

How to write your CV or résumé? Form with advice

This form should help you to write your CV or résumé easily. You can download it, copy and modify this version in a more suitable way, adapted to your needs. In your CV, you should highlight your employment history and your club or association membership. You may have created another CV in your previous year which you can update to your current goals. Please, mention any significant training period from the previous year.

Write the title of your CV (Who are you? Why are you writing this CV?).

For example: **Application for the position of** _____

GENERAL	
Name, first name: _____ Age or date of birth: _____ Personal address: _____ Telephone: _____ E-mail: _____ Driving License or any other means of transportation: _____ Grade: _____ School and town: _____	PHOTO

MY INTRODUCTION: indicate your main qualities and abilities in one sentence.

(Remember all the work you have just done with your teachers, about knowing yourself and assessing your soft and transferable skills, as well as your professional competencies, etc.).

SKILLS AND ABILITIES
Foreign Languages: Levels: (A1: elementary or beginner; A2: intermediate; B1: advanced; C1/C2: fluent/expert understanding: speaking: writing: Check the European assessment grid to set your level (choose English language) Mention if you passed a certification in foreign languages, indicate its denomination and score: Describe the context in which you practice these languages (language taught at school, mother tongue ; or if you are attending a European program at school or an e-Twinning project ; if you have lived abroad or if your training period was or will take place in a foreign country, etc.)
Computer Science or IT Software: Level: beginner, intermediate, advanced, expert, other certification Language: Java, PHP, other (which ones), level, PIX certification or other

EDUCATION AND DIPLOMAS / DEGREES: translate and explain your diplomas precisely, from the newest to the oldest.

Date, diplomas and/or education/training:
School :

My participation in the making of my vocational project (also called “the masterpiece”), during my professional training: indicate the title of this project (or “masterpiece”) and describe it shortly. Explain your contribution and the skills you have developed.

MY EMPLOYMENT HISTORY: indicate as many work experiences as necessary, including all your training periods, from the newest to the oldest. Mention the missions and the skills you have developed.

Work experience: training periods, work experience with family, student job, seasonal employment, temporary, other
Name of the firm or of the employer:
Telephone and e-mail:
Contract et dates:
Post:
Missions:
Developped skills:

MY QUALITIES: if you wish so, you can comment each quality you may choose for yourself (for example, if you choose “calm”, you can add: “I am calm and I can master my emotions in any circumstances.” Here is a list of qualities, but please, feel free to add any other which may appeal to you.

Active; Careful; Communicative; Convincing; Creative; Curious; Determined; Independent; Inventive; Observant; Organized; Patient; Persuasive; Practical; Precise; Quiet; Resourceful; Serious; Strong; Rigorous

MY HOBBIES AND INTERESTS: mention your hobbies, passions, commitments and the skills you have developed while practicing these activities, which may be complementary or transferable to your current goal: to be recruited.

Hobbies and Interests	Skills and Abilities
Example: referee in my basket-ball club	Related skills: understanding and following the rules, making decisions, being autonomous and independent, sport spirit, leadership abilities, being responsible...
Example: class or school board delegate	Related skills: listening, taking notes, speaking, articulating, representing classmates, feeding back, communicating