Information and Communication Technology (ICT)?

1-What Is Information and Communication Technology (ICT)?

Information and communications technology (ICT) skills refer to one's ability to converse with people through various technologies. Similar to information technology (IT), ICT refers to technology use for regular, everyday tasks: sending an email, making a video call, searching the internet, using a tablet or mobile phone, and more.

ICT skills could also include the ability to use older communication technologies such as telephones, radios, and televisions.

2-Types of ICT Skills

2-1-Email Management and Setup :

Being able to effectively and successfully communicate via email is critical to any job. You will need to send emails to colleagues, employers, clients, vendors, and so on. Companies expect their employees to write professional and well-written emails, as well as respond promptly to messages received in their inboxes.

Depending on the level of expertise required by your employer, you may also need to be able to manage settings or set up email accounts on various work devices.

- MS Outlook
- Gmail and G-Suite
- SendinBlue Email
- Groove
- Front
- Zoho Mail
- Written Communication
- Digital Signatures
- Stationary Settings

- Out of the Office Settings
- Spam Settings
- Inbox Management
- Creating Rules

2-2-Online Research

Almost every job requires at least some online research. Whether you are looking up new lesson plans in a subject or checking out the latest news on your company's competitor, you need to be able to sift through all the information online to find what you need. This involves basic online information management skills.

- Search Engine Research
- Checking Sources
- Crediting Sources
- FAQs
- Online Forums

2-3-Social Media Management

Some jobs require you to use social media. For example, many people working in marketing tend to manage or update a company's social media presence. Even if this is not a critical part of your job, employers increasingly look for employees with basic social media literacy. The more you know about the benefits of and limits to social media, the more you can begin to use that media in valuable ways at work.

- Facebook
- LinkedIn
- Pinterest
- Instagram
- YouTube
- Twitter
- Reddit
- Social Media Groups

2-4-Online Collaboration

Online collaboration is a broad category that refers to any means of sharing information with your coworkers (or supervisors, or clients) online. This includes adding a meeting to a shared online calendar, providing feedback on a document through a web-based document application, and holding an online video conference with colleagues.

- Video Conferencing Software
- Skype
- GoToMeeting
- Instant Messaging
- Google Docs
- File Sharing
- DropBox Pro
- Slack
- Google Hangouts
- Zoom

2-5-Data Management and Queries

From researchers to administrative assistants to K-12 teachers, almost everyone needs to be able to develop and manage data using spreadsheets. Furthermore, they have to be able to analyze that data and recognize trends and patterns. Fluency in programs like Microsoft Excel is critical in today's job market.

- MS Excel
- Filters
- SQL
- NoSQL
- MySQL
- Quantitative Analysis

2-6-Desktop Publishing

Desktop publishing involves the creation of materials that need to be printed and distributed. These might include fliers, brochures, newsletters, and more. Because you can create so much using desktop publishing software, many jobs require you to have some basic

skills in this field. While people with a creative, artistic eye might be particularly good at desktop publishing, anyone can get better with practice.

- MS Publisher
- MS PowerPoint
- MS Word
- Print Settings
- Adobe Creative Suite
- QuarkXPress

2-7-Smartphones and Tablets

Many employers require that their employees use smartphones and tablets; they might even issue particular phones to employees or state that workers must be accessible by email during certain hours. For these reasons, it is important to know how to use a smartphone.

- iPhone
- Android Devices
- Samsung Smartphones
- Blackberry Devices
- iPad
- Samsung Tablets
- CAT S41
- Panasonic ToughPad

2-8-Word Processing

In this day and age, it is expected that job candidates know how to use word processing technology. Candidates need to be able to produce written documents (including business letters, meeting minutes, and more) using a computer processor such as Microsoft Word.

- MS Word
- Libre Office Writer
- Transcription
- Typing
- Note Taking

More ICT Skills

- Calendar Management
- Organization
- Time Doctor
- Asana
- Invision
- Prevue
- Mailbird
- Cage
- Viewflux
- Slab
- Airtable
- Yammer
- Chanter
- Scribus
- Zeplin
- Acquire
- Concept Inbox
- I Done This 2.0
- Red Pen
- LaTex
- Iovox
- Realtime Board
- Mural
- GoVisually
- Data Analysis
- Big Data
- Computer Science
- Computer Programming

3-How to Boost Your ICT Skills

Do you feel that your ICT skills are not as good as you want them to be? Is there a particular skill you are struggling with? Here are some tips to boost your skills and get ready for the job market:

- **Practice using technology.** If you already have some of the basic skills listed above, you might consider simply using them more often. For example, if you want to get better at using Skype or Zoom before an interview, simply practice using the video conferencing technology. Ask a friend to pretend to be the interviewer, and do a [mock online interview](). The more you practice, the more confident you will feel when you use this technology when it counts for the job.

