

Jennifer Dupont
30, Impasse du Château
57000 Metz
Tel: +33 (0) 3872 257 932
E-mail: jennifer.dupont@umail.univ-metz.fr

Profile/Objective: Self-motivated university student with strong academic record seeks entry-level sales/marketing/... position in an international sales company.

QUALIFICATIONS

201_-201_ Licence-ès-lettres LEA (Langues Etrangères Appliquées): Bachelor's Degree in Foreign Languages Applied to Business and Management, Université Paul Verlaine, Metz (3rd year in progress. Expected graduation date: June 2012.
Main courses: Marketing, Business Administration... + Foreign Languages: German, Spanish, Chinese

20__ Baccalauréat Série littéraire, Mention Bien (High School Diploma/ A Levels with distinction/honours (U.S.: honors). Lycée Jean Mermoz, Grenoble, France.
Main courses: + Foreign Languages:.....

Language skills

_____ : Mother tongue

_____ : Fluency gained from living in England for one year.

_____ : Good working knowledge

_____ : Conversational competence acquired during three one-month summer holidays in _____.

PROFESSIONAL EXPERIENCE

201_ Executive Assistant Intern

Germane Trade Inc, London.

Prepared business conferences, organized executive meetings, travels, ...

Played key administrative role in successful completion of multi-million-euro business agreements

July 201_ Sales Assistant Intern

Galérie Lafayette, Metz.

Increased divisional sales by 25%.

SKILLS/INTERESTS

Computer literate with working knowledge of MS Word, Excel, Outlook,

Member of the editing board of the departmental press club.

Enjoy swimming, playing golf, volleyball, tennis,...

Jeanne Perrot

17, rue du Canal
57000 Metz

Tel: +33 (0) 3872 257 932

E-mail: jeanne.perrot@yahoo.fr

EDUCATION

- 201_ – 201_ BTS Affaires internationales/Two-year technical degree in international trade
(Specialization in Marketing)
IUT Metz (University Institute of Technology at Metz, France)
- 201_ – 201_ Bachelor's degree in International Business and Languages
Université Paul Verlaine, Metz, France
- 200_ Baccalauréat/High School diploma
Lycée Champollion, Metz, France

Internships

- March – June 201_ Internship at Bergen Inc, Paris
Coordinated sales of new products with local businesses
- 201_ – 201_ Internships in Brussels, Paris, Luxembourg
Greenwich Distributing Plc
Supervised sales and marketing in small and medium outlets

Languages

French: Mother tongue
English: Fully fluent, spoken and written
German, Spanish, Italian: Good working knowledge

Computer skills

Microsoft office suite,

Hobbies

Fencing, Tennis, Ice hockey

Instructions on CV or resume writing

General advice:

1) Your English must be perfect / Use common vocabulary, avoid pompous words, adjectives...

2) Clearly give your international telephone number: + 33 (0)3.... + 33 (0)6...

Your e-mail has to sound professional: classical name or pseudo

3) Your degrees must be first stated in their original language, and then translated into English

4) When developing the different elements in a paragraph, use the same grammatical category (mainly verbs) in order to be coherent

Positive / Action Words to Use

Consider the following words when preparing your CV or completing your application.

They will help you to make a positive favourable impression on the potential employer.

| | | |
|--------------|--------------|-----------------|
| Achieved | Administered | Efficient |
| Engineered | Assigned | Productive |
| Analysed | Processed | Developed |
| Communicated | Communicated | Organised |
| Consistent | Consistent | Trained |
| Controlled | Controlled | Directed |
| Co-ordinated | Co-ordinated | Economical |
| Experienced | Experienced | Participated |
| Guided | Guided | Positive |
| Repaired | Repaired | Versatile |
| Implemented | Implemented | Wide Background |
| Improved | Improved | Built |
| Initiated | Initiated | Expanded |
| Led | Led | Profitable |
| Established | Resourceful | Capable |
| Proficient | Sold | Competent |
| Created | Specialised | Monitored |
| Managed | Stable | Supervised |
| Successful | Designed | |

Expending your list of Personal Skills

| | |
|-------------------------------|--------------------------------|
| Advising individuals | Operating equipment |
| Arranging social events | Organising people and work |
| Calculating numerical data | Persuading others |
| Checking for accuracy | Planning agendas |
| Classifying records | Preparing charts or diagrams |
| Coaching individuals | Programming microcomputers |
| Compiling figures | Promoting events |
| Co-ordinating events | Protecting property |
| Correspondence with customers | Raising funds |
| Counselling people | Recording data |
| Delegating responsibility | Repairing mechanical equipment |
| Dispensing information | Reviewing |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Drafting reports Editing documents Handling customers' complaints Inspecting Interpreting data Interviewing people Maintaining records Mediating between people | Running meetings Selling products Serving the public Setting up demonstrations Speaking in public Supervising staff Teaching Managing staff Motivating others |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

EDUCATION

- Give priority to the most job-relevant qualifications
- List successes only
- Provide details of job-relevant training courses
- Supply dates and locations of courses/awards

EDUCATION

EDUCATIONAL BACKGROUND

ACADEMIC RECORD

- ***Do not try to find a French equivalent for diplomas, they probably do not exist. Give the French name and a brief explanation.***

Length : a two-year degree.

Level and nature : a two-year technical degree / a postgraduate degree.

Specialization : a two-year degree in international Business and Foreign Languages.

- ***Do not translate the names of schools and universities :***

Ecole Supérieure de Commerce de Toulouse : a Graduate School of Management / A three year course leading to a Master in Management.

Baccalauréat : French secondary school diploma.

GB – A levels

Baccalauréat C (Maths and Physics).

Baccalauréat E (Maths and Technology).

Baccalauréat S (Specialization).

