Université de Constantine 1

Faculté des Lettres et des langues

Département de Traduction

**Enseignante :** OUAMEUR Lamia

**Module :** Techniques de rédaction ( Anglais )

**Niveau :** première année Licence

**The Curriculum Vitae**

A curriculum vitae (English: [/kəˈrɪkjʊləm ˈviːtaɪ, -ˈwiːtaɪ, -ˈvaɪtiː/](https://en.wikipedia.org/wiki/Help%3AIPA/English)), Latin for "course of life", often shortened as CV or vita (genitive case, vitae), is a written overview of someone's life's work (academic formation, publications, qualifications, etc.). Sometimes mistakenly described as plural. Vitae can be plural or possessive (genitive case in Latin). Correct translation from Latin is 'life's course'. Vitae often aim to be a complete record of someone's career, and can be extensive. They are different from a [résumé](https://en.wikipedia.org/wiki/R%C3%A9sum%C3%A9), which is typically a brief 1–2 page summary of qualifications and work experience for the purposes of employment, and often only presents recent highlights.

 In many countries, a résumé is typically the first item that a potential [employer](https://en.wikipedia.org/wiki/Employer) encounters regarding the job seeker and is typically used to screen applicants, often followed by an [interview](https://en.wikipedia.org/wiki/Job_interview). Vitae may also be requested for applicants to postsecondary programs, scholarships, grants and bursaries. In the 2010s it became popular for applicants to provide an electronic text of their CV to employers using [email](https://en.wikipedia.org/wiki/Email), an online [employment website](https://en.wikipedia.org/wiki/Employment_website%22%20%5Co%20%22Employment%20website) or using a job-oriented [social-networking-service](https://en.wikipedia.org/wiki/Social_networking_service) [website](https://en.wikipedia.org/wiki/Website%22%20%5Co%20%22Website), such as [LinkedIn](https://en.wikipedia.org/wiki/LinkedIn%22%20%5Co%20%22LinkedIn).

In other words, curriculum vitae*,* is a personal marketing document used to sell yourself to prospective employers. It should tell them about you, your professional history and your skills, abilities and achievements. Ultimately, it should highlight why you’re the best person for the job.

A CV is required when applying for a job. In addition to your CV, employers may also require a cover letter and a completed application form.

**The elements of the CV :**

While the structure of a CV is flexible, bending to your unique skill set and experiences, there are particular sections that employers expect to see on your CV regardless.

Here are the sections you must include in your CV:

**-Name, professional title and contact details :**

The first part of your CV, positioned at the top of the page, should contain your name, professional title and contact details. Under no circumstances should you title your CV with ‘curriculum vitae’ or ‘CV’ as it’s a waste of valuable space. Treat your name as the title instead.

When it comes to your contact details, your email address and phone number(s) are essential. Once upon a time, it was customary to include your full address on your CV. Today, you simply need to list your town and county.

Here is an example of how your name, professional title and contact details might look:

***Forename Surname | Professional Title***

*Location: Town, County*

*Phone: 01234 567890*

*Email: name@example.com*

**-Personal profile :**

A personal profile, also known as a personal statement, career objective and professional profile, is one of the most important aspects of your CV. It’s a short paragraph that sits just underneath your name and contact details giving prospective employers an overview of who you are and what you’re all about.

You should [tailor your profile](https://www.cv-library.co.uk/career-advice/cv/tailor-your-cv-different-jobs/) to every job you apply for, highlighting specific qualities that match you to the role. Aim to keep your personal statement short and sweet, and no longer than a few sentences. To make the most of this section, you should try to address the following:

1. Who are you?
2. What can you offer the company?
3. What are your career goals?

If you want more on how to write your personal statement, it’s worth checking out [our comprehensive guide](https://www.cv-library.co.uk/career-advice/cv-help/write-personal-statement-cv/).

**-Experience and employment history :**

Your employment history section gives you a chance to outline your previous jobs, internships and work experience.

List your experience in reverse chronological order as your recent role is the most relevant to the employer.

When listing each position of employment, state your job title, the employer, the dates you worked and a line that summarises the role. Then bullet point your key responsibilities, skills and achievements, and bolster each point with [powerful verbs](https://www.cv-library.co.uk/career-advice/cv/10-power-verbs-supercharge-cv/) and figures to support each claim and showcase your impact.

It helps to choose the duties most relevant to the job you’re applying for, especially if it’s a long list. If you have many years’ worth of experience, you can reduce the detail of old or irrelevant roles. If you have positions from more than 10 years’ ago, [you can delete them](https://www.cv-library.co.uk/career-advice/cv/when-should-i-remove-job-cv/).

Université de Constantine 1

Faculté des Lettres et des langues

Département de Traduction

**Enseignante :** OUAMEUR Lamia

**Module :** Techniques de rédaction ( Anglais )

**Niveau :** première année Licence

**Application Letter ( Cover Letter)**

Generally, people face many problems when writing an application letter, mainly when they intend to apply for a job.

What's the best way to write a letter to apply for a job?

Your letter should detail your [specific qualifications for the position](https://www.thebalancecareers.com/how-to-match-your-qualifications-to-a-job-2060941) and the skills you would bring to the employer. Your[job application letter](https://www.thebalancecareers.com/job-application-letter-format-2061567) is an opportunity to [highlight your most relevant qualifications](https://www.thebalancecareers.com/how-to-write-a-customized-cover-letter-2060302) and experiences. An effective cover letter will enhance your application and increase your chances of landing an interview.

Unless an employer specifically requests a job application letter sent by postal mail, today most cover letters are [sent by email](https://www.thebalancecareers.com/tips-for-sending-email-cover-letters-2058491) or attached as a file in an online [application tracking system](https://www.thebalancecareers.com/what-is-an-applicant-tracking-systems-ats-2061926).

**Definition :**

A**letter of application**, also known as a [cover letter](https://www.thebalancecareers.com/cover-letters-4161919), is a document sent with your resume to provide additional information about your skills and experience to an employer. The letter of application is intended to provide detailed information on why you are are a qualified candidate for the job.

Effective application letters explain the reasons for your interest in the specific organization and identify your most relevant skills

Your application letter should let the employer know what position you are applying for, what makes you a strong candidate, why they should select you for an interview, and how you will follow up.

## What to Include in Your Letter :

As with all cover letters, the body of this job application letter is divided into three sections:

* The [introduction](https://www.thebalancecareers.com/cover-letter-opening-sentences-examples-2061030), which should include why the applicant is writing.
* The body, which discusses relevant qualifications.
* The close, which thanks the reader and provides contact information and follow-up details.
* Your [signature to end the letter](https://www.thebalancecareers.com/how-to-sign-a-cover-letter-with-signature-examples-2060309).