- **Ask a friend.** You could also ask a friend who is more skilled in a particular technology to help you develop your skills. For example, if you aren't comfortable using your smartphone, ask someone you know (who uses their phone a lot) for some basic tips.

- **Watch a (free) tutorial.** There are many [free online tutorials]() on how to use certain technologies. Some of these are on YouTube or can be found via a quick Google search. Others can be found on company sites. For example, check out [Microsoft's]() tutorials and PDFs with tips for using certain products.

- **Attend a (free) class.** Check with your local community college or [public library to see if they offer classes]() on computer literacy or ICT skills. Many of these are free or available at a discount for local residents. However, before you spend money on a class, try some of the free strategies first.

Dr. F.DJAAFAR

Motivation Letter for Scholarship (With Examples): Expert's Guidance on Writing a Winning Scholarship Motivation Letter

What Is a Scholarship Motivation Letter?

A motivation letter is like a cover letter you may include with a job application and resume. The goal of the letter is to explain:

- Why you are a good candidate for the scholarship
- What you plan to do with the education you receive.

Review committees often use motivation letters to narrow down their pool of applicants. Then they assess the rest of the application from the candidates they like best.

Motivation letters are usually required for graduate-level scholarships. Sometimes, you may need to write one for specialty programs at a bachelor's level too. If you have the option to include a motivation letter with your scholarship application, take it. This may be the only chance you have to wow the review committee.

A Motivation letter describes why you are a perfect fit for a certain position. The objective of a motivation letter is to explain to the authorities why you should be chosen for the degree program and what plans do you have for the education you will receive. In other words, the letter of motivation speaks out some of the important aspects of your research proposal that connect it up with your academic competence and personality.

Who needs a Motivation Letter?

Generally, motivation letters are required for post-graduation scholarships. However, you may require it sometimes while applying for an undergraduate program.

Significance of Letter of Motivation in Admission and Scholarship Application Process:

The motivation letter is the chance you have to influence the selection panel. To contract the list of candidates, selection panels frequently use motivation letters. Then the candidates considered best are finally selected for the program. The motivation letter is the most

significant part of your application. The success of your application mainly counts on the motivation letter.

Methods of Structuring a Letter of Motivation:

Commonly, two methods are used to structure a motivation letter.

#1 Classical Way of Writing a Motivation Letter:
Classical way guides writing a letter of motivation in three parts; introduction, body, and conclusion. Using the classical way is not a bad idea. You can use it if you want to write the body of the letter as a story. Hence, not breaking the reading flow. No matter what method you chose, the letter basically contains an introduction, a body, and a conclusion.

#1 Modern Way of Writing a Motivation Letter:
While another way of composing a letter of motivation is to use 5-7 paragraphs, where the body is divided into 3-4 paragraphs. It completely depends on your choice. However, dividing the body into more paragraphs is considered beneficial, as each paragraph highlights a completely different point.

Blueprint on Writing a Killer Motivation Letter

Writing your motivation letter can be a painstaking task. The students generally have no answer when asked, "Why do you want this scholarship?" or "What difference can you make after getting it?" You spend hours thinking about and researching on the internet. You are also done by asking your friends for help. But at the end of the day, you are sitting before your laptop and have no answers to the asked questions.

Nonetheless, you know you are a capable person and have a vast knowledge base. The only problem is, it is just difficult to give words to your thoughts. Don't worry, it happens with almost everyone, and we are here to facilitate you. This article is specially devised to give you the ultimate guide to writing a winning motivation letter and make the process easy for you.

How long should a Motivation Letter be?

Normally, the length of the motivation letter is not specified. But it cannot be too long, or too short. The idea is to succinctly give the best possible arguments. Also, skipping relatively small details is not recommended. Sometimes small specifics make a huge difference. The letter of motivation must contain the most vital educational achievements, details of your resume, your skills, and your long-term plans. Generally, a range of 500-1000 words is recommended for motivation letters. Paragraphing is important, as it makes the letter easy to understand.

Construct a bridge between the intended degree course and scholarship you are applying for:

The motivation letter should connect your academic and professional future plans with the scholarship you are applying for. It should give the reader an understanding that you are really interested in studying a specific field, and your selection is not only beneficial for you, but also for the scholarship source. It manifests reasons why you deserve it more than other aspirants.

Writing 'Introduction' part in Motivation Letter:

In the introduction part, you briefly tell the reader about yourself and the reason behind your application. It includes your name and education. Besides, you also need to tell what program you are applying for. Needless to say, don't forget to write contact information at the top of the letter.

Writing 'Body' part in Motivation Letter:

The body is the most significant part of the motivation letter. It is a voluminous note and manifests your talents, achievements, and skills. It tells your professional experience, whether paid or unpaid. Shows what field you want to pursue a career in and the reasons behind it. Showcases your motivation to bring a positive change in society.

