

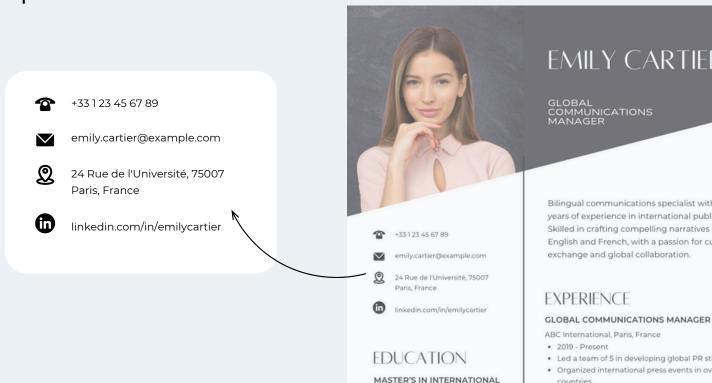
A STEP-BY-STEP GUIDE TO CREATING YOUR CV

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.



COMMUNICATION

2016 - 2018

University of Paris, Sorbonne, France

· Managed company's multilingual content

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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.

+33 1 23 45 67 89

EDUCATION

COMMUNICATION

2016 - 2018

2012 - 2016

24 Rue de l'Université, 75007

linkedin.com/in/emilycartier

MASTER'S IN INTERNATIONAL

University of Paris, Sorbonne, France

BACHELOR'S IN JOURNALISM

University of Manchester, UK

• 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.

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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

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.

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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

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GLOBAL COMMUNICATIONS MANAGER

6. Certifications & Awards

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

LANGUAGES

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SKILLS

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PROFESSIONAL MEMBERSHIPS

CERTIFICATIONS AND AWARDS

Marketing Institute, 2020

LUNTEER EXPERIENCE

Association UK, 2018.

Certified Digital Marketing Professional, Digital

Award for Excellence in Public Relations, P.

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Organize language exchange meetups for

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REFERENCES

17 - Present

and locals.

Available upon request.

CERTIFICATIONS AND AWARDS

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

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

Language Exchange Program, Paris, France 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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