

How to write a resume

The curriculum vitae is a support of information on your identity, your training, and your knowledge in terms of know-how and skills. It is a document that details your academic and professional background.

The objective of the curriculum vitae is to highlight a certain number of values for a future interview. The curriculum vitae can be structured in four main parts:

- Identification (marital status and family situation):

This is to indicate your names, first names, date and place of birth, family situation, full address with contact (phone, PO Box, E-mail). It is also important to mention the address of a person to contact if necessary.

- Training:

In this part you must present:

- Your school, technical and professional training. (It is necessary to start with the highest and recent diplomas by specifying the year of obtaining and the institutions attended).

- Professional internships

- Professional experience.

The presentation commands that we go from the most recent (last experience) to the oldest. Mention also the names of the companies in which you have held a job while specifying the date of entry and exit. And for each of them, specify the job title and its contents.

- Various:

This section refers to everything that can influence the employer at the same time as it reinforces its image. (Cultural activities, sports, related knowledge, publications, honorary diplomas, driving license, travel and leisure.

For those of you who do not have work experience your resume must fit on one page maximum.

For those who already have professional experience, only retain relevant information relevant to the job. Your C.V. will have to fit on one and a half pages and maximum two pages.

The curriculum vitae must be well written, airy, pleasant reading and easy with a neat handwriting and well defined sections.

When writing the curriculum vitae it is necessary to avoid: The errors of orthography, syntax and grammar, the lie, the narcissism, the pompous presentations, the absence of coordinates, the mention of the salary, the information with political connotation, union, religious and the enhancement of failures.

NB:

- There is no standard resume template. It is recommended to have as many depending on the type of position or type of business sector,

- It is appropriate to use action verbs and not to formulate the sentences in the description of the various missions that you Have done,
- Avoid lying,
- Be honest,
- If you are asked for a photo, paste a recent photo ID at the top right of the resume,
- You need to be concrete, accurate and Clear,
- Enter your resume on a computer otherwise Type in the machine,
- Always keep in mind that since the number of places is small, the employer reading your resume should understand what you want to do, what you propose,
- Always remember to date and sign your CV