Research Scope 'website' of an organization that requested you to send a motivation letter to fetch an idea on who can be an ideal candidate for them:

Additionally, open the official website that requires you to write a letter of motivation and see what requirements are demanded, then tries to emphasize your eligibility. It makes the reader know how passionate you are for the field you are applying for. However, exaggeration

should be avoided. Try being close to facts and truth as much as possible. The examiners are immensely experienced and can easily detect overstatement.

Writing 'Conclusion' part in Motivation Letter:

You write a conclusion to wrap up the story. In this part, you can sum up your major points and comment on your professional objectives. Stress again why you are a perfect fit for the program. Finally, express your thanks and end the letter.

General Tips on Writing a Letter of Motivation for Scholarship and Admissions:

Remember, there is a line between begging and proving your worth. You should use logical argumentation to prove your merit. Your letter should not contain any grammatical or spelling errors.

The use of slang language should be completely avoided. It should make its reader feel that it is written by a sensible person. In addition, be specific with all the details you provide.

Finally, bear in mind that it is a time-taking process. It is not something you will perfectly do in a single evening. Create an outline and plan the structure before you write. In the end, stick to the basics, follow the given guideline, and make it a success story!

The Structure of a Scholarship Motivation Letter

Scholarship motivation letters vary by award, but they usually consist of three elements:

- An introduction
- Three body paragraphs
- A conclusion

Your introduction should include your name, level of education and the degree program.

Your first body paragraph should include any work-related experience you have. This can include both paid and unpaid internships. You should show the growth of your career in chronological order. Finally, suggest where your professional will go with continued education.

Your second body paragraph should explain what you hope to gain from your education. Think of which problems you aim to solve or uncover.

Your final body paragraph should explain your holistic plans for the future. Some ideas for inspiration:

- You can include extra education you plan to pursue after education.
- You can write about companies or agencies you'd like to work for after graduation. Another idea is including
- You can talk about programs or organizations you would like to develop.

Finally, your conclusion should re-emphasize why you are a good candidate for the scholarship.

If you need help creating a resume or cover letter, start with one of the dozens of professionally-designed resume and cover letter templates that are available in Word. Go to File > New. In the search box, type Resume or Cover Letter. Double-click the template you want to use.

Motivation Letter Example

Owlie McScholar
9876 Smith St.
Stillwater, OK 74074

The Scholarship Committee
123 Learning Rd. Suite 4A
Oklahoma City, OK 73127

To Whom It May Concern:

My name is Owlie McScholar and I am a third year student at Oklahoma State University. I am currently pursuing a five-year Bachelor of Architecture Degree, and I plan to follow up with a one-year master's degree after I graduate.

While in high school, I worked extensively with my local Habitat for Humanity branch to help build homes for low income families. I learned about the construction process from the ground up, and I discovered the importance of function in architectural design. The homes we built during my four years as a volunteer were never extravagant, but they served their purpose and became a beacon of hope for their owners.

My education is largely focused on this mindset: function over form, stability over showmanship. I have enrolled in several classes that crossover to the Architectural Engineering major because I want to have a comprehensive view of how design meets structure. I have worked on three extra-credit residential design projects under the supervision of my architecture professors (Dr. X and Dr. Y) to accelerate my research and education.

I wanted to become an architect to create accessible, affordable housing opportunities in underprivileged communities. Living in a college town, I have seen countless rental properties available, but there are few homes for sale that are priced affordably enough for college students and first-time buyers. This is the case in many towns throughout America, especially areas with a low standard of living. My goal is to build neighborhoods of sufficient starter homes that can help adults build equity, avoid excessive debt, and create financial stability for their futures.

I have an internship scheduled with LMNOP Architectural Firm in the summer, and I will continue my on-the-job training there after my master's degree. After working under acclaimed residential architects Suzan Craft and Peter Wood, I would like to open my own architectural firm focused on developing inexpensive, high-quality housing. Also, I would like to work with Habitat for Humanity again, this time as an architect instead of a general laborer. I believe firmly in their mission to build "a world where everyone has a decent place to live."

I appreciate your consideration. With your assistance, I can continue my schooling in architecture and design to bring accessible homes to those in need.

Sincerely,
Owlie McScholar

Origin, a statistic graphing software

Definition of Origin

➢ Origin is the data analysis and graphing software of choice for over half a million scientists and engineers in commercial industries, academia, and government laboratories worldwide.

➢ Origin offers an easy-to-use interface for beginners, combined with the ability to perform advanced customization as you become more familiar with the application.

Graphing

➢ Origin graphs and analysis results can automatically update on data or parameter change, allowing you to create templates for repetitive tasks or to perform batch operations from the user interface, without the need for programming

➢ Origin makes it easy to create and customize publication-quality graphs.

➢ You can add additional axes and panels, add, remove plots, etc. to suit your needs.

