

By Malys Masimbert

## Write a CV in English

Looking for a job or work experience in America, Britain or Australia? You'll need a resume in VO!

- the CV itself must be clear and precise
- don't exceed one page
- choose quality paper (white or a pale colour)
- don't use more than two colours
- choose a simple, clear typeface

- Start with the most recent diplomas & give the English equivalent (see p.39)
- Don't translate the name of the university or school!

- Centre your personal details
- Add "33", the international code for France, before your phone number and France at the end of your address
- A photo is not required for an English or American CV

**Elise Dupont**  
 3, rue Molière 59 000 Lille, France  
 +33 (0)6 45 85 47 20  
 edupont@yahoo.fr  
 Date of birth : 04/03/96

### Objective

Work as an au pair for one month during the summer

- This is optional, but it can be useful to explain briefly what kind of job you're looking for.

### Education

2011 - 2014: **Saint Julien High School, Lille, France**  
 Baccalauréat (equivalent to A-levels), with a specialization in literature

- Start with the most recent internships, casual jobs, voluntary work... it's all important
- For each experience, describe what you achieved and learned

### Work experience

10 - 15 January 2011: **internship at Saint Joseph primary school**

- participated in various school activities
- helped organize the timetable
- accompanied a class for a school outing

2011 to present: **baby-sitting**  
 at weekends and during the summer holidays

### Languages

French: mother tongue  
 English: advanced (TOEIC: 825, 08/06/12)  
 2013: two weeks language study holiday in Dublin  
 2010: one month travelling in the United States

- If you have other diplomas, a driving licence or computer skills, don't forget to add them here.

- Specify your level. If you have a good TOEIC/TOEFL score give the results and dates of the exams
- Say if you have been on a language study holiday. The destination and the duration are important

### Other skills

Excellent knowledge of Microsoft Office

### Interests

- 2011 to present: preparing the BAFA, a diploma for youth leaders and workers
- Handball: playing as a striker for nine years in the Lille Handball Club
- Volunteer work for Asia Action, an association that sends school supplies to Cambodia

### References

Available on request

- Detail hobbies, sports, music, etc. This section is important as it shows your personality and what you're capable of.

- Some employers ask for references. You should provide the name of a previous employer or teacher who speaks English. Remember to ask permission first!

