

Modèle de CV :

Nom, Prenom (in large, bold type)

Adresse complete

Code postal, Ville

Telephone

Portable

e-mail

Personal profile A brief, business-like description of yourself
Ex. A reliable, conscientious and efficient computer-literate administrator with good secretarial and organisational skills. Proficient at working both on own initiative and as part of a team.

Key skills Your main skills
Particularly those relevant to the job you are applying for
Ex. Secretarial, including word-processing
- Word 6 for Windows
- Wordperfect 5.1
- Microsoft Office
. Excellent telephone manner
. Resourceful, reliable team member

Career History Name of the Company and dates of employment
Job Title
Brief description of your duties and responsibilities
Brief description of what you achieved in this position
-
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Name of the Company and dates of employment
Job Title
Brief description of your duties and responsibilities
Brief description of what you achieved in this position
-
-

Name of the Company and dates of employment
Job Title

Brief description of your duties. You do not have to be as specific about jobs you did some years ago

Education and Training

Starting with the highest, most recent OR most relevant qualification.

Name of School, College, or University

Date you attended

Qualification you achieved

You could include brief details of the subjects covered by the course, especially if you have recently qualified.

Name of School, College, or University

Date you attended

The qualification you achieved

Name of School, College, or University

Date you attended

The qualification you achieved

Don't go back further than your senior or secondary school

Professional training

Details of any professional training undertaken at work (qualification or skill achieved)

Personal Details

Date de naissance

Permis de conduire

Married or single - optionel

Nationality - optionel

Interests et activites – rapide description

References - indiquer : "available on request"