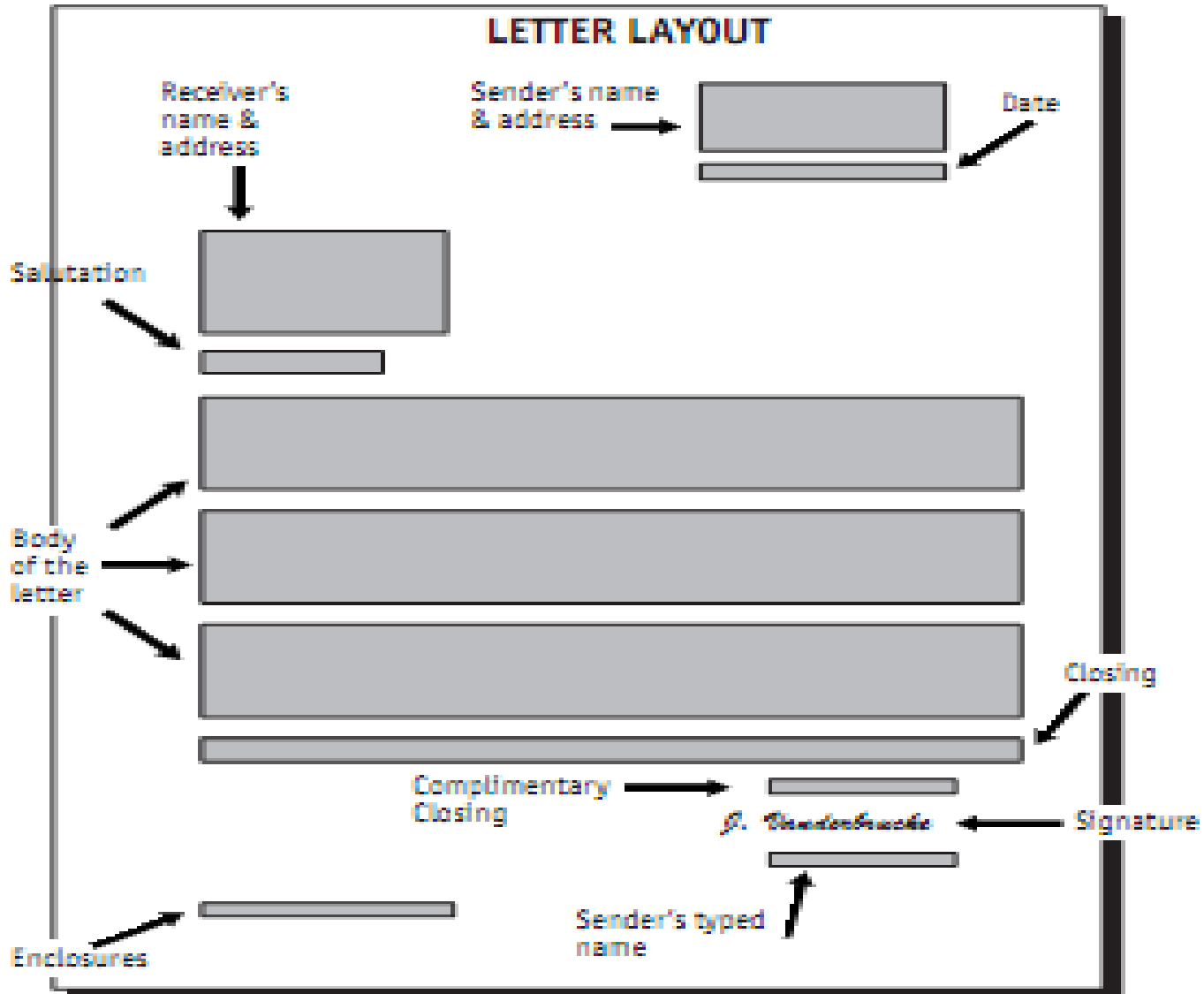
Managed a student polling association : supervised a start-to-finish business survey published in the one million-circulation Views magazine; negotiated deadlines with chief editor, worked up the survey questionnaire, briefed 200 pollers, supervised the analysis of the results.

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

LETTER



The Letter: From Top to Bottom

The Sender's name and address (including telephone 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: Dear Name, Sir, Madam, Hiring Manager,

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: Regards, Best regards, Sincerely,
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: full name, tel, email
Enclosures	The abbreviation ‘Encl’ followed by the words Personal CV or Resume

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April 15, 1999

Pieter 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

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123, rue Victor Hugo
14800 Trouville, France
tel: 33-2-15-49-74-89
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ACHIEVEMENTS

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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 1 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 2 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 3 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,**

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:
- Contractions where necessary . ex. I'm or I'am
Don't or Do not ; I'd or I would.
- Use passive voice instead of active voice.
- Using weak verbs and adjectives instead of strong ones

cover letter grammar

- Get instead of receive
- Giveprovide
- Tell.....inform
- Help.....assist
- Answer.....reply
- Choose.....select
- Talk about.....discus
- Make sureensure