

CV Instruction

Writing a CV (Curriculum Vitae) or a resume involves organizing your personal, educational, and professional information in a clear and concise manner. Here's a general guide on how to write a CV:

1. **Personal Information:**

Full name, Date of Birth, Nationality, Address, Marital Status, Email, Phone No.:

2. **Language:**

Describe your proficiency level for each language you speak, using standard terms like "native," "fluent," "advanced," "intermediate," or "beginner."

If you have taken any language proficiency tests like TOEFL, IELTS, or DELF/DALF, mention your scores and certifications. Here's a sample of how to list language skills in a dedicated section: ****Language Skills**** - English: Native - Spanish: Fluent (DELF C1) - French: Intermediate (DALF C1)

3. **Education**

Starting with your most recent degree. Include the degree type, institution name, location, and graduation date.

4. **Research Skills and Publications**

If you have any abilities in a certain field of research or any publications, mention here.

5. **Work Experience:**

List your professional experience in **reverse** chronological order. Include your job title, company name, location, and dates of employment.

6. **Certificates:**

Highlight any awards, certifications, professional licenses, or other forms of recognition you've received in your career

7. **Awards and Honors:**

List any awards, scholarships, or other honors you've received in your academic or professional life.

8. **Soft skills:**

Give a brief overview of your personality and work style.

9. Personal Interest:

List a few activities or interest that showcase your skills, determination or personality traits.

For example: communication, leadership, teamwork, adaptability ...

10. Volunteer Experience:

Showcase any relevant volunteer work, pro bono projects, or other unpaid experiences that demonstrate your commitment to social impact or professional growth.

