



QUADRIGA

BEST LIFE

A STEP-BY-STEP GUIDE
TO CREATING YOUR CV

Creating a Standout CV: Expert Strategies for Job Seekers

Writing a CV (Curriculum Vitae) is an important step in applying for jobs, academic programs, or other professional opportunities. A CV is a comprehensive document that highlights your professional and academic history. Here's a guide to help you craft an effective CV:

1. Personal Information

- **Name:** Full name, prominently placed at the top.
- **Contact Information:** Phone number, email, and LinkedIn profile (if applicable).
- **Address:** Optional, depending on privacy preferences and relevance.



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emily.cartier@example.com



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Paris, France



linkedin.com/in/emilycartier



2. Professional Summary or Objective (Optional)

- A brief summary (2-3 sentences) that highlights your professional background, skills, and objectives.
- Tailor it to the specific role or field you're applying for.

3. Education

- List your educational background in reverse chronological order.
- Include the name of the institutions, degrees obtained, majors, and dates of graduation.
- Mention honors, distinctions, and relevant coursework.

Bilingual communications specialist with over 5 years of experience in international public relations. Skilled in crafting compelling narratives in both English and French, with a passion for cultural exchange and global collaboration.

EDUCATION

MASTER'S IN INTERNATIONAL COMMUNICATION

University of Paris, Sorbonne, France
2016 - 2018

BACHELOR'S IN JOURNALISM

University of Manchester, UK
2012 - 2016

EMILY CARTIER
GLOBAL COMMUNICATIONS MANAGER

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EXPERIENCE
GLOBAL COMMUNICATIONS MANAGER
ABC International, Paris, France
• 2019 - Present
• Led a team of 5 in developing global PR strategies.
• Organized international press events in over 10 countries.
• Managed company's multilingual content creation.
PUBLIC RELATIONS COORDINATOR
XYZ Media, London, UK
2016 - 2019
• Coordinated media relations for UK and French markets.
• Developed bilingual press releases and marketing materials.
• Facilitated cross-cultural communication strategies.
COMMUNICATIONS CONSULTANT
Global Outreach Consultants, Brussels, Belgium
2021 - Present

4. Work Experience

- List your work history in reverse chronological order.
- Include job title, name of the company, location, and dates of employment.
- Detail your responsibilities and achievements in bullet points.
- Use action verbs and quantify achievements when possible.

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COMMUNICATIONS CONSULTANT

Global Outreach Consultants, Brussels, Belgium

2021 - Present

- Consult with various NGOs on communication strategies in multilingual environments.
- Develop and execute international media campaigns, increasing global outreach.
- Train staff in effective communication and public speaking across different cultures.



5. Languages and Skills

- Include language proficiencies and any technical skills like programming languages.
- Highlight relevant skills, both hard (technical) and soft (interpersonal).

SKILLS

- Proficient in MS Office
- Adobe Creative Suite
- Front End Coding
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication

LANGUAGES

Fluent in English
Fluent in French
Intermediate in Spanish

6. Certifications & Awards

- Include any relevant certifications, licenses, or awards.
- Mention the issuing organization and the date of the award or certification.

CERTIFICATIONS AND AWARDS

- Certified Digital Marketing Professional, Digital Marketing Institute, 2020
- Award for Excellence in Public Relations, PR Association UK, 2018.

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VOLUNTEER EXPERIENCE

- Language Exchange Program, Paris, France
2017 - Present
- Organize language exchange meetups for students and locals.
 - Promote cultural understanding and language learning.

PROFESSIONAL MEMBERSHIPS

- Member, International Public Relations Association (IPRA)
- Member, Society of Professional Journalists

REFERENCES

Available upon request.

7. Publications and Presentations (if applicable)

- List any relevant publications, research, or presentations.
- Include co-authors, date, and where it was published or presented.

8. Volunteer Experience (Optional)

- Include any relevant volunteer work, highlighting skills and experiences that are applicable to the job or field.

VOLUNTEER EXPERIENCE

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2017 - Present

- Organize language exchange meetups for expatriates and locals.
- Promote cultural understanding and language learning.

9. Professional Memberships and Affiliations

- Mention membership in professional organizations related to your field.

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10. References (Optional or Upon Request)

- You can either list references or note that they are available upon request.
- Ensure you have permission from your references before listing them.

General Tips

- **Length:** A CV can be longer than a resume, especially in academic or medical fields. Keep it concise but comprehensive.
- **Tailoring:** Customize your CV for each application, emphasizing the most relevant experience and skills.
- **Formatting:** Keep the format clean and professional. Use a legible font and consistent formatting.
- **Proofreading:** Check for typos, grammatical errors, and ensure clarity.
- **PDF Format:** Save and send your CV in PDF format to maintain formatting.


Remember, your CV is often the first impression you make on a potential employer or program. It should be clear, professional, and highlight your most relevant qualifications.




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