

Module: English for Economic Purposes (English 1)

Level: 1st year Master students/EMF

Department: Economic Dep.

University: Tlemcen University

Lecturer: Dr. Tahraoui Khadidja

Curriculum Vitae (CV)

1. What is a CV?

A CV, or curriculum vitae, is a detailed, 1-2 page document that highlights your educational or career achievements and experiences.

2. Why you need a CV?

A CV is your first chance to promote yourself. A good CV might get you a job interview. You usually need a CV to apply for a job or to give to an employer you'd like to work for.

3. Tips for writing your CV

Employers get lots of CVs to look at and have to decide quickly who they're going to interview. It's good to make your CV clear and easy to read.

When you write your CV, remember to:

- use a clear font like Arial, Times New Roman or Calibri in size 11 or bigger
- always use the same style throughout
- use headings and bullet points to make it easier to read
- be clear and to the point
- get someone else to read it to double check your spelling and grammar

Every CV must include the following:

1. Contact Information
2. CV Summary or Objective
3. Work Experience
4. Education
5. Skills

Depending on your profile, you can also include the following sections:


1. Certificates and Awards
2. Volunteer Experience
3. Personal Projects
4. Language

John Doe

Business Development Manager

Professional Business Developer with more than four years of experience in the business development processes. Involved in product testing, management, and development of new business opportunities.

john.doe@gmail.com 

202-555-0166 

New York, USA 

linkedin.com/in/john.doe 


john.doe 

SKILLS

SEO Public Speaking Negotiation Teamwork Decision Making Research & Strategy
Emotional Intelligence Outbound Marketing Email Marketing Google Analytics Sales & Marketing
Social Media Advertising

WORK EXPERIENCE

Business Development Manager

AirState Solutions 

09/2014 – 06/2017

New York, USA

- Successfully managed \$2 - 3 million budget projects and successfully achieved the project scheduled goals.
- Developed and implemented new marketing and sales plans and defined the strategy for the next 5 years.
- Reviewed constantly the customer feedback and then suggested ways to improve the processes and customer service levels which increased the satisfaction rate from 81% to 95%.
- Ensured that new clients will grow into a loyal customer base in a specialist niche market by implementing a new loyalty program.

Business Development Assistant

AirState Solutions

08/2012 – 09/2014

Chicago, USA

- Increased the customer satisfaction rate by 25% by improving the customer service.
- Planned, supervised, and coordinated daily activity of 3 junior business analysts.
- Improved the communication with the Marketing department to better understand the competitive position.
- Directed the creation and implementation of a Business Continuity Plan, and the management of audit programs.

EDUCATION

MSc in Economics and Business Administration

The University of Chicago

09/2008 – 06/2010

ORGANIZATIONS

American Management Association
(2015 – Present)

Association of Private Enterprise Education
(2014 – Present)

eBusiness Association (eBA) (2013 – Present)