How to draft your
Curriculum Vitae

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AGENCE POUR
LE DÉVELOPPEMENT
DE L'EMPLOI

FOREWORD

When applying for a job, an applicant's head is filled with a multiplicity of questions: what elements must I be sure to include in my CV and my covering letter? Is the visual aspect really important? Is there an ideal length for these documents? And moreover: is it fair to say that the CV is just a mere formality, and that what really matters is to convince your interlocutors at the interview? This latter idea is, unfortunately, still widespread!

It should be borne in mind that, for the employer, the CV is often the first contact that he or she has with the job applicant. It comes across as a mirror of what the latter can provide in his/her work.

For that reason, it must be excellent and must, like the covering letter, be put together with the utmost care. Some recruiters look first at the CV, whilst others start with the letter. So you have two distinct, fully-fledged opportunities to grab their attention and make them want to take the matter further! In drawing up these complementary documents, which must not be repetitive or redundant, the watchwords must be the relevance of the information provided and the coherence of the documentation as a whole.

In this brochure, the Agence pour le développement de l'emploi (ADEM – National Employment Agency) provides you with various tips for preparing your CV. The brochure does not seek to lay down any single "correct" way of proceeding; still less does it offer a "ready-to-use" kit. Let's be clear about this: no such thing exists!

Each applicant's profile is unique – the product of the path that he or she has followed, and of his/her personal experiences.
And each employer has his/her own way of feeling and looking at things, on the basis of which THE preferred application will be singled out from amongst all those that he/she receives.

This guide is intended to inform you about the principal expectations of recruiters, and to propose to you various examples of good practice. In addition, it features annotated CVs aimed at drawing your attention to certain points, so that you avoid the risk of slip-ups in your job applications.

We hope that it will inspire you, and prompt you to compare, analyse, select … and invariably give you the confidence to create the CV or letter that really reflects your unique personality!

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LE DÉVELOPPEMENT
DE L'**EMPLOI**

The Curriculum Vitae (CV)

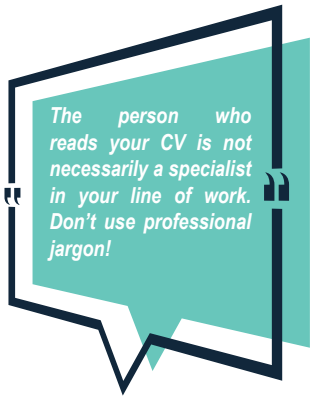
Your CV must provide an interesting picture of your personality and of your professional career. It must be clear, precise and specific, and must make its reader keen to meet you.

Your CV is:

- the passport enabling you to secure a job interview
- a summary of the path you have hitherto taken in your professional life
- a showcase for your skills and competencies

Your CV must:

- arouse the interest of the recruiter and spark his/her curiosity
- persuade the recruiter to invite you to attend a job interview



Adhering to the employer's frame of reference

It is essential to devote care and attention to the **presentation** and **content** of your CV, in order to grab the employer's attention and to make it easier for him/her to read through what you have written.

- The content must be adapted to the job advertisement: use the terms and keywords appearing in the job description
- Your profile must be a suitable match for the profile sought: work on your CV so that it reflects the job offer and the skills demanded

The headings/sections of the CV

Your CV must correspond to your personality. However, certain headings/sections are indispensable:

- **an eye-catching tag line/message**: pick up on the title of the post to be filled, and/or as described in the job advertisement, illustrating your suitability for the job by stating your qualifications, experience and/or core strengths

- **your personal data:**
  - ***mandatory info:***

First name SURNAME	>	as they appear in your assignment card (carte d'assignation)
	>	if you have a unisex first name, precede it with "Ms" or "Mr"
Address	>	house number, street, postcode and town
Telephone number	>	personal number: any voicemail recorded message must be concise and serious and must state your name
E-mail address	>	surname.firstname@... Avoid impersonal or whimsical e-mail addresses

- ***recommended info :***

LinkedIn link	> a LinkedIn profile is useful if it is current and up-to-date
Date of birth	> no need to state the place of birth
Civil status and number of children	> no need to go into detail
Nationality	> if necessary, state whether you hold a work permit
Driving licence (class A or B) and own car	> a professional driving licence counts as a specific skill

► **your photo** : it is **not obligatory** for a CV to contain a photo, but you should be aware that most of our communication is based on non-verbal interaction. If you choose to include a photo, make sure that it's perfect and that it makes the viewer want to meet you.

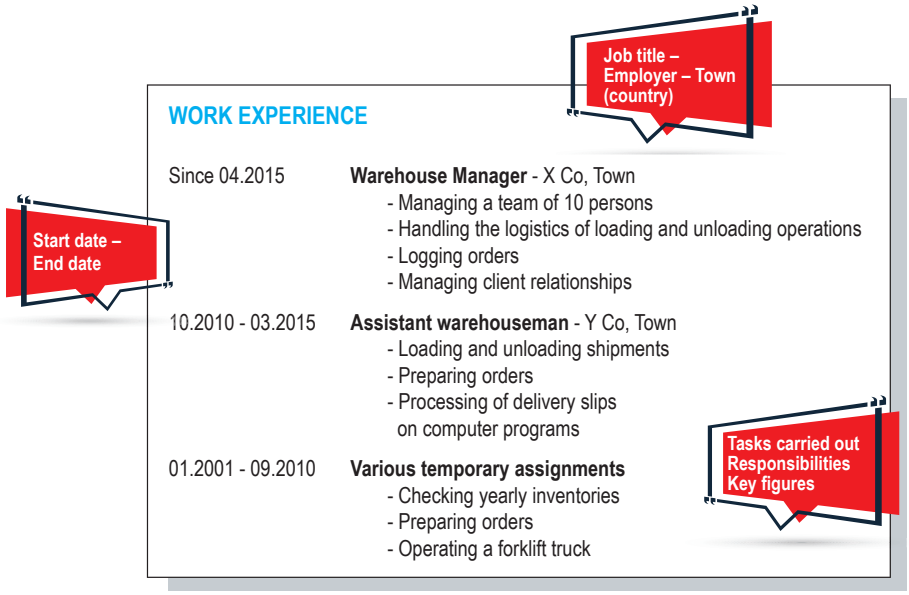
- ***tip-top photos:***

Type of photo	> a recent high-quality portrait, with good lighting, on a plain, neutral coloured background
Composition	> front-on view or 3/4, looking towards the camera
Format	> approximately 3.5 cm x 4.5 cm
Demeanour	> friendly face, slight smile, candid expression > smart appearance
Clothing	> neutral and sober, corresponding to the dress code for the intended professional environment

- ***inadequate photos***

Type of photo	> selfie, family photo, holiday snap > badly lit, poor resolution > setting (telephone, computer, work tool(s), mirror, etc.)
Composition	> profile shot, full-length portrait, close-up
Format	> too big, horizontal > inappropriate proportions
Demeanour	> closed expression or excessively expressive > passport photo
Clothing	> too flamboyant (outfit, make-up, hairdo, cleavage, etc.) > too buttoned-up (turtleneck pullover, shawl etc.)

- **Work experience**: this section must enable the recruiter to assess your suitability to fill the post that you are applying for.
  - ***young applicants:*** mention internships and training courses you have done, describing in detail the tasks carried out, so as to showcase the skills acquired by you. Student jobs may be touched upon briefly in order to demonstrate an early willingness to engage with the world of work.
  - ***experienced applicants:*** highlight the experiences corresponding most closely to the post that you are applying for, in particular experience gained in similar professions or sectors which testifies to the skills that you can offer.
  - ***form:*** it is recommended that you list your work experiences in reverse chronological order (from the most recent to the one furthest in the past), so that the recruiter can immediately view your most recent experience.



