**How to write an English CV**

1. **Match the headings to the different sections (1-8) of Claire’s CV**

Key strengths Employment Education and training

References IT skills Personal Profile

Interests Language skills

**Claire Mazarin**

* 15, rue Mazarin, 33000 Bordeaux, France
* (+33) 612 345 678
* [*claire.mazarin@ggmail.com*](mailto:claire.mazarin@ggmail.com)
* Full clean French driving licence

**(1) --------------------------**

A friendly, outgoing tourism student. Reliable, conscientious and happy to work both as part of a team and on own initiative. Looking for an entry-level job opportunity in the tourism industry.

**(2) -------------------------**

**Good communication skills and a helpful manner**: different work experiences in contact with the public and as a lifeguard have developed my communication skills as well as my ability to help and support others.

**Qualification in tourism**: I have recently completed a two-year BTEC Higher National Diploma in Travel and Tourism in France.

**Competent IT skills**: Trained and experienced in using Word, Excel, Publisher, Powerpoint and Amadeus.

**(3) ----------------------------**

*20XX - 20XX* **BTS Tourisme** (equivalent to BTEC Higher National Diploma in Travel and Tourism), Lycée d’hôtellerie et de Tourisme de Gascogne, Talence Bordeaux, France

The course covered all aspects of travel and tourism, including:

* Worldwide travel geography
* Airport operation (AMADEUS)
* Resort representatives

*May 20XX* **Certificate in first-aid and Lifeguard certificate**

*20XX - 20XX* **Baccalaureat** (French equivalent to **A-levels)** in marketing, economics, management and foreign languages with a special focus on mathematics, Lycée Montaigne, Bordeaux, France

**(4) ------------------------**

* Word, Publisher, Excel
* GDS Amadeus

**(5) -------------------------**

* **French:** mother-tongue
* **English:** advanced level (TOEIC: 930)
* **Spanish:** good command of the language

**(6) --------------------------**

• *August 20XX* **Lifeguard** at lake Bombannes in southwest France

• *6 October to 6 November 20XX* **Tourism officer** at the tourist information center in Bordeaux, France

* Welcomed the visitors, answered their questions, gave them advice on what to visit and sold guided tours.

• *5 May to 5 July 20XX* **Ground staff**, Ravia partner, Bordeaux- Merignac Airport, France

* Carried out check-in, boarding and disembarkation procedures.

• *3 February to 23 February 20XX* **Receptionist**, Hotel Astoria, Bordeaux, France

* Took reservations, dealt with enquiries, invoices, deposits and payments.
* Did housekeeping when required.

**(7) ----------------------------**

I did fencing for 10 years which taught me to be determined and ambitious.

**(8) ---------------------------**: available on request.

**2) Tick the right answer**

A CV can also be called a résumé in the US ***yes ☐ no ☐***

On English CVs you usually put a photo ***yes ☐ no ☐***

On English CVs you always put your marital status ***yes ☐ no ☐***

On English CVs you usually put your birthdate ***yes ☐ no ☐***

On English CVS you always put your place of birth ***yes ☐ no ☐***

An English CV is often two pages long ***yes ☐ no ☐***

1. **Video “Basic elements of a CV” by Monster.co.uk**

**a) Match these words from the video with their translations**

|  |  |
| --- | --- |
| A sales brochure  A unique selling point  To pinpoint  To stand out from the crowd  To entice somebody to do something  To find out  To cram  A recent position  A company  An employment  Bullet points  To highlight  An achievement  To scan a CV  To match up something with something  To pick up a skill  Tangible  A more rounded picture (of someone)  A lack of care | Mettre le doigt sur  Sortir du lot  Prospectus publicitaire  Argument clé de vente  Un emploi récent  Une entreprise  Mettre l’accent sur  Une réussite  Une image plus complète (de qq)  Inciter qq à faire qqchose  Découvrir  Un manque de soin  Concret  Acquérir une compétence  Bourrer, remplir  Un emploi  Des puces (typographie)  Parcourir / lire rapidement un CV  Faire correspondre qqchose à qq chose |

**b) Watch the video and speak about what you understood.**

**c) Complete the following worksheet.**

A CV is a document that proves why you’re the \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ for the potential employers to invest their \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_ in.

Essentially it’s a \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ pinpointing the interesting unique selling points that make you \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ the crowd.

**1.** **Personal details**

Include your name, address, phone numbers, email address

**2.** **Personal statement**

One paragraph that immediately \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ of your reader and entices them to find out more about you.

Be \_\_\_\_\_\_\_\_\_\_ not to cram too much in.

**3. Employment experience**

List your most recent position first continuing in reverse chronological order including:

* the name
* \_\_\_\_\_\_\_\_\_\_
* website
* dates of your employment for each company you have worked for.

Aim to use bullet points wherever possible to highlight your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in each role so the person scanning your CV can quickly match up your experience with their job description.

**4. Education**

Again in reverse chronological order, give \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of your academic and professional qualifications along with the grades you achieved. If you're looking for your first job since leaving education, include this information above any work experience.

**5. Key skills**

Whether you realize it or not, you'll have picked up many \_\_\_\_\_\_\_\_\_ over the years, some \_\_\_\_\_\_\_\_\_\_\_\_\_\_, some less so.

Include \_\_\_\_\_\_\_ \_\_\_\_\_ package or program you've used as well as any foreign language skills you've gained and state whether you're at a basic, intermediate or advanced level.

**6. Hobbies and interests**

Including these is \_\_\_\_\_\_\_\_\_\_\_\_\_. The idea is to give the interviewer a more rounded picture and perhaps something more personal to discuss at an interview.

**7. References**

It's not necessary to list references on your CV but you should state the details are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on request.

* Always keep your CV to \_\_\_\_\_ pages of A4
* Resist the urge to jazz up (*égayer*) your CV with images or colour.
* Steer clear of (*éviter*) long \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Use \_\_\_\_\_\_\_\_ like Times New Roman or Arial. They are \_\_\_\_\_\_\_\_\_\_\_\_ to read.
* Check for \_\_\_\_\_\_\_\_\_\_\_ or typographical errors.

Any error is your responsibility and one of the first things employers use to weed out (=eliminate) weaker candidates. Even if the role you’re after doesn't require a high level of literacy, spelling errors scream \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_ which is an undesirable quality for any recruiter.

* Don't put all your \_\_\_\_\_\_\_\_\_ in a spell checker as many are set to American settings as a default.
* The \_\_\_\_\_\_\_\_\_\_\_\_\_ of this document is not to get you the job but to get you an interview.
* You're not writing a CV for yourself, you're writing it for your reader.

**Keep it \_\_\_\_\_\_\_\_\_\_, to the \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_!**