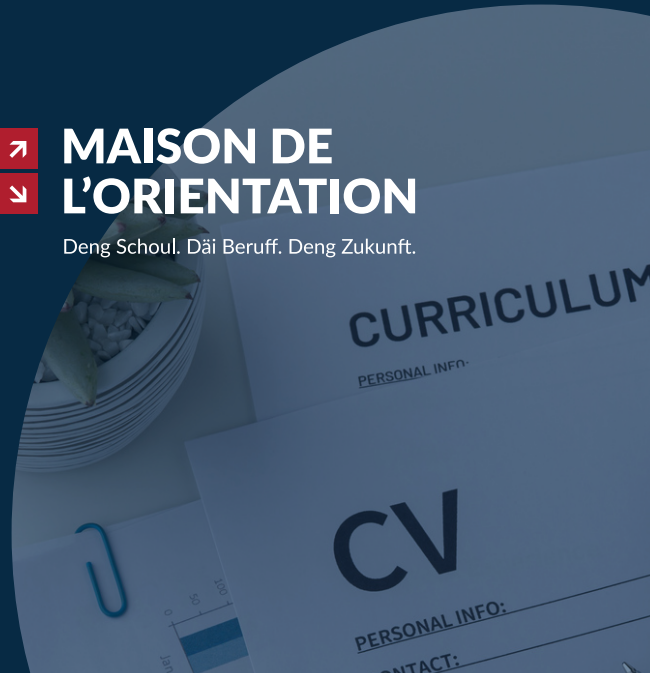




MAISON DE L'ORIENTATION

Deng Schoul. Dăi Beruff. Deng Zukunft.



A practical guide on how to write your CV

The curriculum vitae (CV), which means "course of life" in Latin, is the tool used by recruiters to form a first impression of you. Recruiters consult your CV to find out whether you are the right candidate for a job or training course.

How to write a CV - the different sections

1 First and last name

Your first and last name (in capital letters) should be written in a font size larger than the rest of your CV.

2 Photo

It is not compulsory to add a photo to your CV. If you decide to add a photo, make sure it meets the following criteria:

- in black and white or colour (depending on the colours used in your CV)
- a professional attitude, with a centred, forward-facing pose and a slight smile
- a clear, plain background
- a high-resolution photo

3 Contact

Your personal details will be used by the recruiter to contact you if they feel your profile matches the job description.

- Your contact details must be clear and legible.
- Use a serious e-mail address (e.g. firstname.lastname@...)
- You can mention whether you have a driver's license.

4 Work experience

It is important to list your work experience from the most recent to the oldest. A student job or an internship are also examples of work experience.

- Indicate the start and end dates of each contract, the job title, the name of the company and the location.
- Describe in 2-3 lines the tasks you performed within the company.
- If you do not have any work experience yet, you do not need to add this section. You will have to go into more detail in the “education and training” section, highlighting the knowledge you have acquired and the subjects that are relevant to the position you are applying for.

5 Education and training

It is crucial to include your educational background, your training and qualifications in your CV. You should list them from the most recent to the oldest in the following order:

- the beginning and end of the period/year in which you completed your studies
- the title of the course and/or diploma
- the name of the school, establishment or university where you completed your studies
- the city of the school or establishment.

6 Languages

The level of the different languages you master can be categorised as follows: mother tongue, bilingual, fluent, intermediate or beginner. You can also illustrate them in the form of level bars, or use the reference framework below.



Example



2



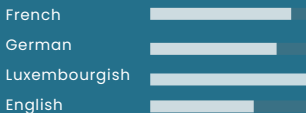
Contact

3



Languages

6



...

Personal skills

8

Hobbies and interests

9

First name, LAST NAME

1



Work experience

4



Education

5



IT Skills

7



Tips and tricks

- A good CV should fit on one page (two maximum).
- Never lie on your CV.
- Your CV should make a good first impression with a clean, neat layout.
- Do not forget to have your CV proofread by someone with a good command of the language.
- Choose your words carefully, using simple vocabulary and avoiding negative phrasing.
- Delineate each section (education, work experience, languages, skills, hobbies, etc.).
- Avoid contradicting yourself.



7

IT skills

You can group all your IT skills into 4 main categories:

- fundamental skills
- basic skills
- intermediate skills
- advanced skills

Another possibility is to illustrate your IT skills using graphic and visual elements, such as bubbles, stars or level bars.

8

Personal skills

Your personal skills can make all the difference in attracting the recruiter's attention. In this section, you can list your socio-emotional, cognitive and soft skills, such as flexibility, creativity, curiosity, autonomy, teamwork, etc.

9

Hobbies and interests

In this section you can indicate whether you practice a sport or play an instrument, as well as list your general interests and hobbies (e.g. reading, painting, music, dance, cooking, technology, volunteering).

Create your CV

There are various ways to create your CV, such as:

- creating a CV in a **Word document**

- using **websites** such as:

- www.canva.com



- www.moncvparfait.co.uk



- www.europa.eu/europass/en/create-europass-cv





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