



INSERTION PROFESSIONNELLE

# CANDIDATER EN ANGLAIS

## Professional English CV building

A C.V. is not your life history: it's an **essential communication tool** used for recruitment purposes and above all it's more often than not **the first contact** with the **recruitment consultant**.  
(In the UK, a pre-selection will normally be carried out by a recruiting consultant before being transferred to the company)

**What** you chose to say and **how** you chose to say it should be a **brief positive presentation** highlighting your **student/ professional profile**.

You are aiming to **grab their attention** in order to **get an in-person or telephone interview**, both of which are decisive steps in terms of recruitment.

You shouldn't consider your C.V. to be exhaustive, it should be done to **appeal to the demanding requirements** of the recruiting consultant who **only has a few seconds** to look it over.

If it has that something special that catches their eye (harmony, attention to detail, conciseness,...), then they'll want to pay more attention to it.

A C.V. is a **cultural document**. The Anglo-saxon one has **specificities** compared to the French one, which will be pointed out in this fact sheet with this sign

## IDEAS FOR AN EFFICIENT C.V.

### CONTENT

Relevant and up-to-date



### STYLE

Easy-to-read and a clear business format

**Adapt your CV to each application.**

A CV, like an arrow should **reach its target**.

Try to put yourself in the place of the recruiting consultant to **imagine the profile they are looking for, what they need**

Select only the **relevant information from your professional and academic background** and use the **key words** they are looking for

**Boost the content** of your CV to **valorize it** and **make your profile stand** out from the other candidates.

Make sure **the style** of your CV is **in harmony with the domain** you're applying for

Opt for a **modern, harmonious, personalised, breathable** CV on 1 page  
Use **NO COLOR** or 1 **sober** one (dark blue, grey)

**Be brief**, don't use full sentences,  
**NO punctuation**  
**Give depth** (bold/italics/capitals/ bullet points...)

**NO spelling mistakes**  
**NO abbreviations, acronyms, logos**  
Use icons with moderation



Always save your CV in a PDF format "First name, surname \_CV"

Contact : [scuioip-baip@umontpellier.fr](mailto:scuioip-baip@umontpellier.fr)

Retrouvez toutes nos actualités : @scuioip UM



## CONTACT DETAILS

- First name, surname
- Professional Email address
- Mobile/ Cell phone number
- Full Clean Driving Licence
- **NO AGE or personal information** (for discrimination reasons)
- Nationality / link LinkedIn (if relevant)



## ABSOLUTELY NO TITLE

## ABSOLUTELY NO PHOTO



IN THE ANGLO-SAXON CULTURE C.V.s WITH PHOTOS **CAN NO LONGER BE ACCEPTED** AS THE RECRUITING CONSULTANT MAY BE ACCUSED OF POSITIVE OR NEGATIVE DISCRIMINATION

## EDUCATION

Highlight your educational background with a special mention for everything relevant to the application in question.  
Help the recruiting consultant understand your background.

Date	Training Course / Certificate	University	Town & Country
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- Always use **reverse date order** (most to least recent)
- Don't forget your **current training course** ("... to present")
- State the **year you graduated** / obtained your certificates
- **DO NOT ADD TOO MANY DETAILS** of your courses and contents as **this will explained in the covering letter**



## PROFESSIONAL EXPERIENCE

Add all professional experience that you have acquired

Dates (to... from...)	Position	Company	Town & Country
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- **Simply state the jobs undertaken** using reverse date order
- **Include everything**: internships, professional experience, relevant volunteering, student jobs
- **NO DETAILS**: the transferrable skills section will explain in more details the skills learnt



## TRANSFERRABLE SKILLS



Abilities (a combination of hard and soft skills) that are relevant and helpful across different professional fields (useful in various types of jobs, roles and industries) but which are not industry-specific

PRIVILEGE AT LEAST 3 OF THESE HEADINGS (non-exhaustive):

- **Communication** (written communication, public speaking...): ...
- **Problem-solving** (critical thinking, analytical reasoning, innovation...): ...
- **Teamwork** (collaboration, conflict resolution...): ...
- **Organization** (time management, planning, working under pressure...): ...
- **Leadership** (project management, goal-setting...): ...
- **Numerical skills** (budgeting, data analysis, graph and charts data): ...

"..." : Give **examples of HOW you have acquired these skills** (type of activity, presentations, international meetings, group leader etc...) not where

## MISCELLANEOUS (Hard skills and other areas of interest for your application)

Transform yourself from a piece of paper into a human being

- **Professional and technical skills relevant for the position**
- Note **ALL languages** (use the CECR: A2, B1, B2... mother tongue)
- Don't forget **your computing skills** (hard and software skills, graphic design, social media...)
- **HOBBIES** (sport, leisure activities): **NOTE THIS SHOULD NOT BE INCLUDED ON A CV FOR THE USA**
- **VOLUNTEERING**: if this was not treated in the professional experience it may be added here

Certain things should never be mentioned on your CV. Religious and political affiliations have **NO PLACE** on a C.V.