"30 seconds to grab the reader's attention"

- **Education/training**: this section must present your diplomas/degrees in such a way that they can be seen at a glance.
  - ***recent graduates:*** you can show your training as the first thing on the CV.
  - ***experienced applicants:*** this section will normally appear after the section detailing your work experience.
  - ***form:*** list your initial education/training and your further education/training as separate items. Only mention education/training which is directly linked to the post that you are applying for, specifying the knowledge and skills acquired by you.

    Here too, the list should be in reverse chronological order (most recent first, oldest last). If you have a higher education degree/diploma, you don't need, in principle, to mention your earlier education.

You should state the year in which you obtained your degree/diploma, its title (Bac, BTS, vocational certificates, etc.) and the relevant specialisation (e.g. DAP [Professional Aptitude Diploma] in Warehousekeeping), the name of the establishment and its location. If you don't hold a degree/diploma, state the last class that you attended.

- **Skills acquired**: it is important not only to properly identify these but also to properly convey what they involve. They refer to a knowledge or aptitude linked to a precise task in a specific area, and are composed of both **knowledge and know-how**.

  - ***professional skills:*** you should base what you say on the knowledge acquired by you in the course of your experiences to date, or on your extra-professional activities if you are looking for your first job;

  - ***linguistic skills:*** the most problematic aspect of this item is knowing one's real linguistic level. There are several methods of ascertaining linguistic levels.

    State your mother tongue(s) first, and then indicate the level for each language. There are several ways of doing this:

    - the Common European Framework of Reference for Languages (CEFRL), which is a system composed of 6 levels (A1 to C2).

A1	Common words Simple phrases	**A2**	Common words Short communication
B1	Everyday language Simple communication	**B2**	Standard language Detailed communication
C1	Varied language Lengthy communication	**C2**	Nuanced language Communication of all kinds

    - a graphic representation of the level of competence

English	▲▲▲▲△△
German	▲▲▲▲▲△
Luxembourgish	Mother tongue

  - ***IT skills:*** it's a good idea to provide a graphic representation of the level of competence

Microsoft Word

Microsoft Excel

InDesign

State the software with which you're familiar, in line with the job applied for

- **Personal skills (otherwise known as "soft skills")**: these are **interpersonal, human and relational skills**
  - list and sort your skills according to the position for which you are applying (see page 36);
  - if soft skills are mentioned in the job description, indicate those which correspond to you. These will need to be illustrated by concrete examples at the job interview.

- **Interests and leisure pursuits**: this section "humanises" the applicant, providing an idea of his/her personality and of what makes him/her "tick". Bear in mind that such interests/hobbies may be touched upon by the recruiter. Don't mention political or religious affiliations, for the obvious reason that these are matters belonging in the private sphere.
  - don't invent things: it's better to say nothing at all then;
  - ideally, your interests will be in line with job for which you're applying (sense of responsibility, ability to work as part of a team, general knowledge, etc.);
  - they will make you stand out from the other applicants;
  - avoid banalities (reading, going for walks with the family, etc.).

To help you to identify your soft skills, ask your family, friends and former colleagues.

Your CV must contain the truth, and nothing but the truth

Useful tips and hints for drawing up your CV

- **Prepare a "resources" document**

  It's not easy to summarise a wide range of skills in just a few paragraphs! Here are some tips to help you:
  - list all the skills and competencies that make up your profile. This document will form the basic source from which you can draw the content of your future CVs;
  - group similar competencies together, and be concise;
  - use keywords and short expressions. To help you formulate your skills, consult the ROME database, which lists the competencies sought by reference to the type of job (rome.adem.public.lu);
  - the use of graphics makes the text easier to read and enables the recruiter to rapidly view the information that he/she needs.

  This approach will allow you to be responsive and to quickly design a precise CV adapted to each job application, without ever forgetting to include an important element!

Your CV could be selected on the basis of keywords that the recruiter is looking for

- **CV on two pages**

  Are you highly qualified? Are you applying for a position involving responsibilities? Do you have over 10 years' experience?
  - be sure to provide details of your competencies, of the specific technical characteristics of your functions, of the projects that you have led and of the teams that you have managed;
  - mention the objectives that you have achieved, and the results obtained;
  - group together on the first page the most impactful information for the recruiter, going to the essence and avoiding repetition.

- **Don't draw up your CV on your own!** Discuss it, as far as possible, with your family and friends, your former colleagues and/or recruitment professionals. That way, you'll have a wide range of views.
- **Take ownership of your CV!** Have confidence in yourself! You will need to be able to explain your CV to the recruiter. It sets out your career path! Make sure you can illustrate each element, and each action, with concrete, real-life examples.
- **Creativity is a plus:** the colourfulness, the general look, or, as the case may be, the sobriety of your CV should correspond to the post you are applying for and the values of the recruiting organisation. That said, try to avoid displaying excessive originality, or models that are over-designed, as this can make the CV harder to read.
- **Be responsive!** A rapid reply to a job offer or an assignment to attend an interview may make a difference, and may work in your favour.
- **Adapt your CV to the post that is being advertised!** Be methodical: sift through your "resources" document and pick out only those elements which are relevant for the post in question, elaborating upon significant experiences.
- **Specific situations in a CV:**
  - Information concerning a handicap, or having a reduced work capacity, should not as a general rule be included in a CV. The occasion on which to raise and discuss such matters is the job interview.
  - Periods of inactivity: these form part of your career path and should therefore be mentioned, whether they involve a career break, a break to spend time with the family, a transition to another profession, a sabbatical year or time spent actively seeking employment.

- **Appearances matter!** Pay attention to correct spelling, layout, legibility, visualisation in black and white, paper quality, care taken with the document, etc.

Annotated examples of CVs

► CVs which limit your chances of getting an interview

- "complicated personal situation" CV
- "scruffy" CV
- "police form" CV not providing details of experience

► Examples of CVs from which you can draw inspiration

- standard CVs
- beginner's CV
- CV emphasising versatility/adaptability
- "profession-oriented" CV with a linear career structure
- functional CV
- thematic CV
- "new career" CV
- "technical qualifications" CV

Practical information sheets

► Describing one's areas of experience and know-how: examples of verbs denoting action

► Personal competencies: examples of soft skills

CVs which limit your chances of getting an interview

Pierre LORANG
6, avenue Lafayette
L – 4050 ESCH-SUR-ALZETTE
Phone: 45 55 55 (at Mrs PAUL, from 6 pm-8 pm)
pierre.lorang333@gmail.com
Marital status: in a divorce procedure
3 children
40 years

EDUCATION
CITP mecanic (cars and motorbikes),

WORK EXPERIENCE
1998 – 2006 : Mechanic for cars, Garage du Nord, Route de Namur, L – 9991 Weiswampach
2006 – 2008 : Jobseeker, registered with ADEM

2008 – 2008 : Mechanic for cars and trucks, Garage de l'Est, Chemin des Vignobles, L – 6630 Wasserbillig
2009 – 2010 : unfit for work due to a work accident
2010 – 2017 : Mechanic Volvo at Garage du Sud, L – 4050 Esch-sur-Alzette
Depuis 2017 : Jobseeker, registered with ADEM

ADDITIONAL INFORMATION
Driving licence (category B), no car available for the moment
Available in three months

► “Complicated personal situation” CV

1. **Giving someone else’s telephone number is unlikely to encourage the employer to call you.**
   If you don’t have your own telephone, just state your e-mail address.

2. **Are these items of information likely to make the employer want to meet you?**
   You’re unlikely to attract the recruiter’s attention by detailing your personal situation.
   As regards your children: if there is definitely someone to look after them, say so. If not, don’t mention them in the CV; matters of this kind should only be raised during the course of the interview.