➢ Batch plot new graphs with similar data structure, or save the customized graph as graph template or save customized elements as graph themes for future use.
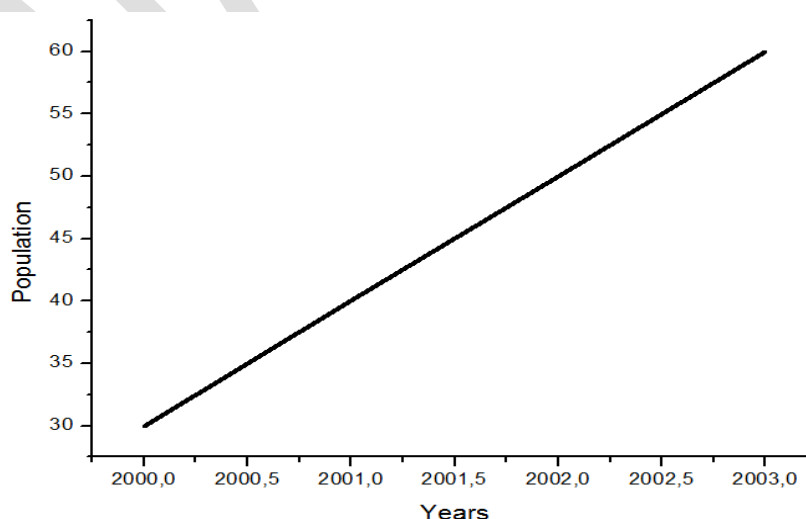

Graph Types

Column & Bar Charts: Basic, Stacked, Grouped

➢ Floating Column & Bar Charts

➢ Bridge Plot

➢ 2D Pie and Doughnut Chart

➢ Line Plot

➢ Scatter Plot (with X,Y Error Bar, Column Scatter, Drop Lines, Color Map, Size Map)

➢ Line + Symbol Plot……

Multiple Axes and Panels

It is a Multi-axis and Multi-panel Templates

➢ Built-in multi-axis and multi-panel templates, such as Double Y, Multiple-Y, 4-Panel, Vertical and Horizontal Stack Panels

➢ Create your own multi-axes or multi-layer graphs and save as template for repeat use
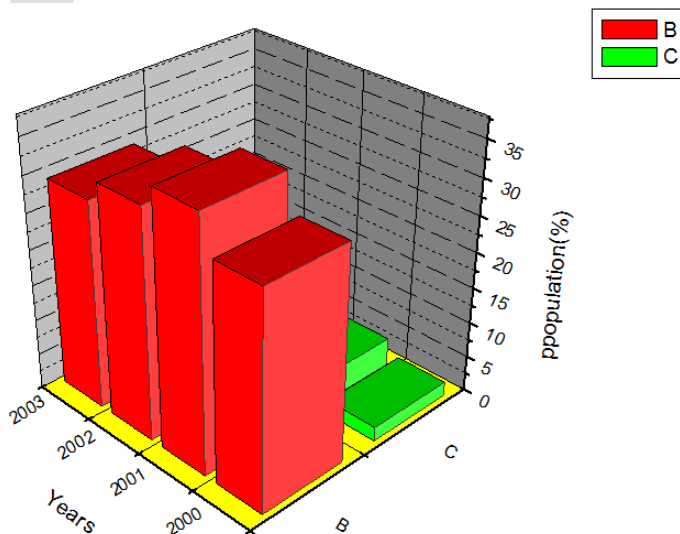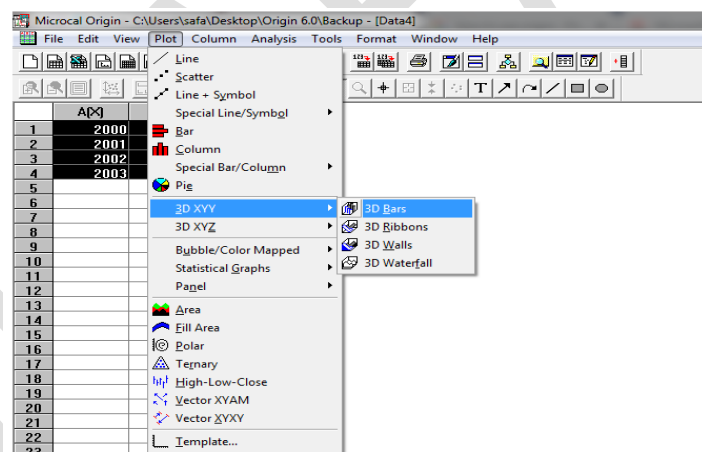
Grouped Data Plot

- ❑ Using grouped data, you can easily create multi-panelled graphs in Origin with a single click on the plot menu

- ❑ Cluster Plot (Line, Scatter and Column)

- ❑ Grouped Box Plot

- ❑ Grouped Column/Scatter Plot

- ❑ Various Types of Trellis Plots

- ❑ > Scatter

- ❑ Line and Symbol

- ❑ > Bridge Chart

- ❑ Flexible configuration and customization options include

- ❑ Control the style increments between or within the groups

- ❑ Customize the gap between, or within the groups.

