

LESSON 1 - WRITING A CV / RESUME OR A COVER LETTER

TUESDAY, MAY 14th 2024

1) Pour parler d'un CV, on va utiliser le mot _____ en anglais britannique et _____ en anglais américain.

2) What differences can you identify between this CV and a French CV?

Diego Martinez

714-555-2020 | youremail@fullerton.edu
2222 Candy Lane, Anaheim, CA 92806

CAREER OBJECTIVE

Seeking an entry-level mechanical engineering position.

EDUCATION

California State University, Fullerton

Bachelor of Science Degree, Mechanical Engineering
G.P.A. - 3.56, Dean's List - Spring 2009 - Fall 2010

Expected Graduation May 2011

RELATED COURSES

Fluid Mechanics	Strengths and Materials Lab	Robotics
Mechanical Design	Fluids and Heat Lab	Thermal Systems Design

COURSE PROJECT

Team Leader, Electrical Vehicle Conversion Design

- As a team leader researched, designed and tested the conversion of a 1971 Fiat 850 Coupe originally powered by a 4-cylinder gasoline engine to a 96V electric DC motor

COMPUTER SKILLS

- Knowledge and extensive use of AutoCAD 2000
- Pro-Engineer 2001 and Wildfire
- Microsoft Office and Microsoft Windows
- Match CAD, CNC Machining, LAB View 7.1, Master CAM

WORK EXPERIENCE

Caltrol Inc.

Technical Sales Representative

- Re-design control valves and regulators
- Process customers sales documents and maintained supply inventory
- Attend sales training sessions

Santa Ana, CA
August 2009- Present

Rosemead, CA

Southern California Edison

Mechanical Engineering Intern, Power Production Department

- Conducted performance test on boilers, pumps, and turbines
- Designed fluid system for plant service water treatment
- Updated testing procedures to reflect existing equipment and testing devices
- Assisted with other engineering projects as team-member

January 2008 - July 2009

LEADERSHIP SKILLS

- President of Society of Automotive Engineers, Fall 2009 - 2010
- Vice President of Society of Mexican American Engineers and Scientists, Fall 2009-2010

FOREIGN LANGUAGE SKILLS

- Speak, read and write Spanish and French

3) The correct way to write your name in English is:

- BOND James
- Bond James
- James BOND
- James Bond

4) Which one of the following elements may you include in the personal information section?

- your date of birth
- your picture
- your gender
- your citizenship
- your marital status

5) What is wrong with this personal information section?

Curriculum Vitae

Name: LEGALLOIS Perceval

Email address: pioupiou90@youpi.com

Address: Rue de la Table Ronde

Telephone: 01 87 87 90 43

35380 Paimpont

6) Find the odd one(s) in this list of objective examples:

- a) To obtain an entry-level position within a sports institution requiring strong analytical and organisational skills
- b) An entry-level position as a physical trainer
- c) Acceptance to the Sports Sciences graduate program
- d) I would like a job in your club.
- e) To obtain an internship that utilizes my data-gathering and analysis skills
- f) To obtain a summer internship that provides me with an opportunity to learn through practical experience and observation while contributing to research work with an enthusiastic and innovative approach

7) Choose the correct answer:

- a) You should start with **[most recent / oldest]** elements.
- b) You should give titles of degrees in **[French / English / both]**.
- c) You **[should / should not]** use abbreviations when referring to your school.
- d) You **[should / should not]** include a description of the coursework you followed.

8) Match the French words with their English equivalent:

Une bourse d'études	An internship
Baccalauréat	(Highly) competitive national entrance exam (to the <i>Grandes Ecoles</i>)
Mention bien	Apprenticeship
Mention très bien	Coursework
Apprentissage	With honours (UK), cum laude (US)
DUT	Master program (UK), Graduate program (US) / Master degree (UK), Graduate diploma (US)
Classes préparatoires	A-levels (UK), High-school diploma (US)
Université	With first class honours (UK), summa cum laude (US)
Faculté	To get into, to be admitted into
Licence / Diplôme de licence	University
Master / Diplôme de master	A scholarship / A grant
Thèse / Doctorat	Intensive 2-year class preparing for entrance
Cours suivis (cursus)	Bachelor program (UK), Undergraduate program (US), / Bachelor degree (UK), Undergraduate diploma
Concours	Post-graduate studies / PHD
Un stage	A two-year technical degree HND (Higher National Diploma) (UK), Technical Associate's Degree (US)
Intégrer	Faculty (UK) / School, college (US)

9) In an English CV / American resume, you should include the following elements:

- dates of employment
- employer
- name of business/institution
- type of position (job title)
- a brief description of tasks and responsibilities

10) Use the words in the list to fill in the sentences below:

led - designed - assisted in - acquired - participated in - worked - implemented - developed

- a) _____ as part of an international team
- b) _____ a team
- c) _____ strategies to improve production
- d) _____ a new product
- e) _____ in the construction of a sports facility
- f) _____ new working practices in the field of communication
- g) _____ new skills such as...
- h) _____ team meetings and planning sessions

11) What do you notice about how these sentences are worded in English?

12) Describe your own language skills using some of the following words and phrases : fluent in - good command of - basic knowledge of - currently learning - good working knowledge of - proficient in - native speaker