

## THE CURRICULUM VITAE

**To begin with**, a CV should be clear and concentrate on essential information. In France, you should keep it to **one** page, unless you are sending a detailed CV for a very particular job application. In Britain or the USA, it is more acceptable to have a slightly longer CV (two pages). Personnel directors, or whoever will read your CV, will have little time to digest too much information.

Thus, at the head of the CV only put in truly vital information. If you are writing to someone in France you can just put your **name, address** and **telephone** number. The **date of birth** can be important, but some people prefer not to put it for various reasons. If you are writing to someone abroad you should state your **nationality**, add **France** to the address, and put the **country** as well as the **area code** in front of your telephone.

### **Your formal qualifications/Education:**

When writing to a non-French employer you should explain what these are. Here are some suggestions of how to translate various French qualifications:

- Doctorat: PhD
- Master 2 Recherche: MPhil equivalent
- Master 2 Pro: Vocational Master's degree (2 years)
- Maîtrise: MA equivalent or MSc equivalent (US: MS equivalent)
- Licence: BA equivalent or BSc equivalent (US: BS equivalent)
- BTS: Two-year, undergraduate, vocational diploma
- Baccalauréat: A Levels equivalent (US: High-school diploma)

**Languages:** Flatter yourself, but do not exaggerate too much. You can detail your knowledge: eg: French (mother tongue), English (fluent spoken, proficient written), German (good working knowledge spoken) etc. If you speak two or more foreign languages well, you should put your language skills at the top of the CV.

**Computer skills:** Only put this if you have something to say, i.e. do not just say that you know MSOFFICE. If your computer skills are limited, you can put them at the bottom of the page.

### **Work experience:**

This is by far the **most important** part of your CV. You should explain what you have been doing in all your jobs. If you have worked in a bank, what were you doing? If you have worked in an export company, what exactly were your duties?

You should state the name of your employer. If it is not obvious what the company does explain it subsequently.

Generally speaking British and American CVs work backwards in time, so that you start with your latest job first, and end with your first job.

### **Other interests:**

These are not particularly important unless: 1) you really have had very little work experience and you need to put something on your CV, 2) if, for example, you have spent a year in the US (in this case you should perhaps include it in the languages section), 3) you have done something particularly active in your spare time, which shows your engagement in associations, or competitive sports, etc. It may be useful to mention your driving licence.