



**OFPPT**

مكتب التكوين المهني وإنعاش الشغل

**ISGI LAAYOUNE**

**SECTION :5**

**ENGLISH FOR PROFESSIONAL  
COMMUNICATION  
(EPC)**

**CLASSROOM INFORMATION**

FULL NAME	
OPTION	
GROUP	
LEVEL	
MODULE	
FORMATIVE YEAR	

**PROF :DIDI MED SALEM**

**First Part**

# **Writing CVs**

**ENGLISH FOR PROFESSIONAL COMMUNICATION**



# 1. What is a CV?

¡The term Curriculum Vitae (CV) literally translates to “the course of your life” from Latin. And that pretty much sums up what it should consist of.

¡A CV is supposed to go through your whole life, your whole work history, education, academic accomplishments, research, any publications that have your name on them, and anything else you have done in your professional life.

¡If employers expect more candidates for a given position, they may ask for a CV summary. That is a shortened version of your CV, typically 2-3 pages long, that helps them pre-select candidates before they see your full CV.

Explanation:

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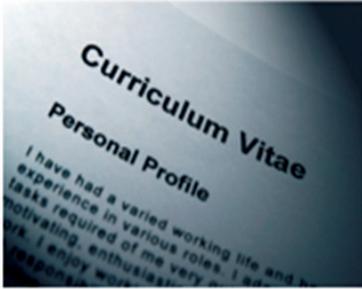
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## 2.What is the purpose of a CV?

# What is the purpose of a CV?

### What is the purpose of a CV?



- To inform the employer about your education, work experience, skills and interests
- To 'sell' these qualities and to persuade the employer to invite you to interview

### Explanation:

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## 5. Proving your ability

### Proving your ability

There are four main things employers will look at in CVs:

- **Education** - ability to think clearly, analyse and assess information, draw conclusions, work independently, research
- **Work experience** - ability to get on with people, work under pressure, meet deadlines
- **Leisure interests** - ability to plan and organise, co-operate with others, compete, lead, work hard to achieve results
- **Specific skills** – e.g. driving licence, computer skills, foreign languages, artistic skills....

Explanation:

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## 6.CV types Skills based

# CV types

### Chronological

In date order (starting with the most recent first) e.g.

#### EMPLOYMENT

##### April – December 2011: Venture – Editing Assistant

Working with Photoshop, I have learnt various editing styles. I have gained customer service experience and understand the importance of listening to what customers want in order to achieve high sales.

##### February 2009 – March 2010: Topshop – Retail Assistant

My interest in fashion enabled me to help customers and to suggest styles that might suit them. I helped to design the layout of the stock in the store, with an aim to increase our revenue by positioning various items in 'eye-catching' places.

### Explanation:



# Personal Details

- **Name** (as a heading rather than 'CV')
- **Website/online portfolio/CV**
- **Address** (term-time and home)
- **Telephone number/Home Phone Number**
- **Email address**
  - **N.B :Make sure this is a professional email address.**
- The following are not requirements, but if you wish, you can include:
  - **Nationality**
  - **Sex**
  - **Date of birth**
  - **Marital status:** single /married /widow

## Explanation:



# Interests and Activities

Choose interests and activities which can demonstrate skills relevant to the job such as:

- Teamwork
- Organising
- Commitment
- Your intellectual abilities
- Your personality
- Your artistic ability

Talk about your passion for music/art etc.

## Explanation:



## Hard skills



Specific competencies, skills, knowledge, and abilities needed to perform a specific task or role.

### Hard Skills:

- Microsoft office
- Interpreting data
- Financial planning
- Copywriting
- Troubleshooting
- Project management
- Spoken languages

vs

## Soft skills



Personality traits, social competencies and skills, knowledge, and abilities used to perform interpersonal activities and unique tasks.

### Soft Skills:

- Communication skills
- Timekeeping
- Critical thinking
- Leadership skills
- Motivation
- Ambition
- Negotiating

## Explanation:

# Presentation of your CV

- The first visual impression of your CV is important
- For standard CVs, use plain white A4 paper
- Do not double side
- Keep your CV to two sides of paper
- Check your spelling
- Use bullet points and **bold font** but in moderation

## Explanation:

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# Presentation of your CV

- Formatting – make sure it's consistent
- Size 10-12 font (depending on font style)
- Clear font e.g. Arial, Calibri
- Focus on accomplishments
- Target your CV to that job/company
- 2:1, not Two One or 2,1
- Use short, concise sentences
- Consider your audience

## Explanation:

# Creative presentation

- Be creative in design BUT ensure all relevant CV information is included
- See [http://www.careers-creative-living.co.uk/cv\\_gallery](http://www.careers-creative-living.co.uk/cv_gallery)
- See <http://www.mikeclegg.co.uk/>
- See the creative CV guide for ideas & suggestions
- Include a weblink to your portfolio

## Explanation:

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# 8.Presentation of your CV

SAMPLE:CV 1

PHOTO

FULL NAME

SUMMARY

## Contact



Phone:  
+212 (0).....



Email:

...../Website:



Adresse :

## EDUCATION & QUALIFICATIONS

Formative year (type of a diploma/.....option ) The name of the

institution and the full address of the institution;

University year (type of a certificate.licence.....option )( the name of the u and the full address of the university)

School year (type of a certificate:baccaluarate;.....option)the name of the School and of the full address of the high school)

School year (type of a certificate) (the name of the college and the full addr the college)

School year (type of a certificate) (the name of the primary school and the f address of the primary school)

## TRAINING AND PROFESSIONAL DEVELOPMENT

Period of training from.....To.....: type of work(the full address of the company)

Period of participation from.....To.....: type of a professional development :organized by.....(place of event )

## WORK EXPERIENCE

Period of working experience from.....- present: type of work (the full address of the company)

Period of working experience from.....-to;;;: type of work (the full address of the company).

## SKILLS

Languageskills:

Arabic:mother tongue

English:.....

French:.....

Computingskills:

MSOffice. Word, Excel, Outlook, PowerPoint, Access.

Google Drive. Docs, Drive, Forms, Gmail etc

Presentation skills:

Soft Skills: Communication Skills.Timekeeping.. Critical thinking. Leadership Skills.Motivation..Ambition.Negotiating.etc

## INTERESTS & ACTIVITIES

Community service. Cooking or baking. Exercising and healthcare .Outdoor activities .Playing an instrument .Team or individual sports.

.Travel. Writing or blogging.. Designing, drawing, sketching and painting. Reading and writing books, articles and publications etc

## REFERENCES

Available on request







# **Practical applications**

**(SEE THE  
RELATED  
DOCUMENTS)**