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Cycle : Fundamental B.A.		Practical Skills	
Filière	English Studies	Course : Business Communication	
S2	G2 H3	Wednesday, March 17, 2020. Prof. El Habbouch	
The Key Elements of a Curriculum Vitae or CV (British English) /Resume (American English)			

The following is a list of information you are invited to include within your CV. Put them in this order and remember to be brief and to the point. Make sure you include and highlight the positive aspects of your experience and achievements.

I- Your Personal Details
II- Your Personal Statement
III- Your Employment History
IV- Your Academic Achievements
V- Your Interests
VI- Other Information
VII- References

Let us now take a look at each of the above sections and what you need to include.

I- Your Personal Details

When completing this section you should include the following details:

- Your full name
- Address
- Date of birth
- Nationality
- Contact telephone numbers including home and mobile
- E mail address

II- Your Personal Statement

Write a brief but to the point statement about yourself making sure you include the keywords that best describe your character. Some effective words to use when describing yourself might include: Ambitious, enthusiastic, motivated, caring, trustworthy, meticulous, sense of humor, drive, character, determination, will to succeed, passionate, loyal, teamwork, hard working. The above words are all powerful and positive aspects of an individual's character. Try to think of your own character and what positive words you can use that best describe you. Within your profile description try to include a statement that is relative to you and that

will make the assessor think you are the right person for the job. Here is one for the role of a physical training instructor: “I am an extremely fit and active person who has a great deal of experience in this field and I have a track record of high achievement. I have very good organizational and motivational skills and I am always striving to improve myself. I believe that I would embrace the challenges that this new role has to offer.”

III- Your Employment History

When completing this section try to ensure that it is completed in reverse chronological order. Provide the reader with dates, locations and employers and remember to include your job title. Give a brief description of your main achievements and try once again to include words of a positive nature, such as:

- Achieved
- Developed
- Progressed
- Managed
- Created
- Succeeded
- Devised
- Drove
- Expanded
- Directed

It is also a good idea to quantify your main achievements, such as: “During my time with this employer I was responsible for motivating my team and organizing different activities.”

IV- Your Academic Achievements

When completing this section include the dates, names and locations of the schools, colleges or universities that you attended in chronological order. You should also include your qualifications and any other relevant achievements such as health and safety qualifications or first aid qualifications. Anything that is relevant to the role you are applying for would be an advantage.

V- Your Interests

Within this section try to include interests that match the requirements of the job and the ones that also portray you in a positive manner. Maybe you have worked within the voluntary sector or have even carried out some charity work in the past! If so, try to include these in your CV as they show you have a caring and concerning nature. You may also play sports or keep fit, in which case you should include these too. If you have any evidence of where you have worked effectively as part of a team then include these also. In order to assist you, here are some sample hobbies, pastimes and details of how they can improve your CV: Reading – This demonstrates you are an intelligent individual who looks for ways to improve their knowledge. It also shows that you are capable of relaxing, which in turn improves health. Visiting the gym and playing sports – These demonstrate you a team player as well as having a desire to keep yourself fit. If you keep fit and healthy then you are less likely to take time off sick. Playing a musical

instrument – This demonstrates you have the patience and ability to learn something new. It also demonstrates you have the ability to concentrate for long periods of time. Voluntary work– This shows you have a dedicated and caring nature. Putting voluntary work on your CV is very powerful! Spending time with your family – This shows you are a stable and secure person.

VI- Other Information

Within this section of your CV you can include any other information that is relevant to your skills or experiences that you may feel are of benefit. Examples of these could be certificates of achievement from work or school.

VII-References

It is good practice to include two references at the end of your CV. Try to include your current or previous employer. Of course, you have to know that they are going to write positive things about you. Be careful about the people you choose as references and make sure you seek their permission first prior to putting down their name and contact details. It may also be a good idea to ask them if you can have a copy of what they have written about you for reference later.

“Hard Work is your True Friend. If you believe in it, it will never ever Say Bye.”

