HOW TO PREPARE A CURRICULUM VITAE (CV)

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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?

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

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Key responsibilities

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Key achievements/projects

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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.

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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.

Modeles installes

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

Rechercher un modèle sur Microsoft Office Online

Modèles

Vierge et récent

Modèles installés

Mes modèles...

Créer à partir d'un
document existant...

Microsoft Office Online

Proposé

Animaux

Annonces

Articles et rapports

Bébé

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C.V. et lettres de
motivation

Calendriers

Cartes

Certificats

Modèles installés

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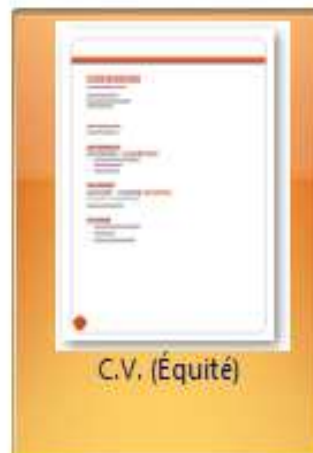publipostage (Équité)

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.

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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" «المزخرفة» CV fonts**

- 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

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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.

F O R M A T I O N

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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- ✓ Proposition et suivi de la publication des contenus
- ✓ Optimisation et performance SEO des anciens et nouveaux articles publiés
- ✓ 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.