

Séquence : Rechercher son stage en lycée pro – 1^{re} Bac Pro
Séance : Comment actualiser et rédiger votre CV ?

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 year that 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: **Vocational High School Student / Trainee, 11th grade, studying** _____ (indicate your major professional subject)

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 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 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, 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: indicate as many work experiences as necessary, from the newest to the oldest. Mention the precise 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 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: joining a firm or an employer as a trainee.

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