3. **A professional photo**
   “Selfie”-type photos are a non-no! A proper CV portrait photo must be taken against a plain, neutral background, with a pleasant expression on your face. Your clothing should correspond to the dress code for the professional environment in question.

4. **Don’t provide too many unnecessary details – stick to the essentials.**
   You don’t need to give the precise address of your former employers.
   It’s enough just to state the company name and the town (and the country, if it’s outside the Grand Duchy).
   It’s much wiser to give details of the missions and tasks accomplished during the employment concerned!

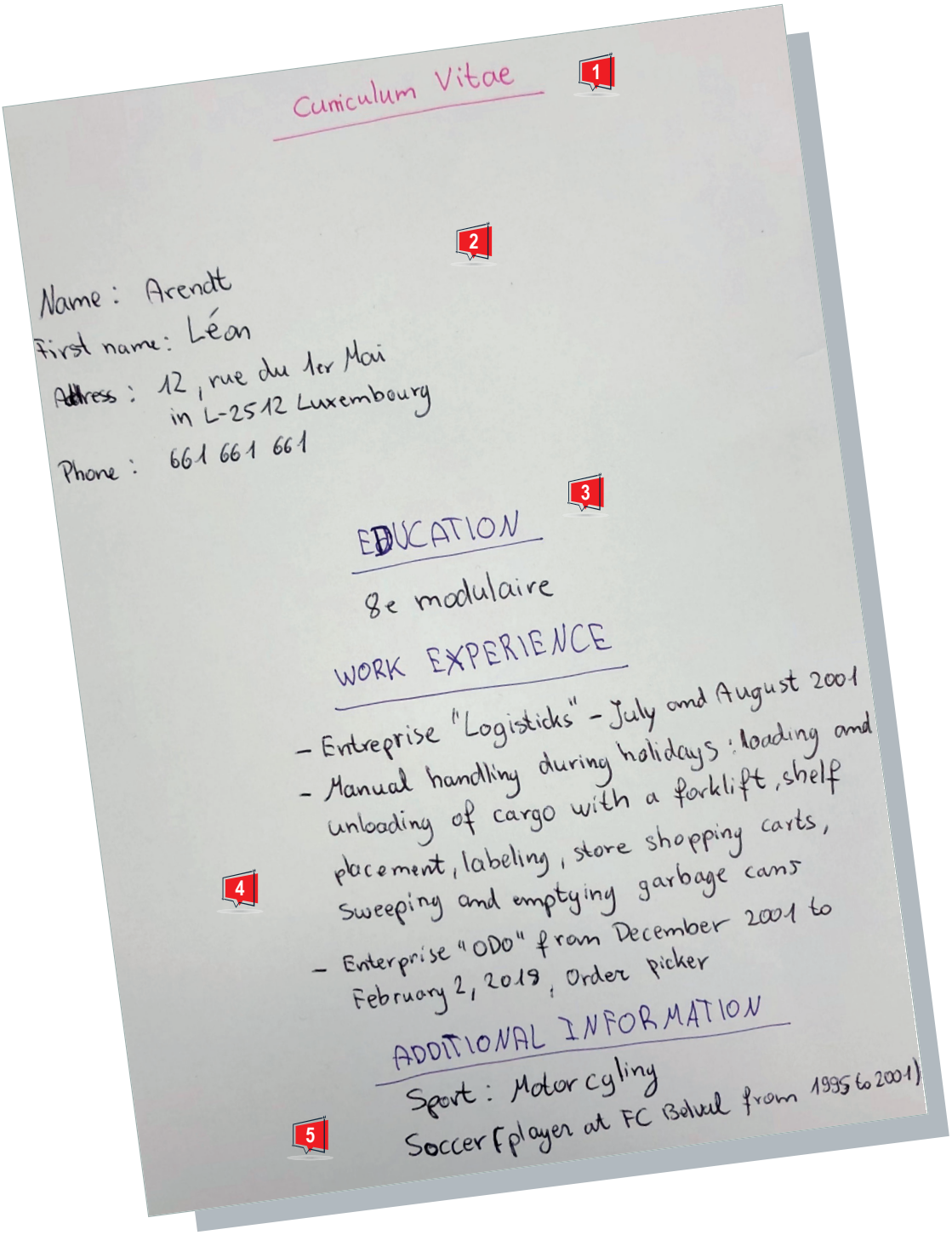
5. **It is inadvisable to indicate your periods of unemployment or sickness in this way.**
   If there have been significant periods when you have been professionally inactive, present them in a positive way. For example, “actively seeking employment”, or “period of convalescence”.
   Another possibility is to present your periods of employment in terms of their duration, not their dates (see, by way of example, the “thematic” CV on page 28).

6. **Don’t bring up practical or administrative difficulties.**
   If you don’t hold (or no longer hold) a driving licence, don’t say so.
   If you hold a driving licence, but don’t have a car, just mention your class B licence.

7. **Telling the whole truth is not necessarily the best policy!**
   If you cannot make yourself available immediately, don’t say so. Points like this can always be discussed, if necessary, at the interview.

8. **Pay attention to the page layout!**
   Use all the space available; spread your text out to fill it up.

CVs which limit your chances of getting an interview



► “Scruffy “ CV

1. A CV should never be hand-written. It should be tidy, clear and legible.

The CV must be drawn up on a computer.

Take care to avoid spelling mistakes and erasures! Get someone you know who is competent in the orthography and grammar of the language used to read through and revise the text.

Employ a uniform style: in describing your activities, use either nouns/noun constructions (e.g. “crate-loading”, “operation of forklift trucks”, etc.) or verbs/verb constructions (e.g. “loading crates”, “operating forklift trucks”, etc.), but don’t mix the two.

In the same vein, dates should be expressed in the same form from start to finish; generally, you should indicate months and years (02.2001 – 08.2001) or just years (2001 – 2008); there is no need to specify days.

2. This layout is disordered.

The “identity and contact details” section alone occupies more than one third of the page, whereas the “work experience” part forms a solid block which is hard to decipher.

3. “Schooling”

The information should be particularised, indeed, expanded upon.

In which town, and which country, did the schooling take place? Over a period of how many years?

Did the applicant thereafter pursue any further education or continuing training (e.g. first aid, health and safety, language courses, etc.)?

4. Work experience

Unnecessary details are given of the summer job in which the applicant worked as a goods handler/packer, whereas the description of his 17 years’ experience as an order picker is reduced to two lines!

5. Miscellaneous

This section enables you to showcase certain elements of your personality which are not necessarily apparent from the description of your career path but which could make your CV stand out from those of the other applicants.

However, there’s no need to go to extreme lengths to embellish it! If it’s been a long time since you last did any sport, or you no longer have any time to devote to extra-professional activities, you would do better simply to omit this section.

CVs which limit your chances of getting an interview

CURRICULUM VITAE

Name: PINTO-MUSTERMANN
First names: Aline, Delphine, Antoinette
Address: 5, rue du Brill – L-2345 KAYL
Phone: 661 661 661 / 22 [illegible]0
missbeauty@gmail.com
Date of birth : 10 May 1990 in ESCH-SUR-ALZETTE (Luxembourg)
Marital status: married to Tun Mustermann, 2 children (1 and 3 years of age)
Nationalities: Luxembourgish and Portuguese
Identification number: 19901005000

Education

1996 – 2002 :	Elementary school	Dudelange
2002 – 2006 :	Lycée Technique Victor Hugo	Luxembourg
	10e – 12e secretariat	

Work experience

2006 – 2007 :	Receptionist Garage Kremp	L-6754 Strassen
2007 – 2009 :	Reception Lycée Mathias Adam	L-4760 Pétange
2009 – 2011 :	Secretary Me Notaire	L-4050 Esch-sur-Alzette
2012 – 2015 :	Secretary at LDS intérim	L-1234 Fischbach
2015 – 2018 :	Office secretary at PROCONSO	L-5210 Differdange

Additional information

Languages: Luxembourgisch, French, German, Portuguese, basic knowledge in English
Sport: Fitness
Immediately available for secretary positions

► “Police form” CV not providing details of experience

1. No need for the heading “Curriculum Vitae”

The employer will know what this is. It’s not the first CV that he/she has seen …

2. You’re not being asked to provide a civil status form.

Don’t present everything in this way! A CV is not an administrative form.

