

FRENCH AND ENGLISH CERTIFICATES

FRENCH CERTIFICATES	ENGLISH CERTIFICATES
CAP	Vocational training certificate, taken at secondary school.
BEP	BTEC First Diploma
BAC	A-Level (=Advanced level)
Baccalauréat technologique, professionnel ou Brevet de Technicien	BTEC National Diploma
BAC S	Scientific high school diploma
BTS	BTEC Higher National Diploma
Diplôme d'ingénieur	Master's Degree in Engineering

CV SAMPLES

Christopher Jones

24 Mansfield Drive, Cheadle,
Cheshire, SK8 3RJ.
Tel: (0161) 999 1234
chrisj@email.com

PROFILE:

A Mathematics student who is keen to find a position as a Trainee Accountant. Reliable, trustworthy, numerate and meticulous. Worked for a firm of chartered accountants last Summer and gained a good understanding of what is required of an accountant. Able to work on own initiative or as part of a team and can deal with administrative duties competently.

EDUCATION:

2009 - 2012 **BSc (Hons) 2.1 (expected) in Mathematics at the University of Warwick.**

Subjects studied: Business Studies, Computer Studies, Calculus, Geometry & Topology and Catastrophe Theory.

2002 - 2009 Cheadle High School.

3 GCE A Levels: Mathematics [A], Economics [A], Chemistry [A].

6 GCSEs: Mathematics [A*], English Language [A*], Chemistry [A*], Economics [A*], Physics [A], Geography [A].

EXPERIENCE:

2010 - 2011 **JOHNSON & STEVENS**

Administrative Assistant

A vacation job working for a large firm of accountants. Responsibilities and achievements:

- Assisted the Senior Partner who was conducting audits on major companies in the area.
- Handled incoming telephone calls to the Senior Partner from other companies and members of the public.
- Organised and maintained the Senior Partner's filing system.
- Typed reports on an IBM Compatible PC using the WordPerfect word-processor.
- Devised a new filing system to maintain the files held by the department.
- Solved users PC problems including sorting out spreadsheets, explaining how to use complex features in word-processing packages.

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2009 - 2010 **CHEADLE COMMUNITY CENTRE**

Co-ordinator

A vacation job at a community centre for the elderly. Responsibilities and achievements:

- Organised a local advertising drive that increased the number of elderly people coming to the centre by 20%.
- Organised games for people attending in the afternoons.
- Escorted some of the elderly people to and from the centre.

COMPUTER SKILLS:

Microsoft Windows 7 / XP / Vista, Microsoft Office (Word, Excel, PowerPoint, Access), programming (ASP, HTML, JavaScript).

ADDITIONAL INFORMATION:

Driving Licence: Full, clean.

INTERESTS / HOBBIES:

Interests at the University of Warwick included organising a charity quiz for RAG, which raised £5000. Badminton, cinema and theatre.

REFERENCES:

Professor William Jackson, Department of Mathematics, The University of Warwick, Coventry, CV4 7AL.

Mr Jack Lord, Personnel Manager, Johnson & Stevens, 124 High Street, Cheadle, Cheshire, SK8 3LD.

Student Curriculum Vitae Example

Personal data:

Name: Agatha Student

Address: Student street 11
London, GB

Date of Birth: 18 October 1984

Marital Status: single

Phone: 00 Country-number 333 111 222

Email: agatha-student@student.com

Education:

1996 - 2003

Grammar school, London

A Levels: English (Language), German, Economy, Sociology

2003 - 2004

Language school Apena, Brighton

Yearly study in French

DELFL Certificate in Advanced French

2004 - 2007

Economic College, London

Branch: Business economics and management

Bachelor of Economic

Graduation: Accounting, Finances, Laws, Business economic

2007 - 2008

Residence in Nice, France

(Study French and work)

2009 - today

Economic College, London

Master's study

Supposed to graduate in 2011

Work practice:

january 2007 - july 2007

Half-yearly internship in Norway

Graduation in five subjects (economy and marketing)

september 2006 - december 2006 Compulsory practices in Tax office

2004 - 2005

Travel Agency Globin

Sales assistant

(communication and giving information to customers, making contracts, communication with foreigner partners, office work)

Since 1999 summer jobs and short-term jobs (manual work)

PC Skills:

WINDOWS 7, Linux SuSe, MS OFFICE (Word, PowerPoint, Excel, Visio, Publisher), OpenOffice, SAP tax module, PHP and MySQL programming, HTML, JAVA script

Languages:

English (Native)

French (Advanced, DELF Certificate)

German (Intermediate)

Norwegian (Basic)

Other Skills:

Driving Licence

Exam in Touch system

Hobbies:

Culture, Architecture, Reading, Painting

Sport