**More details:**

1. **Personal Details**

First name / last name

Home address

Phone number / email address / social network links

Miscellaneous: driving license / kids / marital status

2. **Job Title**

**A** two-month **training period** in a Web site creation center

**A** full-time **position** as a network administrator

Keep studying as part of a **sandwich course**

**Full stack developer**

3. **Personal profile**

Dans cette partie, vous allez rédiger un petit paragraphe [pour vous présenter](https://www.ispeakspokespoken.com/vous-presenter-anglais/) (short introduction), pour renseigner vos compétences (key skills) et pour annoncer vos objectifs de carrière (career goals).

Faites des phrases complètes à la première personne.

***Example 1***

**➤**"I am a professional with wide experience in computer hardware and software, team-working and good communications skills, with ingenuity, creativity, attention to detail, a logical approach to problem solving, largely gained during trainings or internships, and seeking employment which will make good use of my expertise"

***Example 2***

**➤** “I am an enthusiastic and reliable college leaver with excellent knowledge of computer systems & programming skills I am able to meet deadlines and can work within a team or on my own initiative. I am keen to find a position within an environment which will enable me to use my IT skills while providing me with a challenge

***Example 3***

**➤**I am a trained mechanical engineer with over 10 years of experience in hiring and training international staff. I am used to working under pressure and managing the workload to ensure optimal working conditions for everyone.

***Example 4***

**➤***I am a graphics design professional looking to move into a senior role in an established company.*

**Typical transferable skills sought by employers**

Ambition / communication / competitive spirit /cross-cultural experiences and sensitivity /decision making / dealing with money /dealing with customers / managing time / discipline / meeting deadlines / creativity / commitment / problem-solving / managing people / teamwork / independence / immunity to stress / perseverance / tolerance / social skills / Well-roundedness / versatile / leadership qualities / flexibility / adaptability / desire for adventure

4. **Education**

You should include the **diplomas** in English equivalent, the **dates** you studied, the **name of the school or center** and at least the **city** where it is located, the **main subjects**

**Last diploma first!**

**How do we say ?**

**➤ Baccalauréat**

Équivalents :

(UK) – GCE A-Levels (General Certificate of Education Advanced level)

(US) – High-school diploma / General Education Diploma

**➤ BTS**(two-year technical degree in …) / **➤ DUT**(two-year university degree in technology)

Équivalents :

(UK) – BTEC HND (Higher National Diploma)

(US) – 12th Grade

**➤ DEUG**/ **➤ DEUST**(two-year university degree in…)

Équivalents :

(UK) – Diploma of Higher Education

(US) – Associate’s Degree

**➤ Licence**(three-year university degree)

Équivalent :

(UK & US) – a Bachelor’s degree.

BA lorsqu’il s’agit d’une licence dans le domaine des sciences humaines (Bachelor of arts), BSc lorsqu’il s’agit du domaine scientifique (Bachelor of sciences).

**➤ Master et ➤ Doctorat**(five-year + university degree)

Équivalents :

(UK & US) – a Master’s degree.  
Là encore, même distinction qu’avec le Bachelor’s degree entre MA et MSc. Il existe aussi le MBA (Master in Business Administration) dans le domaine des affaires.

(UK & US) – Phd (Doctorate of Philosophy)

Et aussi…

**➤ IEP** : Institute of Political Sciences

**➤ IUT** : University Institute of Technology

**➤ Classes préparatoires** : undergraduate courses

**➤ Ecoles supérieurs de commerce** : Business schools

**➤ Ecoles d’ingénieurs** : Engineering schools

5. **Work Experience**

You should include the **dates** you worked, the **name of the company** and at least the **city** where it is located, the **company's core activity** in parentheses if it is not clear from its name, and your **duties**.

**Last experience first!**

6. **IT skills**

It is It is important to specify it (type of machine, name of software, level of competence).

Computer literate in

7. **Languages**

It is It is important to specify the different languages you can use as well as the level using a European reference or certifications obtained

8. **Leisure**

All sorts of activities that are mentionable you do outside work and that focus on transferable skills, curiosity, or whatever qualities you have!

**9. Extra-curricular skills**

The purpose of this section is to allow you, once again, to show your skills such as teamwork, (ability to work with others and to lead others), time management, (studying and regular sports activities), competitive spirit, (membership in terms of prizes or awards won). Under this heading you should include: sports, volunteer or community work**,** or of associations, Experience of different cultures, travels and stays abroad, as well as any artistic competence should be indicated. You may show any transferable skill. You not only give the name of the particular activity but also try to describe it concisely and clearly give the impression of having gained a skill from it. Volunteer work can show motivation and a caring personality. Being treasurer of an association suggests trustworthiness, being president leadership qualities.

**BAFA**: instructor diploma awarded by the French Ministry of Youth and Sports

**AFPS**: First Aid Certificate

10. **REFERENCES**

Available upon request

Previous employers or tutors & contact details (phone number or email addresses)