Indicate your identity and contact details preferably at top left, as on a letter or business card:

Aline Pinto-Mustermann
5, rue du Brill L-2345 Kayl
Tel.: 661 661 661

These are the only items of information that you absolutely have to give. It is up to you to decide whether there is any other information which may interest the recruiter or increase your chances of securing a job interview.

3. A professional-sounding e-mail address

Avoid giving any fanciful e-mail address; this could undermine the credibility of your application.

You should have a professional-sounding e-mail address (e.g. aline.pinto_mustermann@gmail.com).

Don’t forget to check your messages at least once every day.

4. Don’t give your personal ID number

This information should not appear on a CV! Do you really want your ID number to find its way onto the internet (especially if you have uploaded your CV onto non-secured recruitment platforms)?

5. A good quality photo

Your portrait photo is the first visual contact that the recruiter will have with you. Choose it with care!

Your demeanour must be personable and professional, with a smiling face looking straight at the camera.

6. This list provides no details.

If you have significant, varied experience, why hide it away behind unnecessary information (such as employers’ postcodes)?

What are your key strengths? What responsibilities have you been given? What know-how have you developed?

A job as a secretary in a garage calls for different skills from those needed in order to work in a notary’s office or an educational establishment.

Don’t hesitate to provide details of your skills and experience, in order to showcase your career and highlight the versatility of your profile.

7. Languages deserve their own section!

All the more so since they are a major asset for a secretarial job in a multicultural country like Luxembourg! Language skills are not just something to be relegated to a brief mention at the foot of a CV.

You should also give a precise indication of your level of proficiency in each of the languages concerned.

8. Career goal

Don’t expect the recruiter to have to read the whole of the page before giving him/her the information that interests him/her the most: the position for which you are applying.

That information must appear in a title, or in a “professional goal” section placed at the top of the page.

Examples of CVs from which you can draw inspiration

Patricia MAJERUS

2, rue des Fleurs
L - 1456 Luxembourg
GSM : 691 999 999
patricia_majerus_1979@gmail.com

Driving licence (category B), private car

LANGUAGES

Luxembourgish
mother tongue

French
Level C1

German
Level C1

Portuguese
Level B1
(oral professional practice)

IT

Internet, E-Mail
intermediate level

Word processing
elementary level

CAREER GOAL

Experienced, mobile and flexible maintenance worker, looking for a full-time job in a cleaning company

WORK EXPERIENCE

2012 – 2019 **Maintenance worker (30 h/week)**
PUTZ SERVICE, Manternach
Use and maintenance of technical equipment
- low and high pressure machines
- dry cleaning
- desinfection

2005 – 2012 **Housekeeper (20 h/ week)**
Private family, Strassen
Educational assistance for 2 children (hygiene, meals, home work support)

1997 – 2005 **Waitress**
STAMMINET, Leudelange
- order taking, service, cashier
- preparation of cold dishes (sandwiches, salads)
- maintenance of kitchen and bar

EDUCATION

1993 – 1996 **Secondary education**
(9e polyvalente)
Private school Fieldgen, Luxembourg

ADDITIONAL INFORMATION

Weeky practice of Jiu-Jitsou (Club de Bonnevoie)
Holder of a First Aid diploma (CGDIS Luxembourg)

► Standard CVs

Your CV must be brief, clear, precise and specific.
It must be structured in sections, and must bring your competencies to the fore: knowledge (languages, IT, etc.), know-how and personal qualities.

Patricia MAJERUS

2, rue des Fleurs
L - 1456 Luxembourg
GSM : 691 999 999
patricia_majerus_1979@gmail.com
Driving licence (category B), private car

CAREER GOAL

Experienced, mobile and flexible maintenance worker, looking for a full-time job in a cleaning company

WORK EXPERIENCE

2012 – 2019 **Maintenance worker (30 h/week)**
PUTZ SERVICE, Manternach
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2005 – 2012 **Housekeeper (20 h/ week)**
Private family, Strassen
Educational assistance for 2 children (hygiene, meals, home work support)

1997 – 2005 **Waitress**
STAMMINET, Leudelange
- order taking, service, cashier
- preparation of cold dishes (sandwiches, salads)
- maintenance of kitchen and bar

EDUCATION

1993 – 1996 **Secondary education** (9e polyvalente)
Private school Fieldgen, Luxembourg

LANGUAGES AND IT

Languages	**Luxembourgish**	**mother tongue**
	French, German	Level C1
	Portuguese	Level B1 (oral professional practice)
IT	**Internet, E-Mail**	intermediate level
	Word processing	elementary level

ADDITIONAL INFORMATION

Weeky practice of Jiu-Jitsou (Club de Bonnevoie)
Holder of a First Aid diploma (CGDIS Luxembourg)

Examples of CVs from which you can draw inspiration

Christian IKONGA

4, rue des Fleurs L-7595 Reckange
GSM: 621 000 000
christian.ikonga@internet.lu
Luxembourgish, single
19 years

Driving licence B and private car

ASSISTANT COOK
STOREKEEPER
Junior

SKILLS

Soft Skills (1)

Willingness to learn, motiviation
Autonomy and team spirit
Stress tolerance
Punctuality, discipline
Responsibility
Creativity

LANGUAGE SKILLS

Luxembourgish
French
German
English
Italian

IT SKILLS

MS Word
MS Excel
Outlook

EDUCATION AND TRAINING

09.2019 – 10.2019 (2) **Certificate ECDL Standard**
IT course (web, word processing, tables, data bases)
CHAMBRE DES SALARIÉS, Luxembourg

2018 – 2019 **10e professionnelle – Section Cuisine (cooking)**
LYCÉE TECHNIQUE DE BONNEVOIE, Luxembourg (3)

2017 – 2018 **10e technique – Section Génie Civil (civil engineering)**
LYCÉE JOSY BARTHEL, Mamer

WORK EXPERIENCE

12.2019 – 01.2020 **Assistant cook (interim mission)**
RESTAURANT AU BON COIN, Luxembourg
Chopping vegetables and preparation of cold starters
Cleaning of equipments and dishwashing

2017 – 2019 **Student jobs**
✓ **Storekeeper (summer 2019)**
AUCHAN KIRCHBERG
reception and storage of goods, use of forklift
✓ **Worker (summer 2018)**
RECKANGE COMMUNAL ADMINISTRATION
Maintenance of green spaces, cleaning of workshops
(4)
✓ **Waiter and dishwasher**
CAFÉ DU SOLEIL, REMICH
Taking orders, serving clients, cleaning of kitchen

Depuis 2016 **Occasional jobs (weekend and evening)**
Private families, Luxembourg and Reckange
Gardening, garbage disposal, pet-sitting

SPORTS AND LEISURE ACTIVITIES

Player and treasurer of Sanem basketball club, participation in half-marathons

► Beginner's CV

Everyone starts off as a beginner – to be a "junior" is not an abnormality on a CV!
It's up to you to turn it to your advantage, to use it to catch the recruiter's eye and to convince him/her of your potential.