- ❑ Wrap panels

- ❑ Overlap panels

- ❑ Uniform or Independent X/Y Scale

Data Labels

Add data labeling to plot or a single point

- ➢ Label as x, y coordinates, row indexing, column metadata or data/text from other columns

  Auto-positioning of labels to avoid overlapping
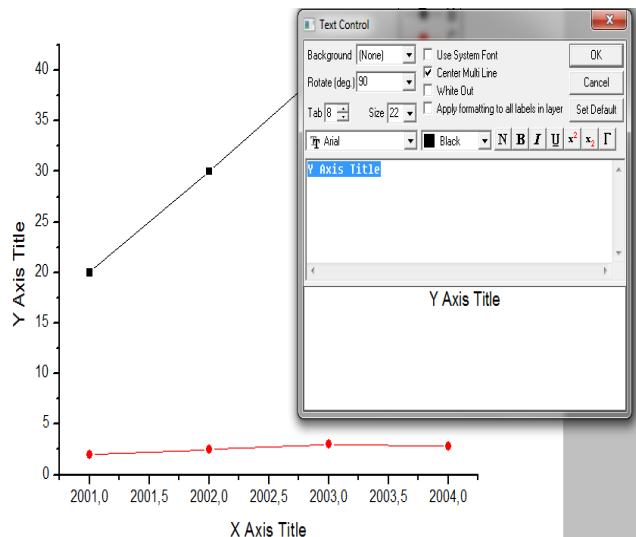
- Independent control axis line, major ticks and minor ticks.

- Additional axis line at any position to be used as baseline for column/bar plots and drop lines

- Option to show axis and grids on top of data
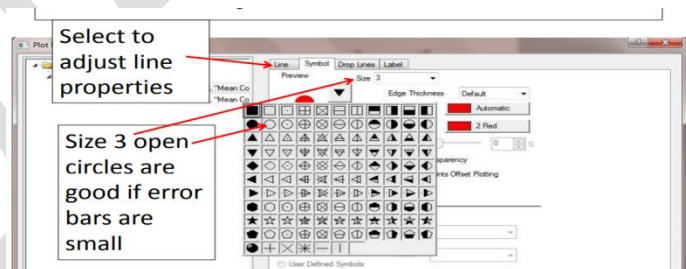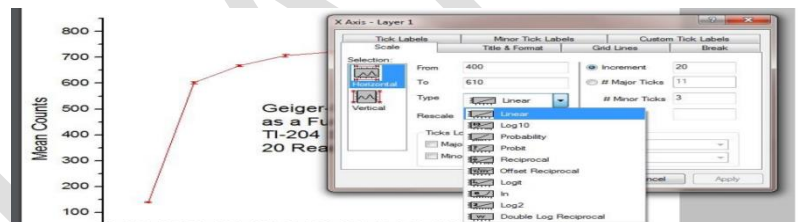
Impressive Import Speed for Large Data

- Importing large text files is easy and fast in Origin.

- Import speed in Origin is a factor of 10 or more compared to Excel 2016

- The gain in speed has been achieved by making full use of the processor's multi-core architecture

➢ Origin supports more than 30 data formats including: ASCII, EXCEL, **…….**
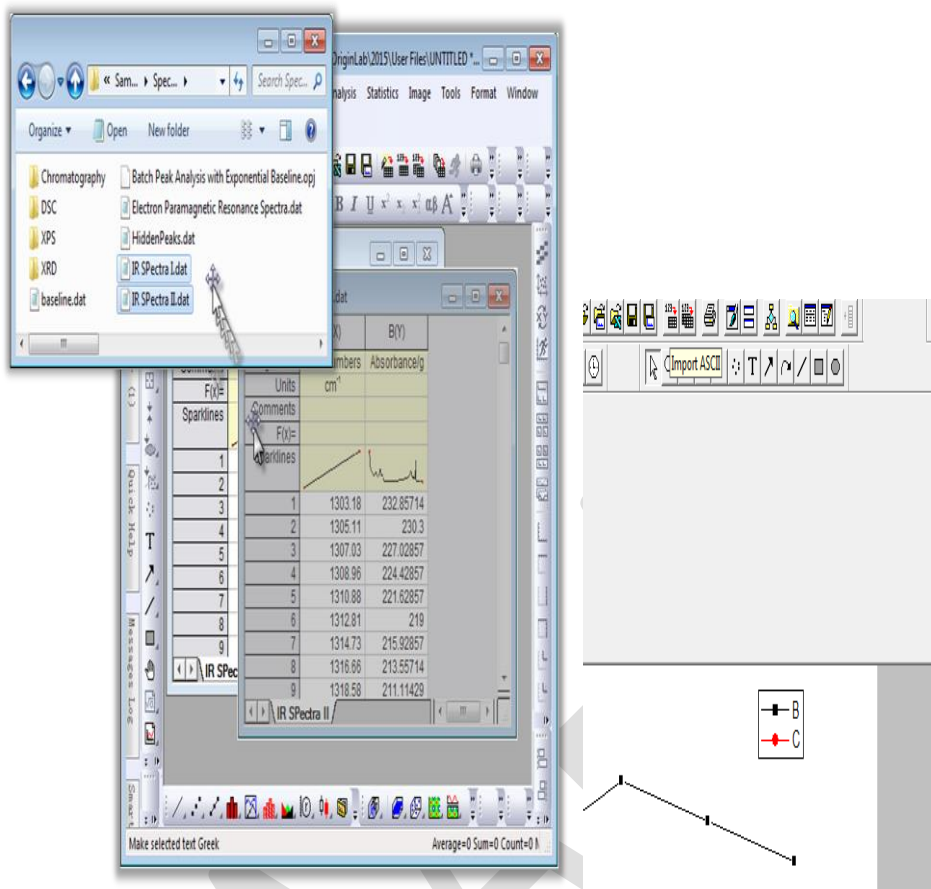
Advantages of Origin

