

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 to 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 years that you can update to your current goals. Please, mention any significant experience from the previous years which may sustain your project as an apprentice or as a future employee.

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

For example:

Name, first name _____, high school diploma (indicate your major subjects in general culture and education, or in technology), date: _____

GENERAL	
Age or date of birth: _____ Personal address: _____ Telephone: _____ E-mail: _____ Driving License or any other means of transportation: _____ School and town: _____ Grade: _____ Education details : indicate your subject choices for your twelfth grade (general or technological studies) ; mention any other relevant information such as being a student in a European class, studying and practicing sports at a high level, etc.	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 skills, etc.)

SKILLS AND ABILITIES
Foreign Languages: Levels: (A1: elementary or beginner; A2: intermediate; B1: advanced; C1/C2: fluent/expert understanding: speaking: writing: (European assessment grid: copy and paste the link) https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52 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 e-Twinning project, if you have lived abroad, if you have travelled and mention any relevant experience in a foreign country (in art or sport activities, etc.))
Computer Science, IT or Digital skills (PIX) Software: Level: beginner, intermediate, advanced, expert, other certification Language : Java, PHP, other (which ones), level, certification

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

Date, diplomas and/or education/training :

School :

MY EMPLOYMENT HISTORY: talk about your work experience as necessary from the newest to the oldest. Mention the missions and the skills you have developed, which may respond to the apprenticeship or job offer you are applying.

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 and missions :

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 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: finding your first job or becoming an apprentice.

Hobbies and Interests	Skills and Abilities
Example: referee in my basket-ball club	Related skills: high and precise knowledge of the rules in a given sporting discipline, meeting teams and partners, interpreting and enforcing the Laws of the discipline during a match or a competition, enforcing disciplinary action against players and coaches, being fair and responsible as a referee between partners and opponents, final decision-making as a figure of authority, being autonomous and independent, sporting spirit, leadership abilities
Example: class or school board delegate	Related skills: listening, taking notes, speaking, articulating, representing classmates, feeding back, communicating