If you possess no (or only very little) experience, it's wise to bring to the fore those elements of your profile which may interest the future employer, by placing them before the heading "Work experience".
The same applies if you haven't got a degree or diploma. Your enthusiasm, and your keenness to give of your best and move forward in the firm or company, are qualities on which to hang your application, and are particularly sought by recruiters.

1. Key competencies for the post

The skills offered in the example opposite (divided into 3 categories: "social", "linguistic" and "IT") may vary from one applicant to the next: it is up to you to decide which of them will be most relevant for the job(s) that you are seeking.
They must match your profile: for example, if you are not proficient in informatics, you can always replace that category with another one, grouping together "technical" or "regulatory" skills (e.g. familiarity with HACCP standards, first aid, etc.)
You can also decide to present everything in two headings/sections, rather than three. There is no fixed rule about this: just rely on your personal strengths!

In the present case, the applicant is demonstrating his willingness to put a lot of effort into working for the company, and is highlighting social skills which will enable him to integrate rapidly into a professional kitchen or a warehouse. For a job as a warehouseman, the recruiter will immediately note the applicant's good IT skills, which are useful for managing stocks on a computer

2. Ongoing training

Maybe you've left the education system, but have continued to engage in learning and training?
How fortunate for an employer to have employees determined to build up their knowledge!
This state of mind means that you are a (future) co-worker with strong development potential – someone who is motivated and who motivates his/her colleagues.
So don't fail to mention the training courses, however short, that you have done, provided they have some connection with the job that you're applying for.
Additionally, if you are following (or have followed) any courses during a period of job-seeking, this will show that you want to remain active and to improve your employability – another plus in your favour!

3. Academic career

If you have obtained any diplomas, mention them.
If you have failed any exams or taken time out from your academic career, it's a good idea to indicate the level you reached, or the last class you attended, in the fields chosen. You will have acquired knowledge that may be of interest to the employer, even if it has not been validated by a certificate or diploma.

On the other hand, there is no need to detail the whole of your academic career (2011-2012: 7th grade; 2012 2013: 8th grade; 2013-2014: 9th grade, etc.). This is not very interesting and may bore the recruiter, especially if you endlessly repeat the name of the educational establishment!

4. Work experience

Even if they are short, or involve internships, some of your experiences deserve to be mentioned (see page 35). They demonstrate an early willingness to engage with the world of work. Choose the ones that you think most significant; and don't forget, where appropriate, to mention your club/community activities and/or leisure pursuits (see in particular pages 9 and 25).

Examples of CVs from which you can draw inspiration

1

Andrès
CARVALHO

10, rue des Trois-Maisons
L- 3640 Luxembourg

GSM : 691 691 691
andres.carvalho1980@gmail.com

Born on July 21, 1980
Driving licence B + private car

Technical competence

- Tiling
- Masonry
- Drywalling
- Painting
- Plasterwork
- Installation of coatings

SOFT SKILLS

- Team spirit
- Good memory and ease of understanding
- Speed and precision in the execution of tasks
- Solution-oriented approach

WORKER (POLYVALENT)
15 years experience in the building sector
Driving licences B-C-D-E

2

Work experience

3

IN LUXEMBOURG

01.2017 – 02.2018 — **Painter and plasterer (interim missions)**
construction sites for different companies
especially CONSLUX, IPT Luxembourg
Paintings, accoustic ceilings

2014 – 2015 — **Worker**
DUO RENOVATION – Luxembourg
Plasterwork, drywalling

IN PORTUGAL

2015 – 2016
2003 – 2014 — **Independent craftsman**
Faro – Portugal
Natural stone walls, tiling, painting,
different tasks in masonry and plasterwork

1999 – 2001 — **Worker**
PILO, Faro – Portugal
Interior renovations

Education

1998 — **GRADUATION CERTIFICATE**
(9e technique)
Faro High School – Portugal

4

Language skills / IT skills

Languages
French
Luxembourgish
Portuguese

IT
Internet, electronic messaging

5

► CV emphasising versatility/adaptability

1. Presentation in columns

If you have a lot of information to impart, you can present some of it in columnar form. This will enable you to spread the information over the page and make it easier to read.

2. An eye-catching message

This will enable the recruiter to quickly get an accurate picture of your profile, and will highlight your suitability for the post to be filled.

3. Reference employers

If you have pursued your career in more than one country, you can opt for the classic structure in reverse chronological order (mentioning the most recent work experience first), or you can choose to group your experiences together by country, as in the CV opposite: the recruiter's attention will certainly focus, first of all, on the employers referred to in Luxembourg.
If you have had temporary jobs, it is advisable to state the name of each company/firm where you worked, rather than the names of the temporary work agencies.

4. Schooling/diplomas

If you have a foreign diploma, indicate it and state – if you know it – the equivalent level in the Luxembourg educational system.
If you don't have a diploma, state the duration of your education or the last class that you attended.
There's no need to detail the whole of your academic career; it's enough to mention the later years and/or the diploma obtained.

5. Levels of linguistic and/or IT expertise

Show, don't tell – a visual presentation is better than a lengthy verbal explanation!
Avoid using approximate or vague terms (what do the expressions "intermediate", "median" or "good knowledge" really mean?)
You should preferably use the European classification system (A1, A2, B1, B2, C1, C2) or a graphic representation, likewise with 6 levels.

Examples of CVs from which you can draw inspiration

Lara MOULIN

654, rue de Luxembourg, L-1111 VILLIERS

Phone: 691 111 111
lara.moulin@gmail.com

Luxembourgish and Belgian nationality
Driving licence B with private car

AESTHETICIAN
10 years experience

1

Personal assets : Commercial sense – Courtesy
Professional conscience – Creativity – Discretion

2

EXPERTISE

Reception of customers, identification of needs, advice on service delivery, advice and sale of cosmetic products, shelf management and stock keeping, drafting of care protocols, management of customer files

Face and body care, epilation, pedicure, manicure, nail care, body massage (Californian, relax, sports, anti-cellulite, hot stones and honey)

3

Professional experience

07.2018 – 12.2018	PARFUMERIE CLEOPATRA, Luxembourg (fixed-term contract)
02.2018 – 06.2018	Different parfume stores, Luxembourg-City (interim contracts)
2015 – 2017	LORNA BUSH CENTRE ESTHETIQUE, Steinsel
2010 – 2015	SALON SHEILA, Wiltz
2009 – 2010	PARFUMERIE DU CENTRE, Bastogne, Belgium

4

Education and diplomas

2004 – 2009	**Aesthetician diploma (equivalent to DAP)** Athénée Royal, Arlon, Belgium
1999 – 2004	**Elementary school** Ecole du Brill, Esch-sur-Alzette

Language skills

- Luxembourgish
- French
- German
- Portuguese

IT skills

- Internet
- Electronic messaging
- Word and word processing
- Photoshop

5

Further interests

Creation of festive hairstyles and chignons; interior decorations
Volunteer at SOS Children's Village, Luxembourg

► “Profession-oriented” CV with a linear career structure

1. **An eye-catching title**
   This is the post that you’re applying for. You can add a few keywords to set yourself apart, from the outset, from the other applicants.