➢ Data analyses in Origin include statistics, signal processing, curve fitting and peak analysis.

➢ Origin Pro allows us to graph and plot scientific data, run data analysis and statistical tests in a single software. The customization of functions and easy export options allows us to integrate Origin Pro into workflows. Origin Pro is a critical asset for Research and Higher Education industry.

➢ Origin Pro is one of the most feature rich graphing software out there. The ease of use, extensive set of graphing and data analysis options and the ability to set custom functions and plots sets this software much ahead of others

Conclusion

➢ So; You can create and modify templates by your own and add to the collection.

- Creating a graph in Origin is as simple as selecting the desired data and then selecting a template from a menu or from the graphing toolbars.

- The **Plot Setup** dialog offers more flexibility in creating plots,

- such as plotting data from multiple books or sheets.

- Starting with Origin 2016, a more powerful "cloneable" template has been added.

Dr. F. DJAAFAR

L3_M1

6

HOW TO PREPARE A CURRICULUM VITAE (CV)

Presented by:
Dr. F.Djaafar

Department of Electrical Engineering

University of Ahmad Zabana of Relizane

14-10-2021

Presentation Outline

- Definition of curriculum vitae (CV).

- What to include in your CV.

- A CV from a model proposd in Word.

- Make a CV without a Word model.

- Conclusion

Introduction

What is a CV?

- A CV, abbreviation of **curriculum vitae**, is a personal marketing document used to **present yourself** to prospective **employers**.

- It should tell them about you, your professional history and your skills, abilities and achievements.

- Ultimately, it should highlight **why** you're **the best** person for the job.

- In addition to your CV, employers may also require a cover letter and a completed application form.

What to include in your CV(1/ 4)

1.Name, professional title and contact details

- The first part of your CV, positioned at **the top** of the page, should contain your name, professional title and contact details.

- If you like, you can also include a link to your LinkedIn profile

2.Personal profile

- you should try to address the following:

- Who are you?

- What can you offer the company?

- What are your career goals?

What to include in your CV (2/4)

3.Experience and employment history

- In this section you should outline your previous jobs, internships and work experience.

- List your experience in reverse chronological order as your recent role is the most relevant to the employer.

- When listing each position of employment, state your job title, the employer, the dates you worked and a line that summarizes the role.

- Then bullet point your key responsibilities, skills and achievements.

mmm yyyy – mmm yyyy

Company Name, Location

Role Title

Outline

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Key responsibilities

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Key achievements/projects

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

What to include in your CV (3/4)

4-Education and qualifications

- You should list your education in reverse chronological order including the name of the institutions and the dates you were there, followed by the qualifications and grades you achieved

Institution name – Dates attended (from – to)

Qualification/subject – Grade

If you have a degree, you could list a few of the most relevant modules, assignments or projects

What to include in your CV (4/4)

5-Additional sections

➢ **Key skills:** If you're writing a functional CV, or have some abilities you want to show off to the employer immediately, insert a key skills section underneath your personal profile

➢ **Hobbies and interests:** If you feel that your CV is lacking, you can boost your document by inserting hobbies and interests at the end.

➢ Avoid listing hobbies that don't add value to your CV like reading.

➢ Draw on interests that make you stand out or are relevant to the job.

6-References: add your referees to the end of your CV is no longer standardised.

What not to include

➢There are a variety of <u>details that you shouldn't include</u> on your CV. Here are a few of the common ones:

• **A headshot:** In many countries, it's common practice to include a photo of yourself on your CV. But the UK is not one of them.

• **Age and date of birth:** The only dates that should be on your CV are from employment and your qualifications. Your age doesn't affect your ability to do the job.

• **Marital status:** Like your age, your marital status and dependents don't affect your ability to do your job, so don't include them on your CV.

A CV IN A Microsoft Word

A CV In a Microsoft Word

- A creative CV is a great way to stand out from other applicants and catch the attention of potential employers.

