

UNIT ONE: CV WRITING

CV Template

Y O U R N A M E

222 FIRST STREET, CALGARY, T3A-3Y5
PHONE (403) 000-0000 • E-MAIL ME@HOME.COM

OBJECTIVE

(Write your Objective)

EDUCATION

200x - 200x [School/Organization Name] [City, Province]
[*Diploma/Certificate/Degree/Major*]

- [Details of education completed.]

200x - 200x [School/Organization Name] [City, Province]
[*Diploma/Certificate/Degree/Major*]

- [Details of education completed.]

WORK EXPERIENCE

200x - 200x [Company/Organization Name]
[City, Province]

[*Job Title*]

- [Details of position.]

200x - 200x [Company/Organization Name]
[City, Province]

[*Job Title*]

- [Details of position.]

200x - 200x [Company/Organization Name]
[City, Province]

[*Job Title*]

- [Details of position.]

SKILLS

(write your information)

REFERENCES

A CV or curriculum vitae is a marketing tool. With your CV you will be able to promote yourself. Imagine the CV as being a brochure that will list the benefits of a particular service.

When writing a CV look at it from your employers' point of view. Would you stand out against the competition (the other candidates) and would the manager want to talk to you for a possible job? You have to ask yourself these questions when writing your CV or curriculum vitae.

Having a full CV is always a good idea as you never know when a good opportunity will come up. Keep your CV updated at all times, adding any relevant courses or qualifications. This way, when you find yourself applying for a job in three months' time your CV will already be written and remembering all your courses/experiences/projects will not be an issue. If you then apply for a different position, all you will need to do is edit your CV to suit the particular post.

1. CV Heading

In the CV heading you can write your general information:

- Name
- Surname
- Local address
- E-mail address
- Phone number

(If applying for an overseas job, please remember to include your international code. Include your mobile/cell phone number if you are going to relocate soon.

2- CV Skills Summary

The Skills Summary section of your CV includes your main skills. You should only include keywords in this section, do not go into lengthy descriptions of your skills. The skill summary is also called personal profile.

3- CV Objective

The CV Objective, sometimes also referred to as CV Personal Profile states "What is the next step in my career?" This should be a short, concise statement that informs the employer what kind of position you are looking for. The type of position, the role (managerial, supervisor, contractor) should be included as well. If you are job hunting it is a good idea to have several CV's with different profiles or objectives. For example, you can have a CV for a sales supervisor and the other for a shop floor manager. Your 'sales supervisor' CV can highlight achievements in this area, and the CV would be tuned to that particular in terms of job descriptions and achievements.

4- Education on your CV

List all of your qualifications in this section. Include all of your education including certifications from non-academic institutions, especially those that are

related to the job vacancy. If you have more work experience than qualifications, put your work experience before your qualifications.

TALKING ABOUT RESPONSIBILITIES

Some useful information

1-Evoquer sa situation personnelle dans la demande:

I have a Bachelor's degree in English. Last year I qualified as a librarian.

=J'ai une Licence d'anglais et l'année dernière, j'ai obtenu le diplôme de bibliothécaire.

Since then I have been working for the American library in Abidjan.

=Depuis je travaille à la bibliothèque américaine d'Abidjan.

I have been working for Solibra for three months.

=Je travaille pour Solibra depuis trois mois.

I have a good working knowledge of word processing and spreadsheets and enjoy being a team player.

=J'ai une bonne connaissance pratique du traitement de texte et des tableurs et j'ai l'esprit d'équipe.

I speak English fluently and have a good command of Spanish.

=Je parle couramment l'Anglais et je maîtrise bien l'espagnol.

I have a basic knowledge of German =J'ai des notions d'Allemand.

2-Pour expliquer vos motivations:

I would like to broaden my experience by working for an international company based in Abidjan.

=Je voudrais maintenant élargir mon expérience en travaillant pour une société internationale basée à Abidjan.

I decided to apply for the advertised post because I want to work abroad.

=J'ai décidé de poser ma candidature pour le poste de la petite annonce parce que je veux travailler à l'étranger.

