

Boost your CV

Check-in to France

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Program

- **Your CV is a crucial instrument**
- **Content**
 - Important topics
 - Facultative topics
- **Format**
- **Sending your CV**
- **Conclusion:
The 5 success factors for your CV**

Available on the website:

- Examples of good/bad CVs



Your CV is a crucial instrument

A recruiter invests approximately **30 seconds on average** in the first reading of a CV.

This is why both content and format need are equally important !



Content ... important topics

■ Personal data

- First name + name
- e-mail & phone

■ Professional experience

- IMPORTANT CHAPTER. **It shows what you can do**
- Indicate every experience
 - name company / activity / dates / department
 - missions: what was at stake, your responsibilities & tasks, results
- From the most recent to the oldest one



■ Education / training

- Mention your most recent diplomas
 - year / school
 - type of diploma
- From the most recent to the oldest one



■ Languages et IT-skills

- Languages
 - Indicate clearly your native language
 - Other languages: indicate your level «débutant ; intermédiaire ; avancé ; courant»
Avoid : « written, spoken », « notions », « scholar level »
- IT-skills
 - list the IT skills that you feel comfortable with
 - ...and that are still in use



■ Centers of interest

- Only those that make the recruiter curious to meet you.
- Only indicate activities that you practice regularly

Content ... facultative topics

■ Header (often put in box on the top of the CV)

Recommended when

- You are searching for a specific job
- When your experiences were of very different nature and you want to redirect yourself to a specific domain

The message needs to be simple and clear:

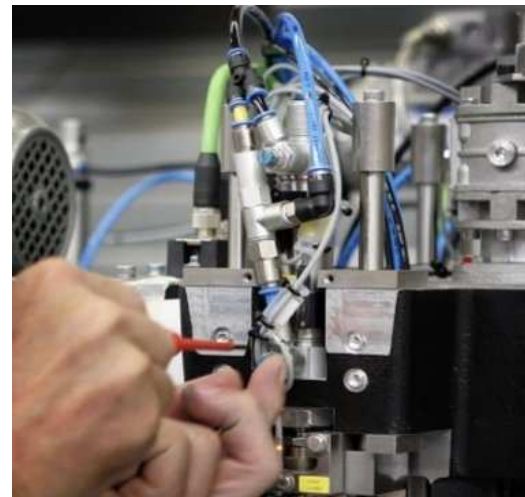
- *Tip: short sentences with "to the point" vocabulary*
- Type « job you look for – years of experience – language skills »
- Example : « Accountant – 8 years experience – bilingual French / English »



■ Competences

Recommended when

- You have a senior profile
- And you want a job on this level only



Format...

- **Maximum 1 to 2 pages**
 - as specific as possible
 - *tip: use action verbs*
- **If you put a photo on your CV, the use a recent one.**

The photo is the first image the recruiter will have of you

 - Correct posture
 - Keep it simple (clothing, make up)
 - Smile
 - Positive, dynamic & professional image
 - Attention for the size of the in your e-mail
- Don't try to be **too original**
 - Use bold, italic or underlining (but without overdoing it)
 - to highlight an aspect that you consider to be essential
 - If you use a color, then opt for « soft » ones
- Stay within a **single presentation logic** regarding
 - Bullet points, arrows...
 - Target clarity
- Create **enough space** between paragraphs
 - Different topics should be clearly distinguished, equal margins, identical lay out
 - *Tip: a single lay out = a guarantee for a qualitative print out*
- Avoid enumerations and abbreviations (or at least explain them)
 - *Tip: Do not exaggerate on the technical terminology*
- **Do not make spelling or grammar errors, nor typos...**



Sending your CV

- Write an e-mail to accompany your CV:
 - Send your mail to the right person and the right address
 - Indicate the name of the job or the reference
 - Motivate **in a few sentences** why you are a candidate
 - Indicate if it is OK to contact someone that you worked with before in order to get more information
 - Do not forget to attach your CV (sometimes in English)

- Traditional letter?
 - Possible, but used less and less
 - Make sure to have the right address
 - Put enough stamps on the letter



The 5 success factors for your CV

Clear

Easy to read, light, to the point
Your CV contains the 5 important topics:
personal data / professional experience/ education / languages et IT skills / centers of interest

True

All elements are true
“Sell what you are offering” and adapt your CV to fit with the application

Personal

Your CV should make your experiences and acquired competencies obvious

Organized, structured and neat

Your CV should be easy to read both on the content and the format side

Attractive

Your CV makes the recruiter curious about you
Communicate relevant elements that will be seen as strengths by the recruiter

**Read your own CV, show it to others!
Don't forget to update it regularly !**