

Module : Techniques de Communication et d'expression III

Tutorial 04
The Curriculum Vitae

➤ ***Read the cover letter below carefully.***

Motivation Letter

My name is Nabil Amraoui and I live in Setif. I was born on November 02, 1958. I am married and have one child. Ever since I was little, I've loved sport: I do athletics. In fact, I'm in charge of a gymnastics club as an instructor. I also love good food.

I passed my Baccalaureate in 2003. It was a BAC in mathematical sciences at Abdelmoumen Highschool in Algiers, then I entered the preparatory classes for engineering at Superior engineering preparatory school of Algiers. My studies lasted two years. This enabled me to enroll in 2006 at S.C.S.A (School of computer science and systems analysis in Setif), where I obtained a diploma in computer engineering 3 years later. In 2009, I had the opportunity to do a one-month internship with OCP TEK division in Bejaia. My job was to computerize staff allocation using the visual basic system. My final year project was carried out at BMI company in Bejaia and concerned the evaluation of network security.

The experience I gained during my internship helped me gain access to the job market. I landed my first job in January 2010, as a software engineer at TECH- DATA IN Algiers. I was in charge of collecting and analyzing data concerning the system's operational capabilities, and designing and developing customer-oriented software.

My contract only lasted a year. Two months later, I joined CYBERNETICA as a development engineer, a position i currently hold. My tasks include: contributing to the creation of the website, creating a model for the electronic management of documents and designing an application for the retrieval of a template for the electronic management of documents and designing an application for the retrieval of data and photos.

I've learned english and german, which I've been able to put into practice in my jobs welcoming foreign customers. As far as my computer skills are concerned, they are wide-ranging: programming languages, operating systems (windows, mac os, unix), development tools (feedly, phpstorm).

My exact address is 34, Dallas street, Setif. My phone number is 06702345679 and my email address is amraouinabil@gmail.fr.

➤ ***Task:***

1. ***Take as much information as possible from this letter and turn it into a CV.***

Module : Techniques de Communication et d'expression III

CV

Module : Techniques de Communication et d'expression III

2. Name three criteria the applicant should follow in order to add a photo

3. Name 5 pieces of supporting documentation that you could add to this CV.