

International CVs

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A CV has one purpose, and one purpose only.

And that purpose is.....



Getting you a job interview



Who are the people who read your CV?

People who are busy, tired and read too much

So, you need to make your CV:



Readable in under 10
seconds



Clear for a tired pair of
eyes

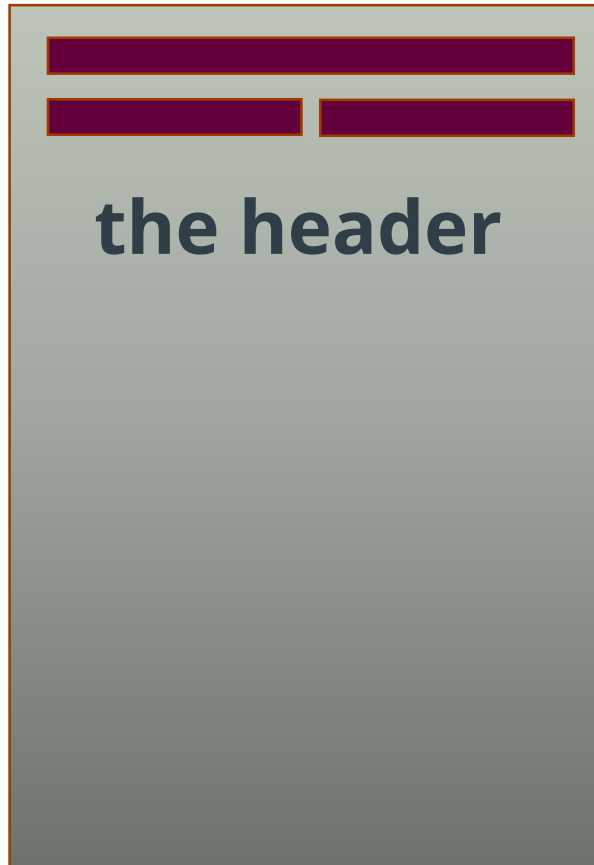


Uncompromisingly
clear and professional



A CV has two basic zones:

**The header
The content**



The header of your CV must say two things: who you are and what you are

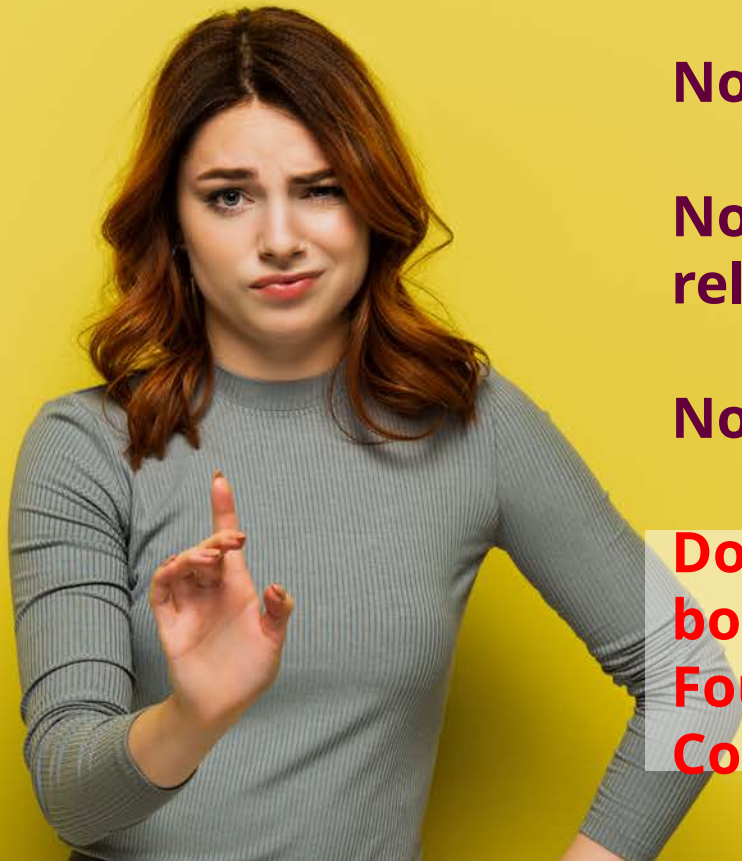
Use the name you want people to call you

Top left: your name and job title

**Top right: contact details –
phone number –email address**

**Keep it narrow:
Engineer in physics, trilingual
Scientist specialized in data analysis**





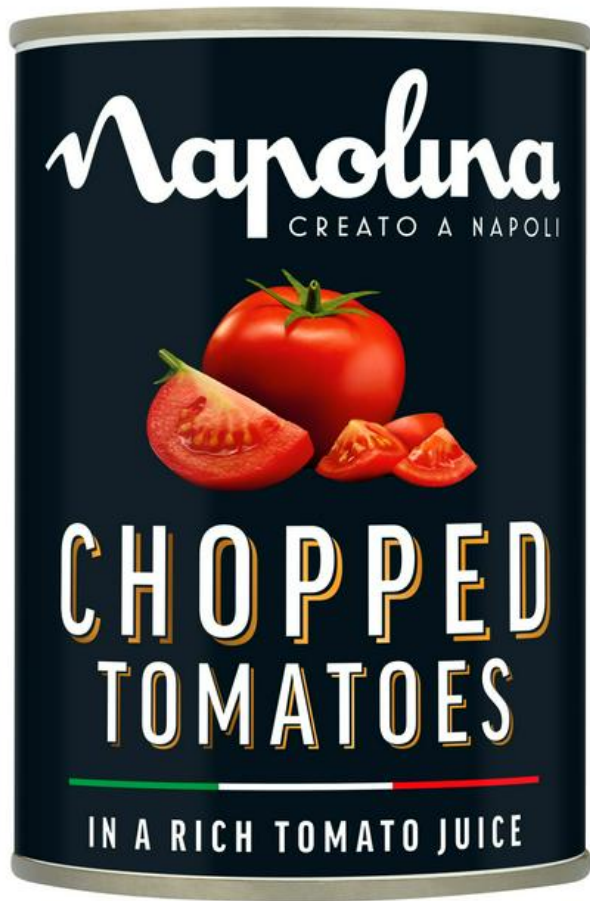
No gender, no origin, no religion

No postal address

No photo or age (unless it is relevant for the job)

