



***Institut de Formation à Distance***

**ONLINE ENGLISH COURSES**

**LICENCE 2 : CHAPTER ONE**

# Presentation of trainers

## Course designers

- Cheikh Tidiane Gning

# Description of the course

- The English course aims at preparing students to their early professional life through the acquisition of basic communication skills.
- For that purpose, the course is based on providing students with skills which allow them to use not only general English but also and more specifically Business English in their communication.
- This course prepares students specifically to a variety of communication situations or contexts in this world of globalization and business exchange.

# Prerequisites and objectives

- **Prerequisites**

Students should have completed L1 English course

- **Objectives**

This course aims at providing students with the necessary skills to communicate in English in their daily professional life. As future Business specialists, students should be able to write different professional documents such as Cover Letters, Resume or CV, Complain Letters, and write and request Recommendation Letters etc.

Additionally, this course will help MRO students get familiar with specific items and expressions related to the fields of Business and Economy.

- **CHAPTER ONE**
- **Designing the Resume or Curriculum Vitae (CV)**

# Topics and Skills

- **CHAPTER One : Designing the Resume or Curriculum Vitae (CV)**
- **Course designer**  
Cheikh Tidiane Gning
- **Specific Objectives:** This course will equip students with the designing techniques of the English Resume/CV and, at the same time, provide them with useful expressions related to this task.

# WHAT IS THE RESUME OR CURRICULUM VITAE (C.V.)?

## INTRODUCTION

- Your resume is the first and, often worryingly, one of the most neglected steps of the job search process. Many people just don't know where to start, especially if embarking on a job search after a long time. Updating your resume can often feel like a daunting task so hopefully this simple guide will help make the process as painless and as effective as possible.
- Careful attention needs to be given to all elements of a resume, including: its overall presentation and layout, grammar, spelling, and, most importantly, content. Even if the content is top quality, most employers won't get round to reading it if they are put off by any of the other, more basic elements.
- Another big turn off for employers is submitting a resume that has clearly not been tailored to the specific application. It's not hard to tell which resumes have been modified and which haven't. Not personalizing your resume indicates that you're not enthused enough about the position to spend half an hour researching the role – not a great introduction!
- So, in order to help you stand out, I've compiled some guidelines based on my experience of viewing thousands of resumes over the years

# Presentation and layout

- Your resume must look clean and well structured, with enough white space to enhance readability. It should be approximately two pages long unless your industry has its own standards; for instance, if you are expected to include your publications or details of many projects.
- Use a simple font like Arial Times New Ram, 10-12pt, and keep formatting like italics and underlining to a minimum. Bullet points are extremely useful as they allow you to highlight key points succinctly and keep the document looking tidy.
- Spelling and punctuation must be perfect, so after you proofread and spell-check it, give it to a friend to do the same. Hiring organizations are inundated with so many applications and unnecessary mistakes can mean yours ends up in the reject pile.

# Basic Resume Structure

- **1.1. Name, Date / Place of Birth, Addresses, Marital Status and Contact Information** (Including phones, e-mail address)
- **1.2. Educational Background** (starting from the most recent degree earned)
  - List your background education including the year, degree earned, school or institution names
- **1.3. Employment History** (Starting from the most recent work experience)
  - Date – Company Name – Position held – Experience
- **1.4. Additional Skills and Qualifications**
  - Write about skills and qualifications that you have obtained that are relevant to any positions that you are applying for
- **1.5. Personal Interests**
  - Write a brief paragraph about what activities you like to participate in, in your own time
- **1.6. References**
  - List three references (Names, Institutions, Position, Contact information) who can write a letter of recommendation on your behalf.

Example: **References:**

1. Dr. Momar Talla Sene, Alioune Diop University of Bambey, Head of Economics Department  
Contact: Cell phone: (221) 76 457 00 00, E-mail: [senemomartalla@uadb.edu](mailto:senemomartalla@uadb.edu)

2. Mrs. Rouguiyatou Sow, UNICEF Senegal, Human Resource Manager  
Contact: Office: (221) 33 854 00 00, E-mail: [rouguiyatou.sow@unicef.org](mailto:rouguiyatou.sow@unicef.org)

3. Mr. Ismaila Ndour, Senelec Dakar, Operations Director  
Contact: Office (221) 33 824 00 00, (221) 77 650 00 00, E-mail: [ismailandour13@senelec.sn](mailto:ismailandour13@senelec.sn)

# Handouts and further readings

I have attached some relevant materials, including:

- A SIMPLE GUIDE TO WRITING THE PERFECT RESUME
- Modern CV Template
- **Letter Writing & Sample Letters**

**Note:** This document will allow students to be equipped with tips and techniques for writing the different types of letters in their professional life.

For additional information on letter types, students can visit the website below:

- [www.myperfectresume.com](http://www.myperfectresume.com)
- [www.resume-now.com](http://www.resume-now.com)

# ASSIGNMENT

- After reading the documents on how to design the resume and the additional samples, do the following activity.
- **ACTIVITY**
- Vacancy Announcement

The United States Agency for International Development is seeking to recruit a committed worker for the position of Human Resource Assistant for its regional office based in Dakar, Senegal. Interested candidates may send their applications including a Cover Letter along with an updated CV by Friday, March 27<sup>th</sup>, 2020 to the address below:

USAID Senegal  
Almadies Road  
PO Box 765, Dakar  
Senegal