University of Bejaia

Department of sociology

Module: English

2nd year students

Groups: 01+02+03+04+05+06+07.

Teacher: Mr. Adrar. Miss.Nasri.

Curriculum Vitae

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 preferable two pages maximum 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, 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 did you 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.

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

c. Education and qualifications:

☐ List your university qualifications; begin with the highest level of educational achievement.

☐ 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:

☐ Indicate computer skills and other technical skills related to the position.

☐ Include foreign languages skills.

☐ Include details of courses or training you have completed

☐ 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.

☐ Avoid generic over-used phrases such as "team player" and "hardworking". Instead, provide real-life examples that demonstrate all of these skills.

E-Hobbies:

-Practicing sport

-Reading a novels

-Drawing.

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 information.

🔻 Proofread: before you send your CV to employers, take time to check your spelling, grammar, and syntax. An error-free CV increases readability and demonstrates professionalism.