جامعة بجاية
Tasdawit n Bgayet
Université de Béjaïa

Faculty of letters and languages

French department

Module: English   **Mr. SENOUN**   2nd year students

A Curriculum Vitae: also known as (CV). It is a document used to list one's qualifications and professional career.

A Curriculum Vitae: also known as (CV). It is a document used to list one's qualifications and professional career. There is no limit to how long a CV should be, but it is usually a two-page minimum summary of a person's academic background. It should also include any research experience, applicable publications, presentations, honors, awards and other related information.

CV vs. Resume

A CV is typically longer than a traditional resume. It includes additional sections such as research, publications, presentations, professional association and more. In contrast, a resume provides a concise picture of your skills and qualifications for a specific position. CVs are commonly two or more pages while resumes are typically only one page in length.

Components of a CV

A good CV should enable an employer to see at a glance who you are and what you have doing in your life, and the way in which information is organized could mean the difference between rejection and being offered a sought-after interview. Therefore, it is of utmost importance to make a good first impression.

A good CV should include the following elements:

a. Personal Details: a CV must begin with your contact information
- Full Name
- Address
- Phone number
- Email Address

b. Professional experience:
- List your work experience, both paid and unpaid, in reverse order, starting by your current job (if you have one).
- Include the name of the organization where you worked, the job title, the location, and the dates you were employed there.
- for each application, include a short summary of your accomplishments, competences… Use action verbs. For example, include words like "created", "analyzed" to present yourself as

a person who shows initiative.

ε Do not leave any gaps in your work history. Always explain why you did not work during that time.

c. Education and qualifications:

ε List your university qualifications; begin with the highest level of educational achievement.
ε If you are still studying, make this clear and indicate when your course is going to end.

d. Skills and achievements: this section should provide a quick overview of your strongest and most pertinent skills or qualifications:

ε Indicate computer skills and other technical skills related to the position.
ε Include foreign languages skills.
ε Include details of courses or training you have completed
ε List, always in reverse order, any other professional achievements or awards you have received. Make sure they are relevant to the job you are applying for.
ε Avoid generic, overused phrases such as "team player" and "hardworking". Instead, provide real-life examples that demonstrate all of these skills.

e. Interests: in this section, consider what impression you want to leave on the reader. Relevant interests can provide a more complete picture of who you are.

ε Include interests that show positive traits or skills, such as dedication.
ε Consider whether the employer would look favorably or unfavorably on that hobby or interest.

f. References: provide names and addresses of two people who are willing to be contacted by the perspective employer with a view to commenting on your experience and personal qualities. **P.S:** Make sure that their permission is obtained before using their names, and try to ensure that your chosen referees are available at short notice.

Tips for writing a good CV

- Quality over quantity is the rule. Care should be taken to give accurate and descriptive, but concise, accounts of one's participation.
- Your CV must be well organized and easy to read. Avoid the temptation to get creative; use a simple font like Times New Roman.
- Choose an effective format and be consistent.
- Use blank space between sections and leave 1-inch margins on all four edges.
- Use bolds, italics, underlines, and capitalization to draw attention.
- List all relevant items in reverse chronological order in each section.
- Strategically place the most important information near the top and/or left side of the page.
- Include only factual information.
- Proofread: before you send your CV to employers, take time to carefully check your spelling, grammar, and syntax. An error-free CV increases readability and demonstrates professionalism.

William Sutton

Junior SEO Specialist

Personal Info

Phone
+1-799-456-7878

E-mail
w.d.sutton@gmail.com

LinkedIn
linkedin.com/in/wdsutton

Twitter
twitter.com/wdsutton

Skills

Written communication

Problem-solving

Organization

Collaboration

SEO

eCommerce/SaaS Marketing

Google Analytics

Adobe Photoshop

Adobe InDesign

Languages

French

Advanced

Spanish

Conversational

A detail-oriented self-starter working towards an MA in Linguistics at UCLA (GPA 3.85). Eager to join TakeOff Media as Junior SEO Specialist to help execute data-driven campaigns, develop content, and optimize conversion rate. Strong background in statistics and language, internship experience with SEO and data-driven marketing.

Experience

2018-06 - 2018-09

Website Intern
Fragrance Unlimited

- Supported the eCommerce Manager in the optimization of categories (product and section) and content revamping across the site. Organized products in appropriate sections in a timely manner.
- Worked with eCommerce Manager & local SEO agency to optimize site content. Reduced the number of pages crawled by Google and implement local best practices to encourage organic traffic.
- Partnered with the international team to localize content and develop specific pages for the USA market.
- Worked with the eCommerce Manager on clean-up and implementation of local tags using Google Tag Manager and Google Analytics.
- Helped manage the overall portfolio of merchandise by ensuring strong, customer-centric categorization and updated content.

Education

2018 - present

MA in Linguistics (Expected June 2020), UCLA
GPA: 3.85

Relevant coursework:
- Recognition of morphologically complex words
- Negative Polarity
- Evaluating perspective in meaning and discourse
- Python for language research

Key achievements:
- UCLA Golden Key—Member
- Dean's List 2017

2017

Bachelor of Science, Cognitive Science, UCLA
GPA: 3.9

Relevant coursework:
- Communication
- Anthropology
- Linguistics
- Statistics
- Philosophy

Thesis title: "Logical Reasoning—On the Border of Philosophy and Psychology"

Extracurricular activities and achievements:
- Dean's List 2015, 2016
- Founder of LingoBuzz blog—a student-run blog on language changes observable in new media
- Freelance contributor to 5 online music magazines

2017

High School Diploma, Abraham Lincoln High School, Los Angeles, CA
GPA 3.95

Combined SAT score: 1500 (Math: 700, Evidence-Based Reading and Writing: 800)

Additional Activities

- Member—Athletics Team Grade 10-12
- Member—English Club Grade 9-11

Interests

Independent music labels

Graphic design