Writing your CV and Cover Letter

Part 1	CVs

A Curriculum Vitae, or resumé, is a succinct "advertisement" of your talents.

Questions to ask yourself:

1) Does it reflect you and your personality?

2) Are your strengths seen between the lines?

3) Is the layout clear?

4) Can the reader understand

    a) Your job title?

    b) *Where* you worked ?

    c) *When* you worked there ?

    d) *Who* your manager or supervisor was?

    e) What *you* did and the *competence* you achieved?

    f) Your qualifications

    g) Your interests or hobbies?

Task 1

Notice that both the following CVs are 1 page long. Why do you think so?

Evaluate them for 5 minutes according to the criteria above.

Which do you think is closer to your personality? Why?

Joe Smith
Graduate Student in Computer Science

45 Main Street Apt 7
Waybrooke, MI 45621
Joey567@gmail.com
Tel: 678 987 9987
www.Joeythemano.de

Objective: A junior position in Computer Framework design

Education

2014-2019   **Master's degree in Computer Science, Intelligent Systems** *Ecole International des Sciences du Traitement Informatique (EISTI)* Cergy-Pontoise, France

2012-2014   **Bachelor's degree in Mathematics** *University of Oklahoma* Oklahoma City, Oklahoma
Sigma cum laude

2010-2012   **Post-secondary preparatory school** Warren High School, Downey, California.
Preparation for competitive examinations for entering engineering school. Studies in Mathematics, Physics and Computer Science.

2010   **High school Baccalaureat (A levels) in Science** *Lycée Internationale de Nassau, Bahamas* Suma cum laude   European distinction in Russian

Experience
2014   **Corporate Research Intern** *Alstom Atlantic* Noodles sur Seine *April to September*

2013   **Business Intelligence Intern** *Honolulu Hula Promotion Association* Honolulu, Hawaii
June-July
Goal: Promote Hula dancing as a means of international communication through an interactive website
Approach C++ to inverted algorithms
Applications Data mining of international negotiations via native dance ceremonies

2013-2014   **Financial Director**
University of Oklahoma Student Union

Scientific Projects
2014   **Data Analysis** *Statistical Learning, neuronal network, SVM, bagging boosting, Weka, SciLab, Java NNS*
2013   **Statistical Research** *Conjoint Analysis prototype for the ASKIA group, analyzing blood types in opinion polls SciLab*
2013   **Good data project** *Data classification (Bayes k-means) performance comparison*

Foreign Languages
French   Advanced 289/995 TOFIC
German   Advanced   European B-2 level with distinction on A-levels
Zulu   Beginner   Basic understanding of intonation

Computing Skills
Software   MSOffice; MSProject; MSSQL Messenger; Weka
Languages   C/C++, Java, R, Python, SQL, UML, XmL, XSl, SciLab, IntoC, ZipQ2

Data Science Skills
Concepts   Artificial Intelligence, Web Mining, Parallel Programming, Design Pattern
Mathematics   Machine Learning, Optimization, Probabilities, Predicative Modeling
Culture   Macro/micro economy, marketing, business law

Interests
Sports   Skiing, Hula dancing, running
Travels   Morocco, Russia, Botswana, Ireland

Graphic Designer

Stanley Anderson

Profile

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Experience

Company Name // Position (2010 > Present)

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Company Name // Position (2008 > 2010)

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Company Name // Position (2005 > 2008)

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Education

School Name (2002 > 2005)

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School Name (2000 > 2002)

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Skills

- ✓ Your first skill
- ✓ Your second skill
- ✓ Your third skill
- ✓ Another great skill
- ✓ And another one
- ✓ And the last one

Contact

e: stanley@domain.com

w: www.domain.com

p: (0)123456789

a 1145 Parkway Av.
Melbourne. Australia

Below are some English equivalents for French qualifications:

Honors

Summa cum laude	Félicitations du jury
Magna cum laude	Mention assez bien
With honors	Mention Assez / Très bien

Brevet des collèges:
  (UK) – GCSE'S under C Grade (General Certificate of Secondary Education)
  (UK) – GNVQ Intermediate (General National Vocational Qualification)
  (US) – 9 th Grade
CAP:
  (UK) – Youth Training (NVQ – National Vocational Qualification – Level 1, 2)
 (US) – Pas d'équivalence de diplôme. Peut-être expliqué comme ceci: « Vocational certificate obtained 2 years after the 8th grade »
BEP:
  (UK) – BTEC First Diploma (Business and Technology Education Council)
  (UK) – GNVQ foundation (NVQ Level 1)
 (US) – Pas d'équivalence de diplôme. Peut-être expliqué comme ceci: « Vocational certificate obtained 2 years after the 9th grade »
Baccalauréat général: (French secondary school diploma/ high-school degree)
  (UK) – A Levels
  (US) – High-School Diploma/Degree
Baccalauréat technologique ou bac professionnel:
 (UK) – BTEC National
 (UK) – GNVQ Advanced
 (US) – Pas d'équivalent
Matières dominantes: major
BTS: (two-year technical degree in …)
 (UK) – BTEC HND (Higher National Diploma)
 (US) – 12th Grade
DEUG (two-year university degree in…)/
DEUST (two-year university program leading to a degree in biology, computer programming,…)/
DUT (two-year university degree in technology) :
 (UK) – Diploma of Higher Education
 (US) – Associate of Arts (or Science) Degree
IUT: university institute of technology
Classes préparatoires: undergraduate courses in preparation for nationwide competitive exams in liberal arts, economics or sciences
Ecoles supérieurs de commerce: business schools
Ecoles d'ingénieurs: engineering schools
Licence: (three-year university degree in history, economics, political science, …)
Licence dans un domaine littéraire: BA Degree (Bachelor of Arts) in… / Bachelor of Arts (B.A.) in…
Licence dans un domaine scientifique: BSC Degree (Bachelor of Science) in… / Bachelor of Science (B.S.) in…
Master 1/ Maîtrise:
 (UK) – MA (Master of Arts) / MSC (Master of Science)
(US) - Master's degree
Master 2 / DEA: one-year degree before postgraduate studies
(UK and US)
Master dans un domaine littéraire: MA (Master of Arts) in…
Master dans un domaine scientifique: MSC (Master of Science) in…
Master dans les affaires: MBA (Master of Business Administration)
Doctorat:
 (UK and US) – Phd (Doctor of Philosophy)
Mémoire de fin d'études:
 (UK) – dissertation
 (US) – memoir
Mémoire de stage:
 (UK) – internship dissertation
 (US) – internship memoir
Réaliser une étude sur: to conduct a survey