



STUDENT

The CV

Some advice for writing a CV.



Writing a CV is always a tricky matter. It means drawing up the inventory of your skills, in a clear and captivating way in order to fully engage the reader. Pretending that there is an absolutely reliable method, in other words a "perfect CV" would be exaggerated. The same CV can hold the attention of an employer and finish in the trash can of another one... However there are a number of unchanging rules which, if they are respected, will increase your chances to "appeal" and to interest.

- A CV must always be typed and not hand-written
- A CV must be clear and concise
- An employer will seldom dedicate more than two minutes to reading a CV
- The smallest crossing-out or stain may discredit you to the eyes of an employer
- A CV must be clean

Always put forward your qualities and never reveal your weak points. Be careful, this rule is valid only if you know how to show humility. One can be audacious without being conceited.

Omitting a piece of information is not a lie. No need to say that spoken English - not written should be used! The first indication is enough.

Be precise in your statements. The description of your skills must be accompanied by exact information: names of your former employers, titles of your diplomas etc.

Writing a good CV

Having a good CV not only allows to ease the comprehension of what you have done but also of what you are able to do, introduce yourself to prospective employers like someone having their own qualities and skills and convince the employer of the interest to meet you.

- A comprehensive listing of your working-experience;
- Your skills, knowledge, know-how;
- The strong points of your professional background, your assets to hold the job and meet the company's requirements.
- When reading your CV, the employer should understand what you want to do and what you offer.
- To present your CV, chose the lay-out which best corresponds to what you want to put forward.

The services of the House of the Student:

- Organisation of workshops to help you write your CV, cover-letter and rehearse job interviews.
- Check-out the calendar to find out about the date of the next workshop.

Contacts

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