



***Institut de Formation à Distance***

**ONLINE ENGLISH COURSES**

**LICENCE 3 : CHAPTER 3**

# Presentation of trainers

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## Course designers

- Youssouf AGNE
- Evelyne Rose FAYE
- Haby GUEYE
- Mouhamadou Rassouloulah DIAKITE
- Abdou DIOUF
- Mamadou Diallo
- Alioune NDIAYE
- Mamadou Lamine NDIAYE
- Moustapha Daya GUEYE



# Description of the course

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- The English course aims at preparing students to professional life through aquisition of knowledge and skills that allow them to communicate.
- For that purpose, the course is based on providing students with skills which allow them to use general English and ESP (**English for Specific Purposes**).



# Prerequisites and objectives

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- **Prerequisites**

Students should have completed L2 English course

- **Objectives**

This course aims at providing students with the necessary skills to express themselves in English, through conversations, opinions and business letters, ESP courses will allow students to understand and use the appropriate lexical items and expressions related to their fields of study.



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● **CHAPTER 3 :**  
**Writing a CV in English**



# Topics and Skills

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- **CHAPTER 3: Writing a CV in English**
- **Course designers**  
Youssef AGNE  
Evelyne Rose FAYE
- **Specific Objectives:** By the end of the course, students should be able to .
  - identify different parts of a CV
  - Develop abilities to write CVs



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## Introduction

When applying for certain positions, you need to submit a curriculum vitae or a cv. A curriculum vitae includes information about your education, academic achievements, researches, publications, awards and more. Some CVs are intended for academic purposes in this case, you will need to include, your school achievements (publications, researches, etc.) Your CV should be clear, concise, complete and up-to date and it doesn't need to exceed three pages.

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## I/ Parts of a CV

- **Personal details**

Information about you (your name, date of birth, address,, nationality, phone number, email)

- **Education and qualification**

Here you can mention the names of the schools or colleges where you graduated, the degrees you received and the dates attended in reverse order (you start from the most recent ).

- **Work experience**

In this part you are going to talk about jobs you did before in the reverse order. You also need to list your achievements and responsibilities for each role you played in the company.

- **Skills**

The various things you can do ( Driving, computer skills, languages you can speak, etc.). You can include any recent training you received or researches that you carried that is relevant to the role applied for.

- **Interests**

Things you enjoy doing in your free time (Reading, Writing, Exercising, Solving puzzles, etc.)





# II/ CURRICULUM VITAE

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**Name** Diouf

**Surname:** Marie

**Address** Saly Carrefour/Mbour Senegal

**Telephone** +221 0001265

**E-mail** DioufyMarie@bestmail.com

**Date of birth** 7 April 1989

**Nationality** Senegalese

**Sex** Female

**Marital status** Single

## **Education/Qualifications**

2006-2010 Alioune Diop University of Bambey, M.A. in Statistics and Computer Science. Obtained in 2009.



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**2003-2006** Demba Diop High School of Mbour,  
Baccalaureate degree, obtained in 2006.

### **Employment to Date/Work Experience**

**2010-present** World Computing, Dakar, Senegal.  
Position: Computer Scientist (internship).

**2010-present** Cheikh Anta Diop University, Dakar  
Position: Tutoring students in Maths and  
Statistics.



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## **Other Experience/Activities**

**2006-2009** Member of the Scientific Students Association

Position: General coordinator

Responsibilities: Liaisoning with other universities.

**Languages** Wolof, Seereer: native speaker; French: fluent, English: good

**Other Skills** Computer literate: Windows applications.

Driving Licence.

## **Publications**

2008 "Networking and privacy issues ", in Student Weekly, 26, 2008.

**Interests** Travelling, Reading, Doing Field work, Exercising

**References** Professor D. Fall, Professor of Statistics, Department of SATIC, Alioune Diop University, Bambey.

Mrs. Tamboura, General Manager of World Computing, Dakar, Senegal.



IV. **ACTIVITY**: You want to apply for an internship in your field of interest. Write your own CV, you can refer to the information given in this course

**CURRICULUM VITAE**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Date of birth \_\_\_\_\_  
Nationality \_\_\_\_\_  
Sex \_\_\_\_\_  
Marital status \_\_\_\_\_  
Education/Qualifications \_\_\_\_\_  
Employment to Date/Work Experience \_\_\_\_\_  
Other Experience/Activities \_\_\_\_\_  
Languages \_\_\_\_\_  
Other Skills \_\_\_\_\_  
Other Skills \_\_\_\_\_  
Publications \_\_\_\_\_  
Interests \_\_\_\_\_  
References \_\_\_\_\_

