

## Cours d'anglais

Strengths	Weaknesses	Positive characteristics	Negative characteristics
I'm excellent at	I'm not very good at	I am	I can sometimes be
I'm able to	I could be better at	I try to	Occasionally I am
I'm interested in	I'm reasonably good at		I can be a little bit
I recently managed to	I would like to be able to		

### Your **qualifications** (voc) :

- Award
- Complete
- Graduate
- Hold
- Obtain
- Read (study)
- PhD = Doctorat
- Master's (degree) = Master
- Bachelor's (degree) = Licence
- A-Levels (GB) / High School Diploma (US) = Bac
- GCSEs = Brevet

### **Transferable skills** (soft skills) :

- Analytical skills
- Creativity
- Self-confidence
- Communication skills
- Independence
- Negotiation skills
- Self-awareness
- Language skills
- Management skills
- Teamworking skills
- Leadership skills
- Organizational skills
- Interpersonal skills

### **Job advertisements - abbreviations :**

- CCDL : Current Clean Driver's License (US) / Driving Licence (GB)
- CV : Curriculum Vitae
- EXP : Experience
- AGY : Agency
- OTE : On Target Earnings
- PA : Per Annum (per year)
- PW : Per Week
- POS : Point Of Sale
- ca. : circa (environ)
- K : thousand
- Quote ref. : (please quote the reference number)
- PR : Pro Rata

### **Knowledge, skills and experience :**

- I am proficient in...
- I have an excellent command of...
- I have a good working knowledge of...

### Skills which candidates must have :

- ...is essential
- You must be...
- ...is necessary
- The successful candidate will be...
- ...is vital
- You will have...

Skills which the employer hopes for (they may still consider the candidate if they don't have all of them) :

- Ideally you will have...
- ...is preferred
- ...would be advantageous
- ...would be desirable
- ...would be welcome
- ...would be a plus

**The stages for application process :**

- Research yourself (strengths, weaknesses, like/don't like, experience, degrees/qualifications, achievements)
- Research the market —> networking
  - Spontaneous applications (cold mailing = send a letter / cold calling / go in person)
  - The Internet
  - Newspapers
  - Job agencies
- Write a CV and a cover letter
- Be shortlisted for / go to the interview
- Write and send a follow up letter
- Get hired

**A good job ad contains :**

- A good description of the requirements / the position / type of contract
- Name of the company and its location
- Name and contact details of the person you should write to
- Deadline for submission

**CV / resume (shorter) and cover letter :**

2 types of CV : (reverse) chronological CV and skills-based CV

• (Reverse) chronological CV

No picture, date of birth / nationality on British CV but not in the US

« Education » section comes first for students

« Professional experience »

« Activities and Interests »

• Skills-based CV

Usually popular with students (freshly graduated) and people starting a new career. Contains a personal statement.

• Personal statement questions :

What sort of person am I ?

What is my area of professional expertise ?

What is my most important qualification ?

What is my most relevant skill for the job ?

What am I doing at the moment ?

• Cover letter (covering letters (Br) / letter of application) :

- a) Give your name (sender's name) + contact information + current date
- b) Include name, title and full address of recipient
- c) Say who you are and why you're writing (to apply for a specific position)
- d) Mention where you found the vacant position
- e) Explain what interests you in the vacant position (that also shows that you've done some research about the company and the vacancy)
- f) (Name any employee you have met and how they impressed you)
- g) Point out your aptitude for the sort of skills they are looking for
- h) Use examples to illustrate / back up your claims, focusing on results or achievements if possible
- i) Show you are acquiring additional useful / relevant skills
- j) Use your personal interests to show that you are a well-rounded person and to focus on your transferable skills
- k) Mention that you enclose your CV (if not already done), remind the reader of your motivation and thank them

l) « Yours sincerely » (if you named the person) / « Yours faithfully » (else) + signature (hand-written) + your name typed

Ending a cover letter :

- I look forward to hearing from you
- I would welcome / appreciate the opportunity to ...
- Please do not hesitate to contact me.
- Should you have / require ...
- Thank you in advance for your time and consideration

**Describe work experience - verb reference list :**

When you give information about past work experience and achievements in a CV, use verbs in the past simple without a personal pronoun: *Chaired weekly meetings* (not *I chaired weekly team meetings*). The following is a table of action verbs commonly associated with professional experience.

achieved	compiled	edited	improved	operated	researched
anticipated	consulted	established	increased	organised	resolved
approved	convinced	evaluated	interpreted	persuaded	scheduled
arranged	coordinated	examined	investigated	planned	supervised
budgeted	created	facilitated	led	presented	taught
calculated	delegated	formulated	listened	recommended	trained
chaired	demonstrated	identified	motivated	repaired	translated
clarified	designed	implemented	negotiated	represented	wrote
collaborated	developed	...			

Using appropriate language :

Get	Receive
Extra	Additional
Want	Would like
Need	Require
Get in touch with	Contact
Talk about	Discuss ø
About	Concerning / regarding
Make sure	Ensure
Give	Provide (sb with) / enclose, attach
Tell	Inform
Boss	Employer
More	Further or greater
Looking (for)	Searching for or seeking
Ask for	Request
Work / job	Employment / position
Show	Demonstrate

Autre vocabulaire :

BA : Bachelor of Arts (licence de lettres)

BSc : Bachelor of Science

MBA : Master of Business Administration

MSc : Master of Science

Hons (honors) : mention

Referee : person who writes the reference

Valuable asset

Springboard

Endorsements

Advertise

Application

Enclose

Enquire