MISSES:LAHIANI.T

Level: L2 /GRP:03/02

Year:2023/2024

Modul: Anglais 2

Lesson: The curriculum vitae(CV)

The definition of a curriculum vitae(CV)

a brief account of a person's education, qualifications, and previous

occupations, typically sent with a job application

The 3 main CV styles

There are a few different CV styles and formats to suit professionals at different stages of their careers. The choice often depends on your background and experience. The three most common formats that candidates and employers are most familiar with are chronological, functional and combination CVs:

Chronological CV:

A chronological CV is the most popular style. It includes a candidate profile and summary of career progress in reverse chronological order. The career section lists roles, responsibilities and achievements in previous jobs with educational, professional qualifications and interests following.A chronological format is appropriate if you have years of experience working in a sector and have made good career progression there.

Functional CV:

A functional CV, sometimes called a skills-based CV, highlights your skills and qualifications rather than your career history and

experience. This style is more suitable for recent graduates who lack experience or professionals who have career gaps. It often suits candidates who wish to make a career change.

Combination or hybrid CV:

A combination, or hybrid, CV combines chronological and functional styles. This format enables you to present a balance of career experience and relevant skills. It suits candidates who have good career progression and a range of achievements.

A simple exampl for writing a CV

NB: achievment,hobbies, and references are not really nessecary you can not use them

David Gibbons

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Personal Profile Statement

A motivated, adaptable and responsible Computing graduate seeking a position in an IT position which will utilise the professional and technical skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion. In my current job, I have managed the launch and migration of two major IT systems which was completed on time and within budget.

Achievements

- Implementing major systems with zero downtime and zero loss
- Employee of the month for two consecutive months
- Member of the British Computing Society

Education

2009 – 2013   BSc Computer Science (Hons)   Aston University

- 1st Class Degree with Professional Placement

Relevant Modules:

- Professional and Social Aspects of Computing (73%)
- Data Modelling and Database Systems (59%)
- Understanding Information Systems (93%)
- Information Security (67%)
- Human Computer Interaction (80%)

2007 – 2009   BTEC National Diploma in IT   Hall Green College

- Grade Achieved: Triple Distinction*

2000 – 2007   Bournville Secondary School
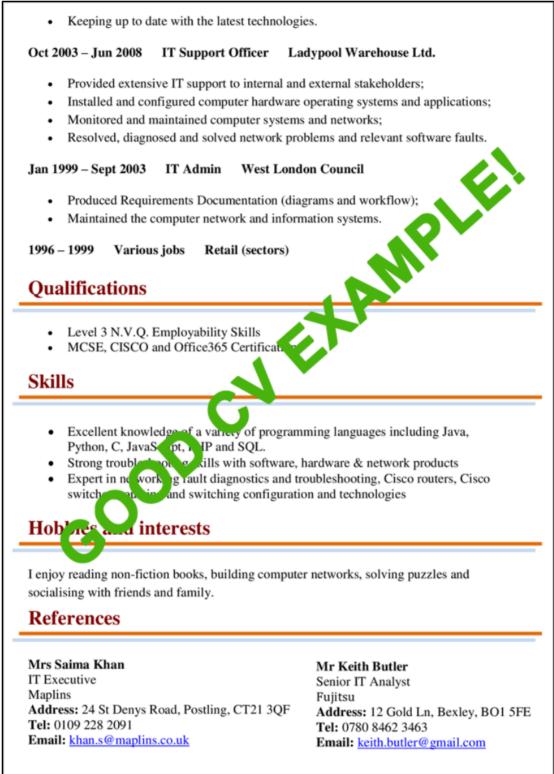
- 8 GCSEs at grades A*–C.

Employment

Jun 2008 – Present   IT Manager   Maplins

- Mentoring and training new IT staff;
- Researching, installing and configuring new computer systems;
- Ensuring that all relevant licensing laws are adhered to;

- Keeping up to date with the latest technologies.

Oct 2003 – Jun 2008   IT Support Officer   Ladypool Warehouse Ltd.

- Provided extensive IT support to internal and external stakeholders;
- Installed and configured computer hardware operating systems and applications;
- Monitored and maintained computer systems and networks;
- Resolved, diagnosed and solved network problems and relevant software faults.

Jan 1999 – Sept 2003   IT Admin   West London Council

- Produced Requirements Documentation (diagrams and workflow);
- Maintained the computer network and information systems.

1996 – 1999   Various jobs   Retail (sectors)

Qualifications

- Level 3 N.V.Q. Employability Skills
- MCSE, CISCO and Office365 Certification

Skills

- Excellent knowledge of a variety of programming languages including Java, Python, C, JavaScript, PHP and SQL.
- Strong troubleshooting skills with software, hardware & network products
- Expert in networking fault diagnostics and troubleshooting, Cisco routers, Cisco switches, routing and switching configuration and technologies

Hobbies and interests

I enjoy reading non-fiction books, building computer networks, solving puzzles and socialising with friends and family.

References

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