

WRITING A CV / RESUME OR A COVER LETTER

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

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CAREER OBJECTIVE

Seeking an entry-level mechanical engineering position.

EDUCATION

California State University, Fullerton

Bachelor of Science Degree, Mechanical Engineering

Expected Graduation May 2011

G.P.A. - 3.56, Dean's List - Spring 2009 - Fall 2010

RELATED COURSES

Fluid Mechanics
Mechanical Design

Strengths and Materials Lab
Fluids and Heat Lab

Robotics
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.

Santa Ana, CA

Technical Sales Representative

August 2009- Present

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

Rosemead, CA

Southern California Edison

Mechanical Engineering Intern, Power Production Department

January 2008 - July 2009

- 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

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

Address: Rue de la Table Ronde,
35380 Paimpont

Telephone: 01-87-87-90-43

Email: pioupiou90@gmail.com

6) Find the odd ones 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) 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

9) 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

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