

INTERPRETING JOB OFFERS AND MAKING YOUR PROFILE MORE ATTRACTIVE

Mock CV

First name Last name

Address

+33 (0) 1 xx xx xx xx,

+33 (0) 6 yy yy yy yy

Mail: abc@xyz.com

INTERNSHIP (as + Position) / (in + Branch)

in a European organisation

(June - September 2011)

(beginning June 20xx for 8 months)

MAIN SKILLS (or) AREAS OF COMPETENCE (or) PERSONAL QUALITIES (...)

IN BULLET - POINT FORM

- leadership skills learned through / by...
- oral communication skills developed through public speaking
- written communication skills developed through writing reports and critiques for...
- good team member in problem solving situations
- ability to work effectively in a multicultural situation, e.g. India, England, Canada, France...

EDUCATION

20xx Master's degree in International Security from Sciences Po, Paris, France
 (Ranked 4th worldwide in international studies on *QS Universities*)
 Major: Africa and Humanitarian action (International Public law)
 Work-study program with (*name of company*)
 (*stage responsibilities, achievements in the form of "Verb (action) + Noun (object); possibly add objective, context... other information*)

20yy Bachelor's degree in Economics, Political Sciences & History from Sciences Po Paris
 Courses in: _____, _____, _____

WORK EXPERIENCE

IN BULLET - POINT FORM

- VERBS
- one idea, ONE line - do NOT cut in the middle of a phrase!
- Be concrete and specific

20xx-20yy Job Title, Organisation Name (organisation description if necessary).
 RESPONSIBILITIES (**VERB + Object**) :

- Contributed to mid-term reporting and evaluated participation programs
- Conducted research, translated and edited texts, drafted correspondence

20zz Intern (3 months) in Corporate Social Responsibility, Oxfam Hong-Kong in Beijing, China

- Analysed and provided research on multinational companies' supply chain health policies
- Presented final report to executives of Oxfam Hong Kong

OTHER ACTIVITIES

Since 2009 Volunteer helping high school students from underprivileged schools to pass entrance exams for top universities

Since 2005 Writer for Internet Site, "Happy Games":
 - wrote articles concerning new products,
 - interviewed international creators of new games

2007 Camp counselor certification (*BAFA*): Lead groups of counselors in summer camps

2005 - 2007 Hotline volunteer for the French ADHD association (*Hypersupers*)

MISCELLANEOUS

Languages Native speaker of French, Fluent English, Operational Spanish, some Chinese...

Computer skills Able to use both Apple and Windows

Competence in all MS Office applications and Photoshop

BAFA Certification to be a youth leader

Hobbies Rollerblading, Swimming, Reading (participant in a monthly readers' group)