Agrégation = graduate degree based on nationwide competitive exam. Gives access to teaching positions in secondary and university systems.

BTS = two-year technical degree in office technology, international trade accounting...

CAPES = degree awarded after successfully completing a nationwide competitive exam. Gives access to teaching positions in secondary schools.

Classes préparatoires = intensive undergraduate studies in physics and maths, in liberal arts, economics to prepare competitive exams for admission to French Grandes Ecoles.

Concours = nationwide competitive examination for admission to French engineering schools, national French Business schools...

DEA = one-year degree required before doctoral studies, equivalent to M.S./ M.Sc., M.A.

DESS = one-year postgraduate degree in computer science, accounting...

DEUG = two-year university degree in mathematics, psychology...

DEUST = two-year university program leading to degree in biology, computer programming...

Diplôme d'ingénieur = degree in electrical, mechanical... engineering, equivalent to M.S./M.Sc.

Docteur-ingénieur = Ph.D. in nuclear, control, electrical... engineering.

Doctorat = equivalent to Ph.D.

Doctorat ès sciences = doctorate in science.

DUT = two-year university degree in technology, major accounting, chemistry, nuclear technology...

ENSI = national school of engineering.

IEP = institute of political science

IUT = university institute of technology

Licence = three-year, university degree in history, economics, political, science, equivalent to B.A., B.S/B.Sc.

Magistère/mastère = five-year university program in law, economics, earth science, equivalent to M.S/M.Sc. Attention à ne pas introduire la confusion : l'enseignement supérieur français a ses mastères spécialisés(M.S.) que l'on pourrait confondre avec les masters anglais ou américains (abréviations semblables). Soyez clair.

Maîtrise = equivalent to M.S./M.Sc., M.A. in chemistry, psychology, linguistics...

MIAGE = equivalent to M.S./M.Sc. in computer science applied to management.

MST = four-year University degree in science and technology, equivalent to M.S./M.Sc.

LANGUAGES

Indicate your level –not 'read, written & spoken'– and back it up if possible with exam results, stays in the country.

- ☞ • Fluent.
- ☞ • Good working knowledge.
- ☞ • Reasonable working knowledge.
- ☞ • Basic.
- ☞ • Speak fluent German.
- ☞ • Conversational competence in Italian.
- ☞ • Reading knowledge of Spanish.
- ☞ • Fluency in English gained from living in New Zealand for one year.
- ☞ • Scored 750 on TOEIC test in May 20__.
- ☞ • Passed the Cambridge Advanced Examination in June 20__.
- ☞ • Took two one-month intensive language courses in US.
- ☞ • You may also refer to cultural awareness if you stayed for some time.

WORK EXPERIENCE

- Start with latest job and work backwards
- Include part time, voluntary and self employed work
- Give job title, company and location with dates (years only)
- List main duties and key skills
- Keep it brief
- Account for all years (avoid gaps in work history)
- Put greater emphasis on the *most relevant work experience*
- Where employment history is lengthy summarise early year experience (e.g. 1978-85 variety of jobs involving ...)

WORK EXPERIENCE

PROFESSIONAL

BACKGROUND

(See vocabulary list)

RECORD OF EMPLOYMENT

INTERNSHIPS / PLACEMENTS

General vocabulary :

- Full-time employment.
- Part-time employment.
- Temporary employment.
- Summer job / vacation work.
- Voluntary work.
- Community activities.
- Training period/session.
- Training period required by the school (stage obligatoire).
- Internship (US).

These are important as they are what make YOU different from the other students in your department.

What you must include :

- ☞ employer's name, location, dates of employment,
- ☞ nature of business, position held in what department, description of
- ☞ function, tasks performed, responsibilities held, achievements.

NB. When describing what you did, use active verbs.

Eg investigated the market for

Conducted feasibility studies for...

Advised on computer systems for..

Designed and set up a system for..

Prepared and presented a report on..

Jane Doe
15 Grande Rue, 57070 Metz France
33-(0)-876 735 676
jane@doe.com

January 30, 201_

Janet Kaplan
Director of Marketing
Diamond Company Inc.
15 East 16th Street,
New York, NY 1003

Re: Marketing Associate Position (Ref. Code: 54675435), advertised on guardian.com

Dear Ms. Smith

Your marketing internship opening is an excellent match to my credentials, and I am extremely interested in this opportunity.

You will see that I am a recent university graduate (Licence LEA in International Business) whose experience includes a marketing internship with Gordon Plc. Based in Gordon Plc, London's subsidiary, I coordinated a major product-rebranding project, a high-priority assignment seldom given to interns. Earning strong commendations for my efforts, I managed a complete overhaul of Gordon product packaging (encompassing box shape, production method, artwork and copy). Within the first few weeks of market rollout across the UK, the new packaging outperformed all forecasts, exceeding brand-recognition, sales, shelf presence, and market-share goals.

As a result of this success, I was given additional assignments for Gordon Brand and Walker Brand. I completed field research to propel future product launches and participated in another product-repositioning initiative, with responsibility for market research, competitive-intelligence gathering and packaging redesign.

In addition to this relevant experience, I offer sales and leadership experience gained through employment as a retail sales associate and as a student advisor at the University of Metz. Rounding out these qualifications are international experience (I studied as an exchange student in London and travelled throughout Europe), fluency in French and German and proficiency in MS Office Suite.

Ms. Kaplan, I am excited about your plans for global expansion, and I am confident that my marketing skills and knowledge of international business practices will help you achieve your objectives. It would be my pleasure to discuss your needs and explore how I can contribute to your marketing team. My resume is enclosed for your review, and you may reach me at 33-(0)-876 735 676. I look forward to discussing a possible professional affiliation with Diamond Company.

Sincerely,

Jane Doe

Enclosure: Resume