VOCABULARY

ACADEMIC DIPLOMAS

- BEPC: junior high school diploma/ O-level (Ordinary level, UK)
- BAC: Secondary education « Baccalaureate » /
- BAC: « baccalauréat » of second degree education/
- BAC: A-level (Advanced level, UK)
- BT: Technician's diploma
- BTS: Advanced Vocational Training Diploma.
- Attestation d'admission au diplôme de BTS: Testimonial of admission to the higher technician's diploma/
- An Arts Degree: une licence de lettres
- A Bachelor of Arts (B.A.): un Licencié es- lettres.
- A Bachelor of Sciences (B.S.): un Licencié es-science
- A Master of Science (M.S.)/ Master of Arts (M.A.): un titulaire d'une Maîtrise de sciences/ lettres.
- Vocational Bachelor's Degree : Option Finance: Licence Pro; option finance
- Vocational Master Degree: Option Quality Control: Master Professionnel; option Contrôle Qualité
- To be self-educated/taught: être autodidacte.
- To carry out a training: faire un stage.
- To drop out of school: abandonner l'école.
- A school drop-out: un sans diplôme.
- An engineering school/ college: une école d'ingénieurs/une grande école.
- High school: le lycée.

UNIT TWO: JOB INTERVIEW

Congratulations! You have applied for a job and now you are getting ready for that important job interview. Your English is excellent and you are looking forward to making a good impression on your future (hopefully) boss. Now, you need to make sure that you also have the right type of English for that job interview.

The job interview in English contains specific questions and appropriate answers. It also requires a certain flexibility in your usage of tenses. This feature provides tips on job interview questions and answers in English.

When you walk in the room the very first impression you make on the interviewer can have a great influence on the rest of the interview. It is important that you introduce yourself, shake hands, and are friendly. The first question is often a "breaking the ice" (establish a rapport) type of question. Don't be surprised if the interviewer asks you something like:

- How are you today?
- Did you have any trouble finding us?
- What do you think of the weather lately?

Don't be surprised by the friendly tone. The interviewer wants to put you at ease (help you relax). Answer the question without going into too much detail. The language you use should be simple but polite.

What is most important?

Talking about your experience and credentials (qualifications) is the most important part of any job interview. Your qualifications include your education from High School on and any special training you may have done in the past. Your experience is any work that you have done that is directly or indirectly related to the job you are applying for.

HOW TO EXPRESS YOUR EDUCATION AND YOUR WORK EXPERIENCE ON YOUR CV

A- EDUCATION:

I have got a diploma in.....

I am a qualifiedfrom (name of school/institute).

I have a (diploma) in.....

I think my qualifications meet your requirements. I have got a diploma inI think I am suited for the job.

As you can see from my enclosed CV, I have got a diploma in.....

I am currently studying at the University of Abidjan and will graduate with a degree in Economics in the spring.

I am studying English at the English Department of the University of Abidjan.
Etc...

I think I am suited for the job.

Examples: I was employed by Jackson's from 1989 to 1992 as a clerk.

I worked as a receptionist at the Ritz while I was living in New York. Etc.....

As you can see from my enclosed CV, I have worked as a receptionist for two years.

As you can see from my enclosed CV, I have a ten years' experience in.....

I have some experience in.....

For the past.....years I have been working as a.....in the.....department where I used to/work with computer/speak both English and Spanish.

Although I have no previous experience of this type of work, I like learning new things / taking up new challenges.

I have three years' experience of business environment and I can work under pressure.

B- Experience:

As you can see from my enclosed CV, I have worked as a..... for two years.

As you can see from my enclosed CV, I have a ten years' experience in.....

I have some experience in.....

For the pastyears I have been working as a.....in the..... department where I used to/work with computer/speak both English and Spanish.

Although I have no previous experience of this type of work, I like learning new thing / taking up new challenges.

I have three years' experience of business environment and I can work under pressure.

Remember that your education took place in the past. Therefore you need to use the past tenses, for example:

I attended the University of Abidjan from 1987 to 1993

I graduated with a degree in agricultural planning.