- To make a CV and convince a recruiter, there is no need to look complicated sometimes.

- Word processing software can perfectly help you make a very efficient and modern CV.

- Find out in our course everything you need to know to make a CV in Word.

A CV from a model proposd in Word

- To help you layout your CV on word processing software, templates are directly available to you.

- They will mainly allow you to save time. Word CV Templates are ideal for those who want a quick, efficient and super easy to use solution.

.

A CV from a model proposd in Word

To find them, here is the procedure:

➢Fichier => nouveau.

➢In the search box, tape C.V.

➢Double-click on « modèles Installés ».

➢Customize Word CV Template

Once you have made your choice of CV template, you can remove the

default text and replace it with your personal information.

A CV from a model proposd in Word

- **Good to know:** Word cv templates are all free. Once personalized, you must export it to PDF format before sending it to a recruiter.

Modèles installés

Mes modèles...

Créer à partir d'un
document existant...

Microsoft Office Online

Proposé

Animaux

Annonces

Articles et rapports

Bébé

Brochures

Bulletins
d'informations

C.V. et lettres de
motivation

Calendriers

Cartes

Certificats

Cuisine et alimentati...

Éducation

Enfants

Étiquettes

Rechercher un modèle sur Microsoft Office Online

C.V. et lettres de motivation

Pour utiliser
des modèles
en ligne,
mettez
Office à jour.

Récupérer des modèles
en ligne

Récupérer des modèles en ligne

Fourni par : Microsoft Corporation

Taille de téléchargement : 15 KB

Évaluation : ☆☆☆☆☆ (0 Votes)

**Pour utiliser des modèles
en ligne**, mettez Office à jour.

1. Cliquez sur >

   Options Word

2. Cliquez sur **Ressources** >
   Rechercher les mises à jour

Pour plus d'informations,
tapez **http://aka.ms/2007**
dans votre navigateur.

Accueil   Insertion   Mise en page   Références   Publipostage   Révision   Affichage

Couper
Copier
Coller
Reproduire

Presse-papie

Nouveau document

| Modèles | Rechercher un modèle sur Microsoft Office Online |

Vierge et récent

Modèles installés

Mes modèles...

Créer à partir d'un
document existant...

Microsoft Office Online

Proposé

Animaux

Annonces

Articles et rapports

Bébé

Brochures

Bulletins
d'informations

C.V. et lettres de
motivation

Calendriers

Cartes

Certificats

Modèles installés

Nouveau billet de blog   Télécopie (Équité)   Lettre (Équité)   Télécopie de
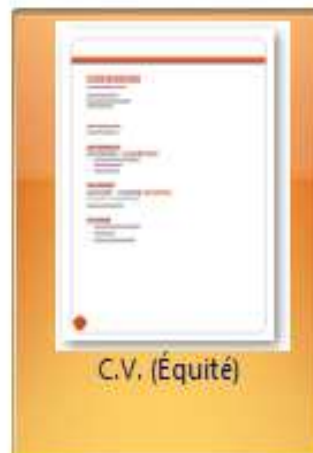publipostage (Équité)

Lettre de publipostage
(Équité)   Rapport (Équité)   C.V. (Équité)   Télécopie (Central)

Make a CV without a model Word

- Are you not satisfied with the presentation of your CV? Do you want to create or redo (refaire) it and you don't know how to layout it?

- The layout of the CV is important because it will give the recruiter valuable clues about your profile.

- Often, it is thought that listing the information chronologically and placing it one below the other is sufficient.

- In reality, it is not that simple. A beautiful CV layout requires a bit of work, whether you use word processing software or a free internet template.

- There are 6 **expert tips** for a successful CV layout.

6 expert tips for a successful layout of your CV.

1. Choose a readable and elegant font
2. The crucial point in the layout of the CV: "**a balanced model**"
3. Use tables for a successful CV layout in Word
4. Give visibility to the titles of the different sections
5. Harmoniously dose the colors in the CV layout
6. Use a free template for CV layout

1-CV layout: choose a readable and elegant font The font in the layout "la police de caractères"

- **What is the best font for your CV?**

- he font is important because the recruiter can glean some information about you.

- **Century Gothic, des polices de CV modernes et directes:**

- If you want to portray an efficient, perfectionist, characterful and straight-to-the-point candidate, choose Helvetica Neue, from Century Gothic. "These are basic resume fonts and ideal, I would say, for recent graduates and more high-tech industries.

-

Century Gothic : Suite à la
publication de votre offre d'emploi
XYZ, je me permets de vous
contacter afin de vous proposer ma
candidature. J'ai en effet réalisé
plusieurs...

- **Garamond / Times New Roman, more "ornate"**
  CV fonts » **المزخرفة«**

- The Times New Roman font is closer to handwriting. These two type of writing are generally preferred by experienced executives or "literary" people.