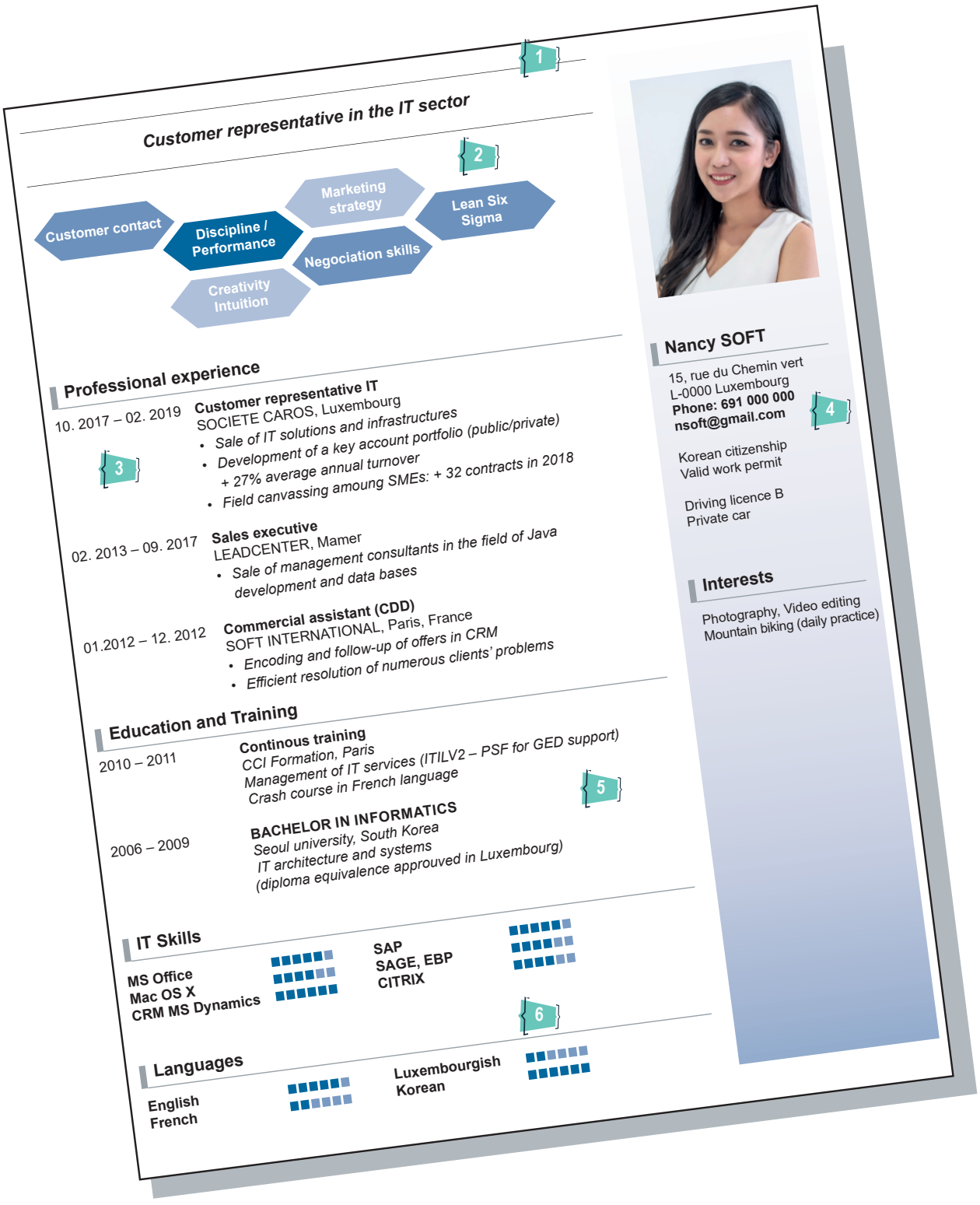
2. **Your soft skills and your know-how**
   These are appreciably different competencies: it is preferable to present them in separate sections.

3. **A cohesive and linear career path**
   Are you a seasoned professional? Have you practised your specialised skill(s) in a number of different businesses?
   Don’t bore the recruiter with a CV reiterating, one after another, descriptions of similar experiences!
   In cases like this, opt for a section in which you group together your know-how, the roles and tasks that you have taken on, and any supplementary training that you have undergone.
   You can then simply list your various employers, with the corresponding dates.

4. **Education in Luxembourg**
   If part of your education/schooling has taken place in the Luxembourg system, it may be helpful to say so, in particular in order to better contextualise your language skills.

5. **Don’t overlook this section!**
   Your leisure pursuits can add a further dimension to your application, for example by highlighting your creativity.
   And what better than involvement in a club or association to demonstrate your open-minded approach and your interpersonal skills?

Examples of CVs from which you can draw inspiration



Customer representative in the IT sector

1

2

Customer contact
Discipline / Performance
Marketing strategy
Lean Six Sigma
Negociation skills
Creativity Intuition

Professional experience

10. 2017 – 02. 2019 **Customer representative IT**
SOCIETE CAROS, Luxembourg
- *Sale of IT solutions and infrastructures*
- *Development of a key account portfolio (public/private)*
  + 27% average annual turnover
- *Field canvassing amoung SMEs: + 32 contracts in 2018*

3

02. 2013 – 09. 2017 **Sales executive**
LEADCENTER, Mamer
- *Sale of management consultants in the field of Java development and data bases*

01.2012 – 12. 2012 **Commercial assistant (CDD)**
SOFT INTERNATIONAL, Paris, France
- *Encoding and follow-up of offers in CRM*
- *Efficient resolution of numerous clients' problems*

Education and Training

2010 – 2011 **Continous training**
CCI Formation, Paris
Management of IT services (ITILV2 – PSF for GED support)
Crash course in French language

5

2006 – 2009 **BACHELOR IN INFORMATICS**
Seoul university, South Korea
IT architecture and systems
(diploma equivalence approuved in Luxembourg)

IT Skills

MS Office
Mac OS X
CRM MS Dynamics

SAP
SAGE, EBP
CITRIX

6

Languages

English
French

Luxembourgish
Korean

Nancy SOFT

15, rue du Chemin vert
L-0000 Luxembourg
Phone: 691 000 000
nsoft@gmail.com

4

Korean citizenship
Valid work permit

Driving licence B
Private car

Interests

Photography, Video editing
Mountain biking (daily practice)

► Functional CV

1. A clear goal

State precisely the post for which you are applying; if you are making a spontaneous application, you should preferably use the company's own internal wording/formulations (which you will have carefully noted when carrying out your advance research into the company).

2. Your key competencies for this post

A CV must catch the eye of the recruiter by using the keywords that he/she is looking for: a particular type of know-how, technical knowledge, or essential social skills. In order to choose the right ones, take a careful look through the job advertisement to identify those which best match you and your profile.

3. Success stories and quantifiable results

It's helpful to outline your achievements in a series of bullet points: what increase in turnover did you generate? Did you lead a team? Or manage a budget? …

You should indicate this in 1 or 2 lines (max.). What you need to do is to demonstrate the contribution that you made to the business, using figures or listing projects successfully accomplished.

4. Work permits

Are you a national of a country outside the EU?

If you hold a valid work permit, or are exempted from having to hold one (for example, if you are a beneficiary of international protection), you should say so.

5. International degrees/diplomas

If you have studied abroad, try to find out whether or not you should have to submit an application for recognition/equivalence of your diplomas.

Depending on the occupation that you wish to practise, this step (which you will have to pay for) may be useful, or even indispensable for certain regulated professions or in order to apply for a position in the public sector (you can find all the information you need on guichet.lu, under the heading "Employment").

If you have obtained an equivalence, you should indicate this clearly on your CV.

You should bear in mind, moreover, that a recruiter may not be familiar with all the different degree/diploma courses and all the names attaching to them; you will go a long way towards helping him/her to understand your academic career and achievements if you can indicate what are the equivalents of your certificates and diplomas in the Luxembourg educational system (CCP, DAP, etc.) – or, in the case of higher education, by reference to the Bologna process (bachelor, master, doctorate, etc.)

