**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*
* 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 brochureA unique selling pointTo pinpointTo stand out from the crowdTo entice somebody to do somethingTo find outTo cramA recent positionA companyAn employmentBullet pointsTo highlightAn achievementTo scan a CVTo match up something with somethingTo pick up a skillTangibleA more rounded picture (of someone)A lack of care | Mettre le doigt surSortir du lotProspectus publicitaireArgument clé de venteUn emploi récentUne entrepriseMettre l’accent surUne réussiteUne image plus complète (de qq)Inciter qq à faire qqchoseDécouvrirUn manque de soinConcretAcquérir une compétenceBourrer, remplirUn emploiDes puces (typographie)Parcourir / lire rapidement un CVFaire 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_!**