Writing your English CV: Design it to win it!
Speaker: Bethany Cagnol - IP Paris ELEVATE Center

CV Layout & Punctuation
· Avoid fancy, colorful, complex templates
· Don't highlight words in bold (texte en gras). Use bold for the certifications, headings and job titles only.
· Dates on the side.do not send me your CV until you have followed ALL of the advice below and designed your CV like example on this document
· Use "Present" for current experiences like this: 2022 - present
· Use bullet points to make it easier to read (5 seconds by a human or instantly by computer software CV programs).
· Use headers to organize the information.
· Last name / surname (Lower case letters).
· No spaces before the colon (*deux points*).
· Don't use: …   Use: etc.
· Spell check!

CV Content – The Header
· No photo
· First name, then surname(s). <u>No</u> all capital letters for your surname. (e.g. DUBOIS)
· No date of birth, nationality, or marital status.
· No professional objective or statement.
· No postal address
· Include a LinkedIn hyperlink and make sure the link works!
· Include your Github link (recommended by Singh, 2022)
· Avoid Yahoo or Hotmail addresses (Singh, 2022)

CV Content – Education
· No months. Just years.
· Use the English names of academic establishments if they exist online.
· Always explain acronyms.
· Prépa (with its acronyms) is a completely foreign concept! (see CV example below)
· Include a quick summary of curriculum and courses.

CV Content – Experience
· Never use the first person (I, me, myself, my).
· <u>Integrate</u> <u>all your tech skills into the Experience section</u>
· Use action verbs (verb+ -ing). Managing, Troubleshooting, Training, Managing, etc.
· Include at least two tasks for each job / internship / project with bullet points.
· Look up the job you are applying for to get vocabulary and phrases
· Look up similar job ads to get vocabulary and phrases (or ask ChatGPT, but edit!)
· Don't hesitate to "name drop" (mention collaborators, advisors, and famous projects, people and/or professors you've worked well with).

CV Content – Other experience   (only if your professional experience is limited)
- · Include volunteer & community service
- · Include honors and awards.

CV Content – Skills
- · Keep this to a very quick list.
- · Again, you should integrate all your tech skills into the Experience section
- · <u>No</u> soft skills.
- · Languages: Native language(s) / Levels / Certifications / Explain the European levels.
- · **<u>Don't</u> put an Interests section. Leave that for the interview.**

Welcome to the Winner's Circle
- · Tailor (adapt) your CV to the job advertisement.
- · Research the company. Read their website, their main values,their <u>Leadership Principles</u>, their strategic ambitions, community service, financial statements, etc.
- · Read their mission statement (raison d'être)
- · It's about what you can offer them. Not what they can offer you.
- · <u>Design your CV to make it easy for computers to read it!</u> - many companies use software to *shortlist* candidates (make the 1st round of decisions on whose CVs should be considered). This means your CV must be 1) easy for the computer to read, 2) contain all of the key information of the job and the skills.

Expert Advice
- · Diego Granados – <u>LinkedIn</u>. Tech background. Genius tip: Add the recording / pronunciation of your name! Check out his posts on CVs and interviewing.
- · Huo, K. and Singh, N. (2022). <u>Ace the Data Science Interview</u>.

David Fendrich, a **Senior Human Resources Generalist in New Mexico said it best:** There is no one answer. That's because there isn't only one hiring manager. How do **you** qualify for the company's **needs**. That's different than qualifying for the job posting. Do research and show on your CV how you will add value to my company. If the company values community service and volunteering, put that on your CV. If you have an internship or project work in the company's particular industry, put that where they can see it right away. Do your research into the company. Don't <u>just</u> look at their website. For example, read their latest financial statements and annual report. When they see a CV that reflects that kind of research and detail, it shows them that the person wants to work for their company and doesn't just want the first job they can get.

John Smith

in John Smith   john.smith@telecom-paris.fr   github.com/JohnSmith

EDUCATION

TELECOM PARIS - INSTITUTE POLYTECHNIQUE OF PARIS   **2022 - present**

MSc in Engineering

- Computer Graphics, Image Processing, Machine Learning, Fourier Transform Analysis, Measure Theory and Operating Systems
- GPA 4.0   (Top 5% of Engineering Class)
- France's top-ranked school for computer science and digital technology

JEFFERSON HIGH SCHOOL   (*LYCEE JEFFERSON*)   **2020 - 2022**

- Intensive curriculum in advanced Math, Physics and Computer Science
- Nationwide competitive entrance exam for French Ivy League "Grandes Écoles"
- GPA 4.0   (Awarded with local and European honors)

EXPERIENCE

LTSI Intern, Rennes, France   **May-Aug 2023**
(Laboratoire du Traitement du Signal et de l'Image)

- Full Stack Developer Intern for Digi-NewB project
- In partnership with the 4.4-million-euro European Horizon 2020 grant [MOU1] aimed at diagnosing illnesses affecting premature babies
- Creating a website from scratch by developing a MySQL database, managing back-end and front-end development using Django and Python programming language
- Cleaning and processing a 10 Terabytes dataset before injection into the database
- Integrating visuals and graphs on the company's website

CCRI, Data Science Intern   **May-Aug 2022**

- Working on an NLP algorithm in collaboration with French Navel Research Center
- Improving F1 measure of the algorithm by 70% by designing it in Scala which used CCRI's NLP package to geo-locate events

PROJECTS

AI (Artificial Intelligence) Developer, LTSI (remote work)   **Jan-May 2023**

- Implementing an AI for a strategy game using the alpha-beta algorithm and a custom heuristic
- Integrating a simulation environment of the game to help the AI predict and correct its moves
- Conducting unit-testing in Python to evaluate the AI's performance

Computer Vision Developer, Télécom Paris   **Jan-May 2022**

- Creating a coin detection algorithm that runs on smartphones using Flutter to detect the number of coins that were placed on a surface
- Generating a dataset that identifies coins using self-took images. Dataset was used to train a Convolutional Neural Network
- Developing a mobile application using Dart by implementing an authentication system with Firebase and saving the results on the mobile phone's local database

SKILLS & SPOKEN LANGUAGES

- Technical: Python, Java, SQL, Dart, C, C#, Go, TensorFlow, OpenCV, Keras, NumPy, GitHub, Docker, Spark, Kafka
- Languages: French native speaker, fluent in English and Spanish

AWARDS

Team awarded 1st place: French national math olympics (*Les Olympiades nationales de mathématiques*)   2021

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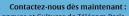Communication scientifique/ rédaction académique

Concours 3-Minute Thesis (3MT)

Ateliers et relecture CV

Ateliers pour les « Statements of Purpose »

Et bien plus !

Contactez-nous dès maintenant :
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