

CV/Resume for Anglophone Countries

INSA Centre de Ressources en
Langues



What is a CV?

The opportunity for you to sell yourself:

What makes you unique?

- Highlight your **best qualities**
 - Experiences that show intelligence, responsibility, dedication

- Speak to a **specific audience**
 - Show what you can bring to this particular company

WARNING: An unattractive resume WON'T get read!



“Too much text...in the bin!”



« Nice...I'll read you today!”



How much time does it take an employer to read your CV?


☐ **1 minute** or less!

MAKE IT EASY TO READ

Be **c**oncise (1 page)

Be **c**onsistent (font, layout, order)

Be **c**lear



Using the same CV for each job application : **BAD IDEA!**

■ Create a **master CV**

- ALL education
- ALL work experience
- ALL skills

■ Make **job specific CVs** for each job application, taking only relevant points



What to include in your **MASTER CV**

- Contact Information
- Education starting with Lycée
- ALL** Work Experience
- ALL** Skills and Languages
- ALL** Extracurricular Activities



What to include in your **JOB SPECIFIC CV**

(Adapt your CV to the job description)

- Contact Information
- OBJECTIVE**
- Education starting with Lycée
- Relevant** Work Experience
- Relevant** Skills and Languages
- Relevant** Extracurricular Activities



***CVs in anglophone countries
have a few differences.**

To show differences during this presentation:

CV Example Key

■ UK: 

■ USA: 



Contact Information

- Name
- Address
- Telephone Numbers (Country code: +33)
- E-mail
- D.O.B. (date of birth)
- Nationality
- Full Clean Driving License



Contact/Personal information

Sample UK

Harry Potter

Address: 1, rue des Humanités
69621 Villeurbanne, FRANCE

Tel: 00 33 478 36 45 89

Email: Name@insa-lyon.fr

D.O.B.: 14/02/88

Nationality: French

Clean driving license

Sample US

George Clooney

Address: 1, rue des Humanités
69621 Villeurbanne, FRANCE

Email: Name@insa-lyon.fr

Tel: 00 33 478 36 45 89



Objective (Optional) *(under contact information)*

- State **who** you are, **what** you are looking for and **why**
 - **Use the job description when available!**

Example:

Objective: Master of Engineering student seeking a 3-month research internship.



Education

CONSISTENCY IS KEY :

- Layout : **Bold**, *italicize*, underline
- Order : Date, **Degree**, School, City

Examples:

- 2011-2016 **Master of Science in Mechanical Engineering**
INSA (National Institute of Applied Sciences), Lyon, France
Specialisation: Thermomechanics and Plastics
Courses including: Fluid Mechanics, Thermodynamics
End of studies project: Quality Control in Materials
- 2013-2014 **Intensive Undergraduate Program,**
Lyon 2 University, Lyon, France
Courses included: Fluid Mechanics, Mechanics (All in English)



Work Experience*

□ CONSISTENCY IS KEY :

- Layout : **Bold**, *italicize*, underline
- Order : **Job position**, **Company**, City, Responsibilities
- Most relevant to least relevant responsibility

July - Present **Marketing Intern, GGF (General Refrigeration of France)**
2015 Lyon, France

- Collaborated on a 10-member marketing team to design and administer 3 focus group studies
- Designed an interactive CD-Rom for company presentations
- Developed logos, graphics and icons for company publicity

Sept – August **Production Line Worker, EDF**
2013 – 2014 Toulouse, France

- Managed quality control of products
- Assisted regional manager with shipping and billing

**You can include volunteer experience*



Work Experience

Most relevant to least relevant responsibility

- Start with **action verb** [Look on CRL website for action verb list](#)
- Use correct **verb tense** (simple past or simple present)
- Choose descriptions based on **skills** you want to emphasize for that **specific** job
- Create a phrase demonstrating **what** you did and saying why it matters (**=so what?**)
 - Organized and analysed data (**what**) to find effects of UV ray exposure on human skin (**so what**)