6. An honest self-appraisal

Don't cheat when it comes to stating your real levels of proficiency – if you do, the cat will soon be out of the bag, as it's quite possible that the job interview may be conducted in one or more of the languages in which you claim to be proficient!

As regards IT skills, you won't be able to maintain the illusion for long in your post if you have exaggerated these. You will then lose all credibility and your probationary period could end there and then.

If you are proficient in numerous IT programs, select those which will be useful in the post for which you are applying.

Examples of CVs from which you can draw inspiration

Jeanne MULLER

8, Allée des Lilas
L-5852 Hesperange
GSM: 661 000 000
jeanne@icloud.com

Driving licence B

ASSETS

- **Organisational skills**
- **Creativity**
- **Team spirit**
- **Sense of responsibility**
- **Professionalism**
- **Rapid and accurate work performance**

LANGUAGES

English	●●●●●●
French	●●●●●○
Luxembourgish	●●●○○○
German	●●●○○○
Serbo-croatian	●●○○○○

IT SKILLS

Social media	●●●●●●
MS Word	●●●●○○
MS Excel	●●○○○○

Saleswoman 1

8 years of experience as customer advisor
Extensive language skills (5 languages)

6 years of experience in sales

- Customer reception
- Advice and sales
- Promotion of products and special offers
- Shelf-placement and display
- Transmission of orders to suppliers
- Reception of goods and stock management

2

ZARA, ZEEMAN, H&M,
Luxembourg and Belgium (Arlon) 3

2 years of experience in aesthetics

- Customer reception and advice on services
- Facial care, make-up (classic and festive)
- Manicure
- Hair removal (manual, electric, laser)

SALON VENUS BEAUTE, INSTITUT CLEOPATRA
Luxembourg and Mersch

Education and qualifications

2002 - 2003 **Training certificate « facial care »**
ACADÉMIE LUXEMBOURGEOISE D'ESTHÉTIQUE

1994 - 1997 **Sales diploma (DAP)**
LYCÉE TECHNIQUE DE BONNEVOIE

Interests

Volunteering at the Red Cross (sorting clothes)
Sewing (costumes for children)

► Thematic CV

A professional career is not always a long, tranquil river …

If you have worked in numerous temporary jobs, if you have changed your occupation several times, or if there have been periods when you were unemployed, it may be wise to structure your CV by reference to “areas of expertise” and/or the different lines of work in which you have been engaged.

In such a case, you need to highlight your versatility and your ability to adapt and learn, and to underline the benefits that you have derived from your different experiences. These are all topics on which you can usefully expand in your covering letter.

1. **A suitably tailored tag line**
   Even if your experiences have been varied and you are searching for a job in several different occupations or areas of work, the tag line of your CV must be tailored to each application. You should clearly indicate your job goal.
   The employer must be able to immediately identify the position within his/her company for which you are applying.

2. **Skills and competencies grouped together**
   Provide details of the skills and competencies used by you in the different occupations, grouping them together in paragraphs. This will make them stand out, and will also avoid repetitions in relation to similar experiences.

3. **Main employers**
   You should indicate your reference employers, but you don’t need to list all the companies/firms in which you have worked, nor the dates when you joined and left them.
   If you have had temporary jobs, you should state the name of the company where you worked, rather than the name of the temporary work agency.

Examples of CVs from which you can draw inspiration

Guy NUNES

Personal information

8, rue du Général François
L – 5210 Differdange
Phone: 601 601 601

Born on 12 August 1961
Luxembourg citizenship
Married, 2 grown-up children

Driving licence B
Private car

Language skills

Luxembourgish	●●●●●●
French	●●●●●○
German	●●●○○○
Portuguese	●●○○○○
Italian	●●○○○○

IT Skills

Internet	●●●●●○
E-Mails	●●●●●○
Word processing	●●●○○○

Looking for a job as a caretaker or guard as part of a professional redeployment 1

Socio-professional competencies

- Maintenance techniques (electricity, painting, installations)
- Maintenance of green spaces (cutting, plantation, cleaning) 2
- Initiative and autonomy
- Good interpersonal skills, service focus, discretion
- Optimism, helpfulness

Education and training

10.2018 – 11.2018 **Vocational trainings**
COSP, Lintgen
- security at work
- gardening
- painting
- mecanics

1973 – 1979 **Apprenticeship as butcher (DAP)**
Lycée technique de Bonnevoie, Luxembourg

Professional experience

1997 – 2017 **Roofer and roofer helper**
CHARLES THEIS COUVERTURE, Rédange
TECHNOLUX, Leudelange

1985 – 1997 **Personal driver, Luxembourg**
- public/private courses for a CEO of a construction company
- vehicle maintenance, small repair work

3

1977 – 1985 **Butcher**
SOPRACO, Dudelange (apprenticeship)
CHARCUTERIE POIDEVIN, Mamer

Interests

- Automobile mecanics
- Agility training for dogs (Club de Saeul)
- Sea angling

► "New career" CV

If the line of work applied for is very different from the types of jobs previously done, it's always better to structure a CV on the basis of skills and competencies.

The basic principle is to demonstrate to the recruiter the breadth of your knowledge (theoretical, technical, derived from recent training courses, etc.), together with the personal skills you've developed throughout your career.

1. Specify in the tag line the job you're applying for

You should clearly indicate what your application relates to in the very first line(s) of the CV: the job you're looking for, the context (change of career path, career development, etc.), your key strengths, etc.

