

## Extra works Deliot Maxence

### Groupe 2B

	France	UK	USA
<b>Name of the document</b>	CV ("called CV in France").	CV ( like in French)	Résumé and especially not CV, it's very important.
<b>Length</b>	One or two page ("one to two-page summary") but you have to "keep your CV as possible.	Preferably, "your CV should fit on one single page" of A4 paper.	The US résumé "tend to be more expansive".
<b>Format</b>	The format must "allows an employer to quickly review it". In general, the order is "personal data, education, professional experience, languages/computer skills, and interests".	The format is "close to the CV in French". Be sure that you write the date "in British format" : DD/MM/YYYY. And "convert any data into UK units as appropriate" like £ or miles.	Be sure, you "write the date in American format" : MM/DD/YYYY. And "convert the data into US units" like \$ or miles. You are "free to be creative or show your personality".
<b>Education</b>	The education is very important, "make sure your university degrees are located at the very beginning.	You write your result of "GCSE" and "A-levels". "If you are not from the UK, write your contry's schooling qualifications at appropriate ages and mention the UK equivalent".	You only have to mention "third level education". Don't hesitate to "show to show the results of your studies".
<b>Personal information</b>	You have to include your "name, last name, address, contact information" like your telephone or e-mail and also your "date of birth, nationality, marital status and driving license". This personal information will be requested during the recruitment process.	In UK, it's "not common to include" your "date of birth, nationality and marital status", except "for the particular job position".	You should not include "any personal data", just "your name, address and contact".
<b>Facts vs self promotion</b>	In french, your CV has to be based on fact and "with less self-promotion".	It's 50-50, Employers don't just looking for fact but someone with the best fact and also the best self promotion.	"Sell yourself", it's very important. Make a list of your personal accomplishments in detail". In US, Employers look a lot your self promotion and what you can "bring to the company". Don't write "your skills and job responsibilities".