Skills

□ IT Skills/Technical Skills

□ Languages

- Native speaker, Fluent, Advanced, Proficient, Elementary, Basic,
- TOEIC/TOEFL scores, if **relevant**, if **HIGH ENOUGH**
- European Reference level : A2-C2



Skills

Languages

French: Native speaker

English: Fluent, 11 years
TOEIC score: 825/995

German: Proficient, B2 Level

Spanish: Conversational , A2 Level

IT Skills

Microsoft Office suite

FORTRAN

MATLAB

DMT



Extracurricular Activities

- Keep it simple, clear and RELEVANT

Take it out or make it count.

- Be YOUnique!!

- *Triple L:*

- Leadership (president, treasurer, secretary, etc.)
- Learning (music conservatory, art lessons, language exchange etc.)
- Long term (at least one year of participation)



Extracurricular Activities

Sample UK & US

Clubs : *INSA Voile Sailing Club* – Active member, Inter-university competitions

Exchanges : *Mexico City, Mexico* - 3-month Spanish language courses

Music: *Piano* – Conservatory studies for 10 years

We don't care about your family holidays! 😊



References

Optional

You can put your references at the bottom of the page :

- Academic, Professional, or Personal
- ASK THEIR PERMISSION FIRST!
- Include contact details

OR you can just say :

- *References available upon request*



References

Professional: Rebecca Bradley, *Director of Human Resources, Altran*
89, rue du Dauphiné rebecca.bradley@altran.com
69008 Lyon, France 00 33 478 56 74 24

Personal: Nancy Allen, *former Biology teacher*
12, avenue Franklin Roosevelt nancy.allen@home.net
69006 Lyon, France 00 33 472 12 67 58

Or:

References available upon request



How to Translate French Education/Qualifications into English

FRENCH	ENGLISH
Prépa	Intensive Undergraduate Program/Course in Engineering Sciences
Premier Cycle	Undergraduate Program/Course in Engineering Sciences
ASINSA/AMERINSA/ EURINSA	Department with emphasis on foreign exchanges and international scientific connections in Asia/Latin America/Europe



How to Translate French Education/Qualifications into English

FRENCH	ENGLISH
Baccalauréat	Baccalaureate (Equivalent to A-Levels) Advanced High School Diploma High School Certificate (Australia)
BTS ou DUT	Higher National Diploma (HND) Associate's Degree
Licence	Bachelor of Science (B.Sc.) Bachelor of Arts (B.A.)



How to Translate French Education/Qualifications into English

FRENCH	ENGLISH
Diplôme d'ingénieur français	M.Eng Master's degree in Engineering
Mastères specialises/DEA	Advanced Master of Science
Doctorat	PhD in...



Extra Advice

- Do **NOT** put the title 'Resume' or 'CV' at the top!
- Do **NOT** say « Engineering Student » as a title...it should be obvious !



Once you have written your resume and cover letter...

Come to the CRL to:

1. Make an appointment for a consultation **AND**
2. Leave your CV/letter for review **THEN**
3. Come back the next week for your consultation with Jill or Shannon (lectures in the CRL)

Consultation hours:

Shannon: Mondays 12h-13h, Wednesdays 12h30–13h30

Jill: Tuesdays 12h-13h; Thursdays 13h-14h

Recommended website for extra CV guidance [http://
cv.monster.co.uk/?re=nv_gh_gnt1378_%2F](http://cv.monster.co.uk/?re=nv_gh_gnt1378_%2F)



Thank you for coming!

*We hope to see you soon
in the CRL whether you come to...*

- Edit your CV / Cover letter
- Participate in our workshop sessions:
 - English TOEIC (every Thursday from 15:30-16:30)
 - Conversation (every Thursday from 16:30-17:30)
- Work with your class
- Watch a movie or a TV series
- Prepare for your TOEIC / TOEFL