

# Chapter 03: Curriculum Vitae (CV)

## 1. What Is a CV?

A Curriculum Vitae (CV) is an official document that presents:

- Your education
- Your work experience or internships
- Your skills

It gives employers a clear idea about your profile.  
A CV is always sent with a cover letter.

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## 2. Why Do We Write a CV?

The CV is used to:

- Introduce yourself to an employer
- Apply for a job or an internship
- Show your qualifications
- Obtain a job interview

The CV is often the **first contact** with the recruiter.

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## 3. Role and Objective of the CV

The CV is:

- A professional presentation of yourself
- A personal advertising document
- A passport to employment

### **Main objective:**

To attract the recruiter's attention and get an interview.

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## 4. Basic Rules for Writing a CV

When writing a CV, you must:

- Be honest and sincere
  - Be authentic and true to yourself
  - Avoid negative language
  - Respect the rule: **CV = sincerity**
  - Ask a friend or another person to review your CV before sending it
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## 5. Style of a Good CV

A good CV must be:

- Clear
- Simple
- Well organized
- Free of spelling mistakes

Recruiters like CVs that are easy to read and well structured.

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## 6. What Attracts Recruiters

Recruiters focus on:

- Clear organization of information
  - Good readability
  - Relevant and useful content
  - Professional presentation
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## 7. Fonts and Formatting

Use simple and classic fonts:

- Arial
- Times New Roman
- Verdana

Formatting rules:

- Titles in bold
- Text size around 12 pt
- Leave space between sections

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## **8. Main Parts of a CV**

A basic CV includes:

- Personal information
- Education
- Professional experience or internships
- Skills
- Languages
- Interests

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## **9. Personal Information**

Include:

- Full name
- Address
- Phone number
- Email address

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## **10. Education**

Mention:

- Dates
- Degrees obtained
- Schools or universities
- Training or internships

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## **11. Professional Experience / Internships**

Indicate:

- Exact dates
- Job or internship title
- Company or organization
- Main tasks

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## 12. Skills

Examples:

- Computer skills
- Technical skills
- Driving license

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## 13. Language Skills

Indicate your level:

- Basic
- Good
- Fluent

Example: Arabic (fluent), French (good), English (basic)

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## 14. Interests

They show your personality:

- Reading → interest in learning
- Sports → energy and discipline
- Volunteering → responsibility
- Arts → creativity

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## 15. CV Type According to Your Profile

- **For students and first job seekers:**  
Use a **thematic CV**, focusing on:
  - Education
  - Internships
  - Skills
- **For experienced people:**  
Use a **reverse chronological CV**, where:
  - Recent experiences come first

Recruiters generally prefer this order because it is clearer.

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## **16. Important Details**

- Write exact dates and places
  - Be honest
  - Do not mention failures
  - Adapt your CV to your level
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## **17. Common Mistakes to Avoid**

- Too much information
  - Fancy or decorative fonts
  - Poor organization
  - Negative expressions
  - Sending a CV without checking it
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## **18. Photo in the CV**

Optional, but if included, it must be:

- Professional
  - Recent
  - With a neutral background
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## **Conclusion**

A CV does not tell your life story.

It is a professional tool to present your skills, potential, and motivation.