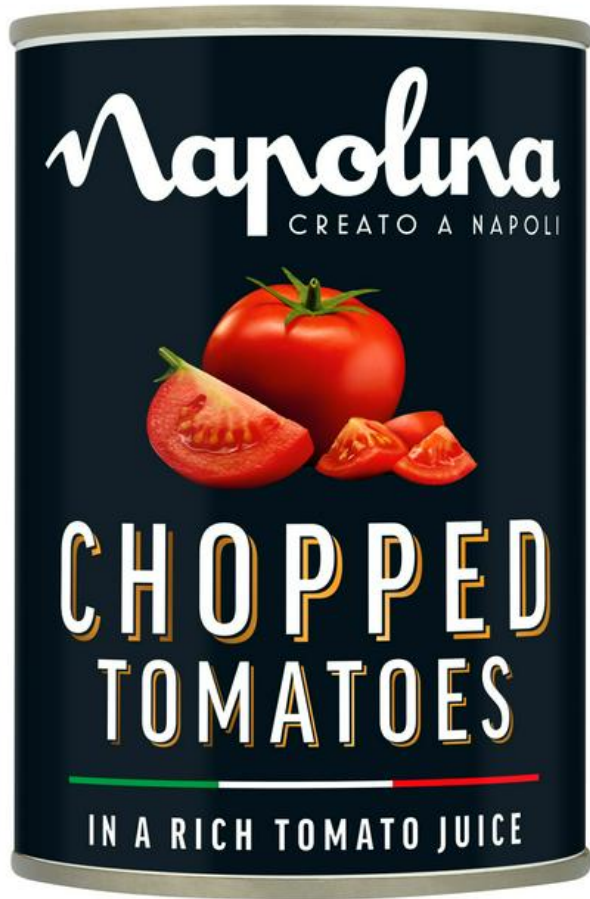
No unnecessary details

**Don't dilute yourself, don't boast:
Founder, CEO, Author,
Coach, Speaker**



Who you
are.

What you are.



Who you are: your name

What you are: your profession



**Put your
competences into
context.**

**Present information
from most relevant to
least relevant.**

**Be precise about
your skills.**

**Use white space to
help your reader
focus on what's
important.**

Don't list your competences without content or context.

Don't say "hobbies" and don't list hobbies for the sake of listing them.

Don't title your CV "CV", we know it's a CV.





Competences = capacity applied to content

Instead of saying member of the Debating Society (2019 - 2022), say

content

capacity

As a member of the Debating Society, I wrote twelve debate scripts for the French Debating Association tournaments.

context



**Remember, the golden rule of all CV
content is :
Show, Don't Tell**

No photos, no personal details

The title of your CV is simply your name and a short description, i.e., who you are & what you're looking for. We know it's a CV, there's no need to write "CV".

First Name LAST NAME

Graduate student in aerospace engineering seeking internship

Contact details

What follows now are four basic categories: Education, Experience, Languages & Computer Skills, Other Projects, all this fits into a single page

EDUCATION

- UNIVERSITY OF - COUNTRY - DEGREE - YEAR
Degree subject and class achieved
Modules / academic projects
Dissertation title

How do you say "prépa" in English?

- Competitive undergraduate program(me) in...
- A two-year intensive program(me) in science to prepare for nationwide competitive exams
- Selective scientific post-secondary school program(me)

Describe relevant academic qualifications, only go as far back as necessary, focusing on your most recent experience. For example, if you're a *Grande École* graduate, it's clear you have a baccalauréat so there's no need to list subjects in detail.

There is, however, lots of value in describing specific modules you're studying now that contribute to your skills as an engineer.

EXPERIENCE

- JOB TITLE, COMPANY, CITY, COUNTRY – START TO END
What the job was
How you did it
What you achieved / learnt from it.

The golden rule here is Show, Don't Tell. For example, don't say you're "good at teamwork"; illustrate, in words and numbers, at time when you worked in a team, how many people there were, what you achieved etc.

LANGUAGES AND COMPUTER SKILLS

- Language 1, mother tongue / native speaker
- Language 2, 3, 4 + CEFR level + particular experience such as prolonged stay/internship in the country etc.
- Computer skill set 1 + mastery level + number of hours of training if applicable
- Computer skill set 1 + mastery level + number of hours of training if applicable

Your page layout should reveal the structure of your CV, not decorate your CV. Remember that white space is very important for your reader to orientate themselves by helping texts stand out.

OTHER PROJECTS

This section is useful if you have a specific achievement that doesn't fit into the education/experience sections, such as:

- involvement in student societies
- summer jobs
- MOOCs/online training outside your curriculum + number of training hours + certificate if applicable
- specific achievements in addition to your degrees would all go here.

Use the Writing Center's template.

It's cool, We're cool, You'll be cool.



Come work with us!

