

The curriculum vitae, or CV as it is commonly called, is the European equivalent of a résumé. You will note that it includes some information typically omitted from U.S. résumés, such as the date of birth. Your CV should be in French, as well as complete, up to date and perfect, with no typos or spacing errors. Use spell check! To format your CV, you may use the “Elegant Résumé” template in MS Word or you may follow the format of the following model, paying special attention to the following:

- set paper to A4, the European size
- do not include a US address or telephone number;
- do include an e-mail address you will use during your time abroad
- list education first, work experience last
- begin list of employment from most recent experience - include internships and significant volunteer work in this category and label it "Expérience Professionnelle"
- bold job or internship title, name of company and city
- unless the city is unknown, do not list country (ex. “Paris, France”); however, if it could be confused with another city, do cite location (ex. “Paris, Texas”)
- use action verbs to describe your duties and responsibilities
- give dates in years only, not months
- do not include:
 - an “objectives” section
 - reference to fraternity/sorority activity or office held
 - reference to religious affiliation and/or religious or missionary work
- do not lie, but make the most of your experience - if you answered phones you may have “handled inquiries from clients and suppliers”
- list activities (“play first oboe in Mudville Symphony Orchestra”) rather than vague interests (“enjoy playing classical music”)
- list as a separate category the computer skills you have, identified by program application or operating system - this is particularly important
- under Education, list any relevant study pertaining to your internship area
- if possible, keep résumé to one page

Submitting Your CV

Please be sure that you save the attachment in the following format: LastnameFirstname.doc (e.g. WinstonMaria.doc). You will be asked to upload your CV via EUSA’s online registration system. If you have any difficulty uploading your CV, you may email it as an attachment to paris@eusa-edu.com.

Prénom, Nom Maria WINSTON

(first name, family name in all capitals)

Né(e) le 12 mars 1989 à Saint Louis (Missouri, USA)

(date: le "day", "month", "year" à "city of birth" then in brackets, "state", "country")

Nationalité américaine

(Nationality; always small case & feminine)

Etat civil célibataire (or marié/e)

(marital status, single or married -masculine or feminine-)

Adresse Reid hall, 4 rue de Chevreuse, 75006 Paris

(leave the office address until you know your address in Paris)

Téléphone 01 40 47 92 71

(leave the office phone number until you know your phone number in France)

Portable 06 XX XX XX XX

(your cell phone; if you don't have one yet, leave this blank.)

E-mail xxxxxxxx@wwwwwww.com

(indicate your e-mail address)

Formation et diplômes (Education)

dates & schools attended (use the English name of the school, any degrees received, the most current first)

Expérience professionnelle (Work Experience)

Indicate dates of service (the most current first), name of company, positions

Important vocabulary (examples):

animatrice = group leader

bénévole = volunteer

entraîneur = coach

stagiaire = intern

tuteur/tutrice = tutor

Langues (Languages)

Indicate: débutant, intermédiaire, avancé, bilingue, langue maternelle

Informatique (Computer Skills)

list type of computer you've used & software you know ex. Macintosh or PC; Microsoft Word, Windows

Centres d'intérêt et loisirs (interests and hobbies)

do not use articles before sports

Louisa ARMANA

EUSA, Reid Hall, 4 rue de Chevreuse
75006 Paris
01 40 47 92 71
louisaa@sorbonne.edu
Née à Istanbul, Turquie le 12 mars 1988, 21 ans
Nationalité américaine

Formation et diplômes

2009 Harvard University à Paris
(printemps) Session d'Etudes et de Stage en entreprise

2008 Harvard University à Genève
(automne) Session d'Etudes et de Stage en Relations Internationales

2006-2010 Harvard University, Massachusetts, Etats-Unis
Préparation d'une licence en Economie et Relations Internationales

Expérience Professionnelle

2008 **Comprehensive Dialogue Among Civilizations**, Genève, Suisse
(automne) Assistante de recherche sur la sécurité internationale

2007 **HSBC Banque Siège Social**, Istanbul, Turquie
(été) Agent de change

2005-2006 **Fondation de TEMA**, Istanbul, Turquie
Conférencière pour les lycéens sur l'érosion et la terre arable en Turquie

2005 **Plate-forme de Philosophie**, Istanbul, Turquie
Secrétaire-Générale: organisations de conférences, publications sur la politique internationale

Langues

Turc langue maternelle
Anglais bilingue
Français avancé
Espagnol débutant

Informatique

Reuters, Microsoft Word, Excel, PowerPoint, Adobe Illustrator, Photoshop

Centre d'Intérêt et Loisirs

Premier violon, Orchestre symphonique de Harvard University
Meneuse, Equipe de basket ASEB
Adhérente, Association des amateurs des films français à l'Alliance Française à Harvard