



OFPPT

مكتب التكوين المهني وإنعاش الشغل

Office de la Formation Professionnelle et de la Promotion
du Travail

Direction Régionale des Provinces du Sud

EFP :ISGI LAAYOUNE

SECTION :5

***ENGLISH FOR PROFESSIONAL COMMUNICATION
(EPC)***

FIRST PART

WRITING CVs

CLASSROOM INFORMATION

FULL NAME	
OPTION	
GROUP	
LEVEL	
MODULE	ENGLISH LANGUAGE

PROF :DIDI MED SALEM

FIRST PART

WRITING CVs

SECTION :5 ***ENGLISH FOR PROFESSIONAL COMMUNICATION (EPC)***

GENERAL CONTENTS

1 .What is a CV?

2.What is the purpose of a CV?

3.When should a CV be used?

4.Matching up your CV with the position/company

5.Proving your ability

6.CV types Skills based

7.Presentation of your CV

8.SAMPLE CV

9.Practical applications

Explanation:

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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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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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3. When should a CV be used?

When should a CV be used?

- When an employer asks for an application in that format
- When an employer states 'apply to...' without specifying the format
- When making speculative applications



Explanation:

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4. Matching up your CV with the position/company

Matching up your CV with the position/company

- It is not 'one size fits all', you need to tailor your CV to each position you apply for.
- Research the company. Do they have a mission statement or core values? What will they be looking for in you? Who works there at the moment? What are they passionate about?



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:

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7.Presentation of your CV

CV types

Skills based

Focusing on skills e.g.

SKILLS

Attention to detail – as an Editing Assistant at Venture, I needed to prove that I could spot any mistakes or flaws in the photographs, as well as being attentive to the requests of the customers.

• **Computer skills** – I regularly used Photoshop during my time at Venture. I am also a competent user of Microsoft Office, which I proved throughout my time as a Retail Assistant at Topshop, where I was often required to produce reports on our sales.

• **Customer service** – in all of my roles, customer service has been of key importance. I have experience of dealing with difficult customers, and try to ensure that every customer is satisfied with the service they have received.

Explanation:

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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:

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Education and Qualifications

- Start with the most recent
- Don't forget your current study
 - Mention relevant modules
 - You might like to mention top marks
- You don't have to put your grades on if you weren't happy with them
- Include the years of study
- Primary school not needed

Explanation:

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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:

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References

- Ideally, one academic and your manager
- Ask permission from your reference and let them know what position(s) you've applied for
- Use relevant references if possible
- You can say 'references available on request' rather than including contact details if you wish

Explanation:

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Hard Skills:

- VS**

Soft Skills:

- Explanation:

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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:

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Creative presentation

- Be creative in design BUT ensure all relevant CV information is included
- See 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:

8.Presentation of your CV

SAMPLE :CV 1

 PHOTO	FULL NAME SUMMARY
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Contact



Phone :

+212 (0).....



Email :

.../Website:



Adresse :

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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 addi the college)
- School year (type of a certificate) (the name of the primary school and the : 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

- **Language skills:**
- Arabic:mother tongue
- English:.....
- French:.....
- **Computing skills:**
- MS Office. 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**

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[illegible]

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

9. Practical applications

(SEE THE RELATED DOCUMENTS)