

## Session 2

### Tools for job search: The Curriculum Vitae

# CURRICULUM VITAE

1. What is it?
2. Chronological example of a CV
3. Steps to send your CV by email

**ACTIVITY:** How to design your own CV

# What is a CV?

Presentation card

Way to contact a company

It can be:

- Chronological
- Functional
- Mixed



# Recommendations to make your own CV

1. Short (2 sheets maximum)
2. Photo, if possible.
3. Short sentences, easy to read.
4. Ordered by sections.
5. Written with a computer.
6. Blank sheet with margins.

# Inverse chronological CV

## PERSONAL DATA

- Name and surname
- Complete address
- Telephone and mobile
- email
- Drive license and car availability

## EDUCATION

Courses carried out recently, finishing with the oldest ones.

## LANGUAGES

First those we control, and especially what knowledge we have (medium, high, low, native)

# Inverse chronological CV

## COMPUTER KNOWLEDGE

Programms we know how to use and level of competence  
(user level, programming...)

## LABOUR EXPERIENCE

We will start with the most recent ones and finish with the oldest ones

If we don't have any experience we will include any type of activity carried out, interships...

Of each experience we need:

- Name of the company
- Starting and finishing date
- Company data referred to the type of activity
- Tasks carried out

# Inverse chronological CV

## - INTERESTS

- Professional licenses (food handling license, palet truck license...)
- Availability to travel
- Availibity to immedaite incorporation
- Volunteering
- Short description of oneself: dynamic, ability in team working...

# STEPS TO FOLLOW TO SEND YOUR CV BY EMAIL

1. [www.hotmail.com](http://www.hotmail.com)
2. Click "New"
3. Introduce addressee
4. Introduce subject. "CV...(name)"
5. Attach your CV: "Insert" > "Documents as attached"
6. Introduce short description: who you are, Interest for the position, I attach my CV for further information...  
Farewell with a greeting and expressing gratitude.