

Writing a Curriculum Vitae

Curriculum Vitae (C.V.) is a summary of your training, experience and skills that is used by an employer to decide whether you would be a suitable candidate for a job. A curriculum vitae is your personal advertisement that highlights those characteristics about you that are the most interesting, the most impressive and unique.

A good C.V. is one that allows employers to determine easily and quickly whether your skills and experience match their needs. The easier you make this for the employer, the better. Its purpose is **to sufficiently impress a potential employer so that he or she invites you to an interview** to learn more about you.

Sample of C.V.

Your name (in bold and/or large)
Address
Marital status
Phone number/e-mail

EDUCATION

1987-1991 **Bachelor of ... (Major area of study)**
Institut Supérieur de Gestion, Tunis

- *add academic awards*
- *add research undertaken with results if, possible*

1981-1987 **High School Graduation Diploma**

- *add academic awards*

TRAINING

1989 **Training topic**
Name of company, organization , City
(put relevant information)

WORK EXPERIENCE

Since 1993 **Position Title (in bold)**
Name of company, organization , City

- *use "one-liners" to describe your activities in this position*
- *use "action verbs" to give your one-liners more impact*
- *at least one of the one-liners should describe an initiative you took or an achievement you had with results*
- *consider using the P.A.R. formula (problem, action, result)*
- *emphasize your "transferable skills": leadership, organization, communication, creativity, etc.*

1990-1993 **Position Title (in bold)**
Name of company, organization, City

- *describe what you did in this position*
- *emphasize your "transferable skills"*

(Add other positions if applicable)

COMPUTER SKILLS *List software and hardware with which you are familiar*

LANGUAGES Arabic, English, French
If you are perfectly bilingual or trilingual add (fluent written and spoken).

OTHER ACTIVITIES AND INTERESTS

This section will include any additional information about activities you are involved in or interest you that are not included above. Avoid "reading, sports, films" which are too general. You can be quite detailed. Be creative. This is often the section where employers look to start an "icebreaker" conversation.

Tennis • *competed extensively throughout Tunisia in various junior and senior tournaments*
Experiences abroad • *lived in England for 3 years, travelled independently in Europe and Northern America for 3 months in 1997*
Public Speaking • *joined the local training group to improve speaking skills*

(Add other activities if applicable)

REFERENCES ARE AVAILABLE ON REQUEST