

# Writing a CV or résumé

There is no need for a title or heading other than your own name.

## CV – British style (curriculum vitae)

Some people omit these labels.

Some people omit the Profile section.

### Other useful phrases for a CV or résumé:

- ▶ *Native French speaker*
- ▶ *Near-native command of English*
- ▶ *Adequate spoken Dutch and German*
- ▶ *Baccalauréat, série C (equivalent of A levels in Maths and Physics)*
- ▶ *The qualifications described below do not have exact equivalents in the American system.*
- ▶ *I enclose photocopies of my certificates with English translations.*

<b>Name</b>	Mark James Wallace
<b>Address</b>	22 Rocks Lane, Bristol BS8 9DF
<b>Telephone</b>	0117 945649
<b>Mobile</b>	0779 9238182
<b>Email</b>	mjwallace@vjbworld.co.uk
<b>Nationality</b>	British
<b>Date of birth</b>	11 March 1979
<b>Profile</b>	A highly motivated, well-travelled and creative graduate with practical design experience in a large company.
<b>Education</b>	
1998 – 2001	Cardiff University: BA in Graphic Design (2.1)
1990 – 1997	Clifton School, 3 A levels: Art (A); Design and Technology (A); Mathematics (B); 9 GCSEs
<b>Employment</b>	
2001 – present	EMS Corporate Imaging, Design Dept, Riverside House, 19 Charles St, Bristol
<b>Skills</b>	Computer literate: familiar with a number of design and DTP packages. Clean driving licence.
<b>Interests</b>	Tennis, photography and travel.
<b>References available on request</b>	

JENNIFER ROBERTS

1320 Forest Drive Palo Alto, CA94309 **email:** jroberts@mailbox.com **telephone:** (650) 498-129

**Objective** To obtain a position as a German-English translator with a firm in the Bay Area.

### Education

2000-2002 Master of Arts in Translation, Stanford University  
 1994-1998 Bachelor of Arts (cum laude) Major: German; Minor: Russian, Georgetown University

### Experience

2002-present Freelance technical translator, German-English, mostly for hi-tech industries in California  
 2000-2002 Teaching assistant (German), Stanford University  
 1998-2000 English teacher, Cambridge Institute, Heidelberg, Germany

**Languages** Fluent German, conversational Spanish

**Personal** Interests include sailing, playing the accordion, cooking

**Reference** Dr M Rosen, Chair, Dept of Modern Languages, Stanford University, Palo Alto, CA94305

## Résumé – American style

On an American résumé you may choose whether or not to include your birth date, marital status, children, etc.

Begin with your most recent qualification and work backwards.

Begin with your most recent employment and work backwards.

One or more references may be included on the CV/résumé or they may be included in the letter of application instead.