Etc.

If you are currently a student you should use the following present tenses:

I am currently studying at the University of Abidjan and will graduate with a degree in Economics in the spring.

I am studying English at the English Department of the University of Abidjan.

Etc...

I have got a diploma

in.....

I am a qualified from(name of school/institute)

I have a (diploma)

in.....

I think my qualifications meet your requirements. I have got a diploma in

I think I am suited for the job.

As you can see from my enclosed CV, I have got a diploma in.....

Remember to include any training you may have had when talking about your education. This includes any computer training, correspondence courses, etc. Make sure to mention your English studies. This is very important as English is not your first language and the employer may be concerned about this fact. Assure the employer that you are continuing to improve your English skills by any courses you may be taking, or by saying that you study a certain number of hours a week to improve your skills.

Experience and Qualifications

Work experience is by far the most important topic of any job interview (at least in the United States and Britain). Therefore, it is important to explain what

experience you have in detail. Generally, employers want to know exactly what you did and how well you accomplished your tasks. This is not the time to be modest. Be confident, and talk freely about your accomplishments in past employment.

The tenses you should use are the following:

When talking about current employment be careful to use the present perfect or present perfect continuous. This signals that you are still performing these tasks at your current job, for example:

Smith and Co. have employed me for the last 3 years as a salesperson.
I have been creating customer contacts for 6months.
Etc.

When talking about past employers use the past tenses to signal that you are no longer working for that company, for example:

I was employed by Jackson's from 1989 to 1992 as a clerk.
I worked as a receptionist at the Ritz while I was living in New York. Etc.....

As you can see from my enclosed CV, I have worked as
a..... for two years.

As you can see from my enclosed CV, I have a ten years' experience
in.....

I have some experience
in.....

For the past.....years I have been working as
a.....in the.....department where I used to/work
with computer/speak both English and Spanish.

Although I have no previous experience of this type of work, I like learning new
thing / taking up new challenges.

I have three years' experience of business environment and I can work under
pressure.

3- HOW TO EXPRESS YOUR MOTIVATIONS

I am eager to find another /a new job where: I could use my communication skills/

I could practice what I learnt at school/ I could travel a lot and meet other people.

I am particularly interested in the job because of its good/ excellent reputation in
the field.

I am particularly interested in the job because I would like to work near my living place.

I wish to work in your company because there is an equal opportunity employer/are some promotion prospects / career prospects.

I wish to work with you because the job involves which I am particularly interested in.

I would like to work with you to gain experience in.....

Talking about Responsibilities

Most importantly, you will need to demonstrate your qualifications and skills, which are required for the job you are applying for. The job skills that you have acquired in the past may not have been for the same exact job. Therefore, it is important to show how the capabilities you do have relate to the job you are applying for.

SAMPLE INTERVIEW QUESTIONS

Here are some examples of typical interview questions. Do not attempt to memorize answer to each of them. Instead, think of the key points you want to make and how to put those points in a positive, concise answer.

- 1- Tell me about yourself.
- 2- Describe your ideal job.
- 3- What can you offer us?
- 4- What do you consider to be your greatest strengths?
- 5- Can you name some weaknesses?
- 6- Define success.
- 7- Have you ever had any failures?
- 8- What are your 3 accomplishments you are most proud of?

- 9- What motivates you most in a job?
- 10- Have you had difficulty getting along with a former professor/supervisor/ coworker and how did you handle it?
- 11- Why should we hire you rather than another candidate?
- 12- What do you know about our organization?
- 13- Why did you choose your major?
- 14- What job related skills have you developed?
- 15- What do you enjoy most about your current employer?
- 16- Give an example of a situation where you had to provide a solution to the employer.
- 17- Do you prefer to work under supervision or on your own?
- 18- What kind of boss do you prefer?
- 19- Would you be successful working with a team?
- 20- Are you able to work on several assignments at once?
- 21- What are your long range career goals?
- 22- What computer programming languages do you know?
- 23- What are your three (3) best qualifications for this position?
- 24- Which is more important to you, the money or the type of job?