CV GUIDELINES

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1. HEADING

DO NOT use 'CV' or 'Curriculum Vitae' (or 'Resume') as a title. It is a waste of space. Similarly, eliminate all unnecessary titles (name, address, telephone number, email address, etc.) Your reader will recognize what each of these is, without being told.
DO NOT include personal details such as your **age**, your **nationality**, your **sex**, your **marital status** and whether you have **children**. This information is of no use to a potential employer and could lead to discrimination (with the possible exception of 'nationality', if your right to work in the country is an issue). Including such information is inappropriate in English-speaking countries.
DO NOT include a photo**.** For the same reason as above, it is not the custom in English-speaking countries.
MENTION the distinction between your mobile phone (or cell phone) and your landline. You can do this by adding 'mobile' (or 'cell') to the relevant number.
ADAPT your address and phone number for an international context:
Phone numbers: The international dialling code, '00', works in Europe but not in North America or Australia. Use a '+' instead: '**+33 (0)**1 88...'.
Address: do not forget to add '**France**' to the last line of your address

2. EDUCATION

Use reverse chronological sequence. For each institution, you should include:
• **dates** (2013- present)
• the **degree** you were awarded / will be awarded (give the official name in the

original language, but then either translate it or give an English equivalent):
e.g.: diploma to be awarded in…. / expected in…
• the **name** and **location** of the institution (including the country): one entry per institution
• a concise **description** (e.g.: *majoring in ………… / specialising in………….*)
• Honours

DIPLOMA EQUIVALENTS France	US	UK
Baccalauréat	High School Diploma	A-Levels*, high school final exam
Licence Three-year undergraduate degree	BA [Bachelor of Arts] BS [Bachelor of Science] Four-year degree	Bachelor's Degree BA or BSc Four-year degree
Master 2-year Graduate degree	Master of Arts (MA) Master of Science (MS)	Master's Degree MA [Master of Arts] MSc [Master of Science]
Diplôme d'ingénieur Postgraduate engineering degree	Master of Science (MS)	Master's Degree in Engineering MSc [Master of Science]
Diplôme d'école de commerce Postgraduate business degree	Master's Degree in Business	Master's Degree in Business
Doctorat/Thèse Postgraduate research	Ph.D.	PhD, Doctorate

3. EXPERIENCE

As with the 'Education' section, you need one entry per company (even if you've worked for that company more than once):
• **dates** (including months for periods less than a year)
• **name** and **location** of the company (including the country)

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- your **position**
- a **description:** by far the most important part.

Here, you need to focus on your skills. Here are different strategies:

- start a new line for each major skill or task that you describe
- use bullet points for each aspect of your job
- combine the above

When it comes to writing the actual descriptions, here are some Dos and Don'ts
- **omit** the personal pronoun
- **use** a dynamic 'action verb' in the simple past tense (e.g., *demonstrated*)

See list of action verbs below
- **DO NOT make lists with nouns**
- Only mention the jobs and tasks that will be relevant for the position

However, at the beginning of your career you should probably include everything you've done. Anyway, the question is not so much what you choose to include, but how you include it. Always emphasize **the skills** you've learned.

4. ADDITIONAL SKILLS / EXTRA SKILLS

Languages: you should start with your native language, then English, then your other languages in descending order of mastery.
- fluent
- proficient
- advanced
- intermediate
- working knowledge
- good knowledge
- basic knowledge
- beginner

Certification scores
If you have taken the TOEIC, TOEFL, or another internationally recognized test, give your score in parentheses after the language, including the month and year you took it. And don't forget to include what the score is out of.
European Framework (A2 to C2) for Europe only
Computer skills: include software that other candidates may not be able to offer, especially technical software such as Chemcad, or more unusual office stuff such as HTML or Photoshop. You may add an indication of your level of proficiency.

5. INTERESTS AND ACTIVITIES : verbs to use

This part shows a lot about your personality and soft skills. Here again, for each activity you choose to mention, make a clear link with the skills you have developed (leadership, team spirit, organisation skills).

Source: *www.studentaffairs.stanford.edu* **COMMUNICATION** Aided Advised Arbitrated Clarified Co-authored Collaborated Consulted Coordinated Counselled Defined Enlisted Formulated Influenced Informed Inspired Interpreted Interviewed Mediated Merged Negotiated Promoted Publicized Recommended Represented Resolved Suggested	**CREATIVE** Abstracted Acted Adapted Composed Conceptualized Created Designed Developed Directed Drew Fashioned Generated Illustrated Imagined Improvised Integrated Innovated Painted Performed Planned Problem solved Shaped Synthesized Visualized Wrote	**ORGANIZING** Achieved Assigned Consulted Contracted Controlled Coordinated Decided Delegated Developed Established Evaluated Negotiated Organized Planned Prepared Prioritized Produced Recommended Reported	**INVESTIGATION** Calculated Catalogued Collected Computed Conducted Correlated Critiqued Diagnosed Discovered Examined Experimented Extrapolated Evaluated Gathered Identified Inspected Investigated Monitored Proved Reviewed Surveyed Tested
FINANCIAL Administered Allocated Analysed Appraised Audited Budgeted Calculated Computed Developed Evaluated Figured Maintained Managed Performed Planned Projected	**LEADERSHIP** Administered Chaired Convinced Directed Examined Executed Expanded Facilitated Improved Initiated Managed Oversaw Produced Recommended Reviewed Supervised	**MANUAL SKILLS** Arranged Assembled Bound Built Checked Classified Constructed Controlled Cut Designed Developed Drove Handled Installed Maintained Monitored Operated Prepared	**DETAIL** Analysed Approved Arranged Classified Collated Compared Compiled Documented Enforced Followed through Met deadlines Prepared Processed Recorded Retrieved Set priorities Systemized Tabulated