Do you CV me ?

OK so you are applying for a job or a **work experience** and need to write your CV in English? Would you like some help?

Let's talk about CVs….

Activity One - SECTIONS OF THE CV IN ENGLISH

Here are the different titles of all the CV sections in English. What do you talk about in each section? Let's go around the class and discuss in general what goes in each section:

Personal details
Professional Objectives
Education
Work Experience
Foreign Languages
Interests
References

Activity Two - Some advice. Let's read the article.

Never translate your CV from French to English because you will end up sounding too French. Watch out for false friends in the CV jargon (Grandes Ecoles does not mean High School for example).

It's particularly important to be concise in an English CV, people generally spend no more than a minute reading a CV, keep it to two pages.

For an American company don't give your age or joint a photo. It's not allowed. In England the laws of equal opportunity employment are less strict.

At the top of the page you can give a brief outline of your professional objectives. Go for it, English speaking people are very direct and positive about their skills and objectives. Express your objectives, strengths and weaknesses clearly.

Remember to start with the most recent experience in both education and professional experience categories and explain your qualifications and experiences clearly. The bacalaureat is a high school diploma, the deug, deuss etc… can be described as a University degree, or you can talk about a specialised vocational diploma as a beauty therapist for example.

When you talk about professional experience it's really important to give specific but concise examples of responsibilities, tasks and challenges you faced. Always be brief and quote facts and figures wherever you can. We are very results oriented!

It's really useful to add a couple of references at the end of the CV. Make it easy for someone to call them, give all of their contact details and explain in what context you have worked with them. It shows you are open, have nothing to hide and have someone who will vouch for you!

Activity Three

Skills – Here is a list of skills. Circle the ones that apply to you. At the end of the list add any you feel you have which are not included.

SKILL	Explain why you have that skill.
Organization	
Multi-tasking	
Discretion	
Fairness	
Team Spirit	
Forward thinking	
Strategic planning	
Problem solving	
Leadership	
Fast Learning	
Critical thinking	
Motivation	
Positivism	
Enthusiasm	
Sales	
Communication	
Empathy	
Initiative	
Independence	
Time Management	
Selling ideas	
Listening to others	
Resolving conflicts	
Serving others	
Prioritizing	
Logical thinking	
Analyzing data	
Delegation	
Following instructions	
Attention to detail	

Now describe your skills to the class, with proof and examples.

Activity Four - Cover letter. In English your cover letter should be short and to the point. Here are some expressions you will need :

Dear Sir or Madam
To Whom it may concern
Please find attached
I am writing to you regarding…
Yours faithfully
Yours sincerely

Write an example cover letter in e mail form and we will read it together on the video projector. Talk about your skills and motivation in this short letter.

Activity Five – Now do a sample CV –Don't forget to respect all the sections of the cv.

Activity Six Your ideal job – With your partner discuss and then describe your ideal job.

Activity Seven Role Plays.

Job interviews.

You will take turns applying for a new job in one of the following positions.
You will be interviewed by a panel of three human resources specialists.

1. Singer in a Karaoke.
2. A Hotel manager in an exclusive Cannes hotel.
3. Personal massage therapist for George Clooney.
4. Project manager for Google.
5. A candidate for Britain's got talent.
6. Guitarist for a rising American rock band

Activity Eight – **Skills**

What skills do you think the following applicants have ? Decide who you would employ as your personal assistant in your new Internet startup.

- Katy Perry
- Brittany Spears
- The Queen of England
- Vanessa Paradis
- Johnny Haliday
- Nicholas Sarkozy
- Carla Sarkozy
- Angelina Joli
- Bruce Willis