

How to write a Curriculum Vitae

A Curriculum Vitae (C.V.) is a summary of your training, experience and skills that is used by an employer to decide whether you would be a suitable candidate for a job. A curriculum vitae is your personal advertisement that highlights those characteristics about you that are the most interesting, the most impressive and unique.

A good C.V. is one that allows employers to determine easily and quickly whether your skills and experience match their needs. The easier you make this for the employer, the better. Its purpose is **to sufficiently impress a potential employer so that he or she invites you to an interview to learn more about you.**

Sample of C.V.

You can use this sample of C.V. to present and highlight your personal information. A good C.V. **should not exceed two pages** as indicated in the following paragraphs:

Your name (in bold and/or large)

Date of birth

Address

Marital status

Phone number/e-mail

Key words: For a fair selection of your candidature, it is preferable to insert key words relating to your qualifications, education and technical skills, a very useful information for candidates search in our database.

EDUCATION (start with last *obtained diploma / degree, give name and date of diploma*)

1988-1991

Bachelor of ... (Major area of study)

Name of faculty/school : Institut Supérieur de Gestion, Tunis

- *add academic awards*
- *add research undertaken with results if any*

1981-1988

High School Graduation Diploma

- *add academic awards*

TRAINING (focus on relevant training such as training in computing, languages, technical subjects, marketing, etc.,)

1996

Training topic

Name of company, organization , City

WORK EXPERIENCE (start with current position, give full name of company/organization, date of starting and ending job, position title, responsibilities. achievements)

Since 1993

Position Title (in bold)

Name of company, organization , City

- *use "one-liners" to describe your activities in this position*
- *use "action verbs" to give your one-liners more impact*
- *at least one of the one-liners should describe an initiative you took or an achievement you had with results*
- *consider using the P.A.R. formula (problem, action, result)*
- *emphasize your "transferable skills": leadership, organization, communication, creativity, etc.*

1990-1993

Position Title (in bold)

Name of company, organization, City

- *describe what you did in this position*
- *emphasize your "transferable skills"*

(Add other positions if applicable)

COMPUTER SKILLS *List software and hardware you are familiar with*

LANGUAGES

Arabic, English, French

If you are perfectly bilingual or trilingual add (fluent written and spoken).

OTHER ACTIVITIES AND INTERESTS

This section will include any additional information about activities you are involved in or interest you that are not included above. Avoid "reading, sports, films" which are too general. It can be quite detailed. Be creative. This is often the section where employers look to start an "icebreaker" conversation.

- Tennis
- Experiences abroad
- Public Speaking
- competed extensively throughout Tunisia in various junior and senior tournaments
- lived in England for 3 years, travelled independently in Europe and Northern America for 3 months in 1997
- joined the local training group to improve speaking skills

(Add other activities if applicable)