Garamond : Suite à la publication de votre offre d'emploi XYZ, je me permets de vous contacter afin de vous proposer ma candidature. J'ai en effet réalisé plusieurs...

Times New Roman : Suite à la publication de votre offre d'emploi XYZ, je me permets de vous contacter afin de vous proposer ma candidature. J'ai en effet réalisé plusieurs...

- **Arial / Verdana, neutral characters CV fonts**
- Our CV composition expert also lists more neutral fonts: Arial and Verdana.
- "They don't give a specific indication of the candidate because they are often the 'default' fonts for word processing software.

Arial : Suite à la publication de votre offre d'emploi XYZ, je me permets de vous contacter afin de vous proposer ma candidature. J'ai en effet réalisé plusieurs...

Verdana : Suite à la publication de votre offre d'emploi XYZ, je me permets de vous contacter afin de vous proposer ma candidature. J'ai en effet réalisé plusieurs...

2-What font size for your CV?

- In all cases, you must ensure that the font size of your CV is not larger than **size 12** and not smaller than **size 9**.

- For formatting, it is advisable to limit yourself to **bold styles**, generally for the names of the companies frequented, and **italics**.

- The typography rules must be identical in each paragraph, the latter must be constructed in the same way to guarantee a harmony of the page.

❖**Length:** One or three pages may be more appropriate.

❖**Headings:** Each section must be introduced by a big, **bold** heading to ensure an easy read.

❖**Font type:** Most employers will receive your CV in a digital format, so choose a clear font like Calibri or Arial.

❖**Font size and page margins:** The body of your CV should be between 10 and 12 point font, and your headings between 14 and 18 points. Keep your page margins around 2.5cm, but never reduce them to less than 1.27cm or your CV will appear cluttered and hard to read.

❖**Submit** your CV in PDF format, **<u>not</u>** Word format, to prevent your formatting from getting messed up if the recruiter opens your CV using software different from yours.

- **3-The crucial point in the layout of the CV: a balanced model**

- The "**Format**" is like the **outline** of your CV. There are many ways to layout a CV.

- The important thing is to choose the best option, taking into account the amount and type of information you need to include,

- as well as the expectations of the recruiters you are going to address (for some positions, a simple CV is preferable)

- Whether or not you want to end up with an original CV, what matters is: complete your page harmoniously (the two-page CV is not recommended); to balance the different sections of the CV to highlight them.

4-Use tables for a successful CV layout in Word

- The easiest way to avoid empty spaces is to work in columns by inserting tables:

- insert one or more tables and arrange it according to your wishes (you can add cells, enlarge them, merge them, etc.);

- complete your information and make sure you keep your layout consistent (use the same bulleted lists, the same line spacing, the same font, etc.)

- remove the outlines of your tables once your CV is finalized;

- you can add shading or frame to some areas to create dividers or add a colorful note.

5-Give the visibility to titles of different sections

• The titles are very important in allowing the recruiting officer to see your CV

To permit the visibility of a title, you must :

➢ Use Bold « gras » or the color ;or

➢ Insert in a table where you paint the the back ;

➢ Adjust the space in a manner that the title should be isolated and above the concerned paragraph ;

➢ Make the title in capital letters.

➢ Note: It is preferable to do not use more than one type of writing « police »

➢However, certain fonts « polices » can be easily combined (exemples : Arial associated to Arial Black).

➢**Important** : do not forget to make the title   »the objectif » of searched post or that of your speciality as a title of the CV.

➢Make the titles of the sections in capital letters occupied in vive colors

Pauline Mouton

12 rue des Accacias

69003 Lyon

Tel : 06 36 36 56 89

mail : pauline.mouton@gmail.com

Content manager

Je maîtrise les subtilités du référencement naturel et les techniques de production des contenus print et web depuis plus de 10 ans. Je souhaiterais mettre mes compétences au service de votre entreprise afin de mieux positionner vos articles et ainsi améliorer leur visibilité. La dimension managériale de votre offre correspond aux orientations que je souhaite donner à mon projet professionnel.

FORMATION

2011	**Formation Content manager – Chargé(e) éditorial web** France compétences – Paris IX
2009	**Master 2 Droit Privé** **Parcours Contentieux privé** Mention Bien Université Jean Moulin Lyon 3
2008	**Master 1 Droit privé** Université Jean Moulin Lyon 3

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- ✓ Mise à jour et remise à jour des différents articles

- If you chose to harmoniously decrease the dose of the color of the format of a CV :

➢ You should chose tint of of principal colors, and decline in different tints.

➢ You should chose complementary colors

➢ Avoid using different colors . Aesthetics is appreciable but les recruiting officer seek for a reflected document well ordored and correctely formated.

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Conclusion

- Your CV is your chance to make a great first impression and secure yourself an interview, so follow the proposed guide and to apply for your next job or scholarship.

- We seek for giving you the tips to prepare a motivation letter for universities.