



EUSA

## CV INSTRUCTIONS · PARIS

The curriculum vitae, or CV as it is commonly called, is the European equivalent of a résumé. You will note that it includes some information typically omitted from U.S. résumés. Your CV should be in French, as well as complete, up to date and perfect, with no typos or spacing errors. Use spell check! To format your CV, you maybe use the “Elegant Résumé” template in MS Word or you may follow the format of the following model, paying special attention to the following:

- Set paper to **A4**, the European size
- Font should not be any smaller than size 11, size 12 is best
- **Do not** include a US address or telephone number
- Do include an **e-mail address** you will use during your time abroad
- List education first, work experience last
- Begin list of employment from most recent experience – **include internships** and significant **volunteer work** in this category and label it “**Expérience professionnelle**”
- **Bold** the name of company and include in brackets brief description in French
- Spell out names of US states, rather than writing abbreviations like MA or NY (*ex. Boston, Massachussets, États-Unis*)
- Describe your duties and responsibilities (*ex. suivi des dossiers, mise à jour de la base de données, organisation d’événements, traduction de documents, recueil et synthèse des contrats clients*)
- Give dates in years, specifying the semesters (*ex. automne, hiver, printemps, été*)
- Do not include:
  - An objectives section
  - Reference to fraternity/sorority activity or office held
  - Reference to religious affiliation and/or religious or missionary work
- Do not lie, but make the most of your experience – if you answered phones you may have “handled inquiries from clients and suppliers”
- List activities (“play first oboe in Mudville Symphony Orchestra”) rather than vague interests (“enjoy playing classical music”)
- List as a separate category the computer skills you have, identified by the program application or operating system, include social media skills – this is particularly important
- Under education **list any relevant study pertaining to your internship area**
- **If possible keep résumé to one page**

### Submitting Your CV

Please be sure that you save the attachment in the following format: LastnameFirstname.doc (ex. WinstonMaria.doc). You will be asked to upload your CV via EUSA’s online registration system in Word format, not PDF. If you have any difficulty uploading your CV, you may email it as an attachment to [paris@eusainternships.org](mailto:paris@eusainternships.org).



<b>Prénom, NOM</b>	<i>First name, family name in all capitals, centered on page and with one extra space before EUSA address</i>
<b>Adresse</b>	<i>Leave the EUSA office address until you know your address in Paris</i>
<b>Téléphone</b>	<i>Leave the EUSA office phone number</i>
<b>E-mail</b>	<i>Indicate your e-mail address</i>
<b>Né(e)</b>	<i>Date: <b>le</b> "day", "month", "year" à "city of birth" then in brackets, "state", country", <b>age</b></i>
<b>Nationalité</b>	<i>Nationality, always in small case &amp; feminine</i>

**Example:** **Maria WINSTON**

EUSA, Reid Hall, 4 rue de Chevreuse  
75006 Paris  
01 40 47 92 71  
[xxxx@xxxx.com](mailto:xxxx@xxxx.com)  
Née le 12 mars 1991 à Saint Louis (Missouri, Etats-Unis), 21 ans  
Nationalité américaine

#### **Formation et diplômes** (Education)

*Indicate dates & schools attended, use the English name of the school, any degrees received or in progress, **the most current first***

#### **Expérience professionnelle** (Work experience)

*Indicate dates of service (**the most current first**), name of company and positions*

Important vocabulary (examples):

Adhérent/Membre = adherent, member of	Réceptionniste = receptionist
Animatrice = groupe leader	Redacteur/Redactrif en chef = editor
Assistant(e) = assistant	Secouriste = lifeguard
Bénévole = volunteer	Secrétaire = secretary
Bibliothécaire = librarian	Serveur = server
Cassier/Caissière = cashier	Stagiaire = intern
Employé(e) = employee	Téléopératrice = teleoperator
En charge de = in charge of	Traducteur/Traductrice = translator
Entraîneur = coach	Tuteur/Tutrice = tutor, not
Hôte/Hôtesse = host, greeter	Précepteur/Préceptrice
Journaliste = journalist	Vendeur/Vendeuse = sales associate
Présentatrice = commentator	

#### **Langues** (Languages)

*Indicate: débutant, intermédiaire, avancé, bilingue, langue maternelle*

#### **Informatique** (Computer skills)

*List type of computer you've used & software you know (ex. Macintosh or PC ; Microsoft Word, Windows, Social Media)*

#### **Centres d'intérêt et loisirs** (Interests and hobbies)

*Do not use articles before sports (ex. escalade, football, basket)*



## Louisa ARMANA

EUSA, Reid Hall, 4 rue de Chevreuse  
75006 Paris  
01 40 47 92 71

[abc@university.edu](mailto:abc@university.edu)

Née le 12 mars 1991 à Boston (Massachusetts, États-Unis), 21 ans  
Nationalité américaine

### Formation et diplômes

2012 Boston University à Paris  
(automne) Session d'Etudes et de Stage en entreprise

2009 – 2013 Boston University, Boston, Massachusetts, États-Unis  
Préparation d'une licence en Relations Internationales et Français

### Expérience professionnelle

2012 **Association for Diplomatic Studies and Training** (association à but  
(été) non lucratif pour la promotion des connaissances et formation en  
diplomatie), Washington, DC, États Unis  
Assistante de recherche sur la diplomatie américaine

2010 – 2011 **Boston University Initiative for Literacy Development** (programme  
(automne, de l'université pour promouvoir l'alphabétisation), Boston,  
printemps) Massachusetts, États-Unis  
Tutrice : assistante

2010 **Amnesty International**, Rabat, Maroc  
(été) Stagiaire : diverses tâches administratives, mise à jour des documents

### Langues

Anglais	langue maternelle
Français	intermédiaire
Espagnol	débutant

### Informatique

Microsoft Office, Adobe InDesign, Pagemaker, Illustrator, Photoshop, réseaux sociaux

### Centre d'intérêt et loisirs

Adhérente, Association des amateurs des films français à l'Alliance Française  
Sports : meneuse, Equipe de basket  
Photographie : prise de vue, développement, montage  
Théâtre : membre d'une troupe d'amateurs depuis 3 ans représentations  
données dans plusieurs festivals