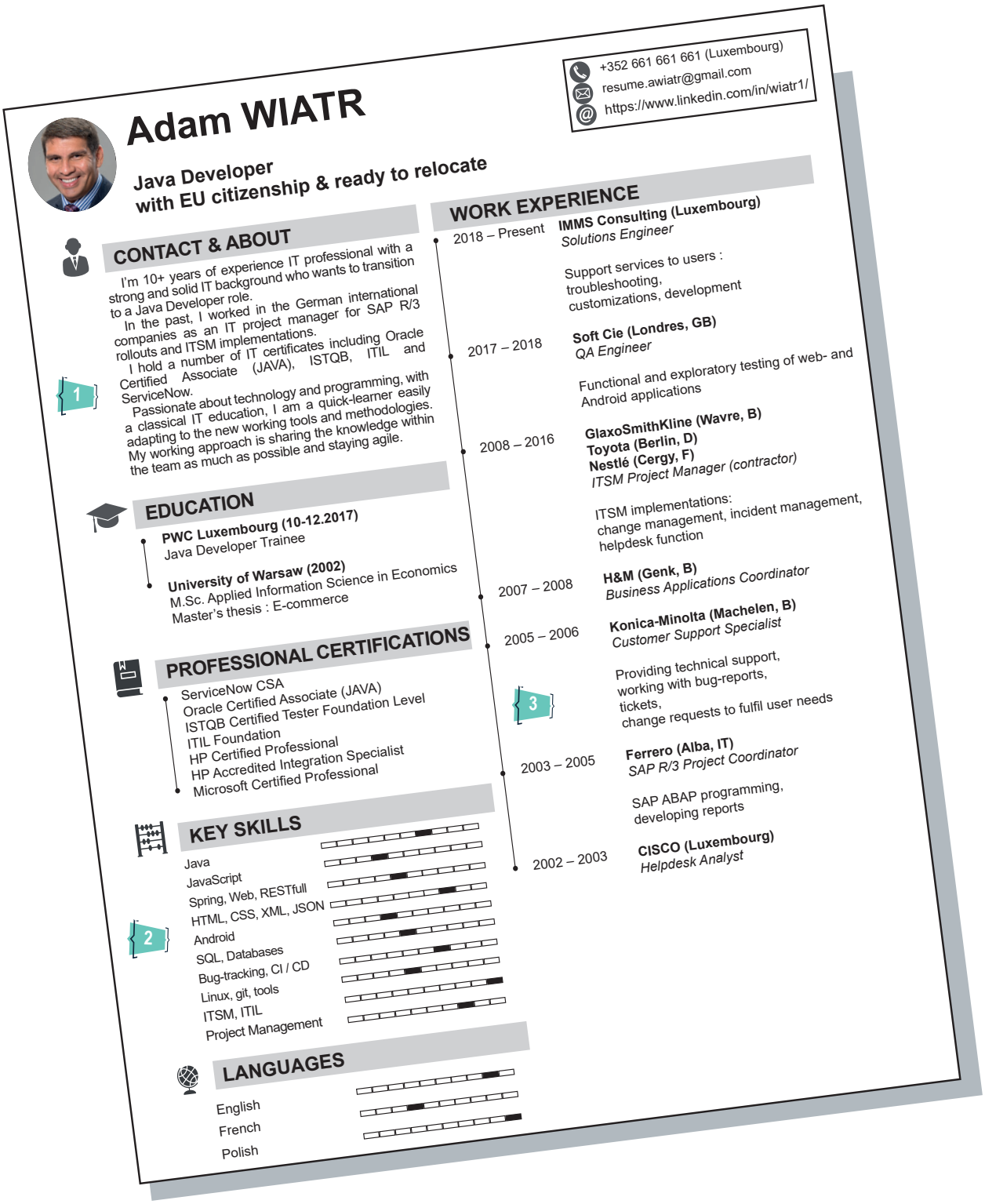
2. Relevant skills and competencies

Select those of your skills and competencies (professional and personal), and the training courses followed by you, which best match the post you're applying for: it's perfectly OK to place these items before the work experience.

3. Work experience

Detail the work experience that will enable you to launch yourself into your next occupation.
In the example given, the experience of working as a chauffeur will, in particular, enable the applicant to showcase his sense of service, his reliability and his technical know-how.

Examples of CVs from which you can draw inspiration



Adam WIATR

Java Developer
with EU citizenship & ready to relocate

+352 661 661 661 (Luxembourg)
resume.awiatr@gmail.com
https://www.linkedin.com/in/wiatr1/

CONTACT & ABOUT

I'm 10+ years of experience IT professional with a strong and solid IT background who wants to transition to a Java Developer role.
In the past, I worked in the German international companies as an IT project manager for SAP R/3 rollouts and ITSM implementations.
I hold a number of IT certificates including Oracle Certified Associate (JAVA), ISTQB, ITIL and ServiceNow.
Passionate about technology and programming, with a classical IT education, I am a quick-learner easily adapting to the new working tools and methodologies. My working approach is sharing the knowledge within the team as much as possible and staying agile.

1

EDUCATION

PWC Luxembourg (10-12.2017)
Java Developer Trainee

University of Warsaw (2002)
M.Sc. Applied Information Science in Economics
Master's thesis : E-commerce

PROFESSIONAL CERTIFICATIONS

ServiceNow CSA
Oracle Certified Associate (JAVA)
ISTQB Certified Tester Foundation Level
ITIL Foundation
HP Certified Professional
HP Accredited Integration Specialist
Microsoft Certified Professional

KEY SKILLS

Java
JavaScript
Spring, Web, RESTfull
HTML, CSS, XML, JSON
Android
SQL, Databases
Bug-tracking, CI / CD
Linux, git, tools
ITSM, ITIL
Project Management

2

LANGUAGES

English
French
Polish

WORK EXPERIENCE

2018 – Present **IMMS Consulting (Luxembourg)**
Solutions Engineer
Support services to users :
troubleshooting,
customizations, development

2017 – 2018 **Soft Cie (Londres, GB)**
QA Engineer
Functional and exploratory testing of web- and Android applications

2008 – 2016 **GlaxoSmithKline (Wavre, B)**
Toyota (Berlin, D)
Nestlé (Cergy, F)
ITSM Project Manager (contractor)
ITSM implementations:
change management, incident management, helpdesk function

2007 – 2008 **H&M (Genk, B)**
Business Applications Coordinator

2005 – 2006 **Konica-Minolta (Machelen, B)**
Customer Support Specialist
Providing technical support,
working with bug-reports,
tickets,
change requests to fulfil user needs

3

2003 – 2005 **Ferrero (Alba, IT)**
SAP R/3 Project Coordinator
SAP ABAP programming,
developing reports

2002 – 2003 **CISCO (Luxembourg)**
Helpdesk Analyst

► “Technical qualifications” CV

Have you had a particularly well-rounded career, punctuated with a wealth of experience? Do you hold numerous qualifications? Are you wondering how to condense all the relevant information into just a few lines?

Be methodical! (See also, on page 9, “Useful tips and hints for drawing up your CV”.)

1. The profile section

Underneath the tag line, carefully compose a “profile” section: this should set out the milestones in your career and showcase your key skills and competencies, whilst making sure that it is geared to the needs of the recruiter.
N.B.: This should provide an overall perspective; on no account should it involve needless repetition of the “Work experience” section or of the contents of the covering letter!
This section adds a personal touch to your CV. It should be short, interesting and pleasant to read.

2. Graphics and pictograms

Using pictograms and graphics to illustrate your competencies makes the text easier to read and enables the recruiter to rapidly view the information that he/she needs.

3. Relevant work experience

Sort through the information: pick out only those elements that are relevant, and expand on experiences that are significant for the post for which you’re applying.

If need be, you can provide details on another page of particular missions and tasks achieved, indicating all your technical skills and competences – if they are called for in the job advertisement and if they are particularly numerous – and mentioning your research projects, publications, references, etc., subject of course to their having some important significance for the post for which you’re applying.

Practical information sheets

Examples of verbs denoting actions

ADMINISTER	ASSIST	COMMUNICATE	ADVISE	CHECK
Analyse	Accompany	Welcome	Help	Assess
Calculate	Help	Convince	Clarify	Gather
File	Collaborate	Converse	Understand	Compare
Codify	Contribute	Exchange	Diagnose	Ascertain
Count	Cooperate	Listen	Listen	Consult
Register	Defend	Explain	Encourage	Evaluate
Establish	Organise	Express	Guide	Examine
Itemise	Participate	Inform	Stimulate	Measure
Forecast	Aid	Interview/question	Direct	Observe
Arrange	Serve	Share	Advocate	Oversee
List	Support	Draft	Propose	Monitor
Regulate	Utilise	Tell	Recommend	Test
Index		Forward		Validate
				Verify
CREATE	**DECIDE**	**DEVELOP**	**DIRECT**	**MAINTAIN**
Adapt	Choose	Grow	Take on	Equip
Improve	Conclude	Improve	Energise	Mend
Look for	Conduct	Increase	Command	Reinforce
Design	Determine	Market	Drive	Preserve
Construct	Eliminate	Deploy	Define	Arrange
Discover	Estimate	Enlarge	Delegate	Keep
Write	Fix	Extend	Shape	Instal
Devise	Judge	Experiment	Coach	Wash
Envisage	Adjust	Implant	Stimulate	Maintain
Innovate	Resolve	Launch	Set up	Clean
Invent	Settle	Advance	Manage	Protect
Draft	Sanction	Promote	Steer	Repair
Transform		Sell	Head (up)	Renovate
Find			Deal with	Restore
TRAIN	**MANAGE**	**NEGOTIATE**	**ORGANISE**	**PRODUCE**
Encourage	Administer	Purchase	Develop	Apply
Teach	Budget	Arbitrate	Think ahead	Arrange
Steer	Post	Argue	Coordinate	Build
Develop	Consolidate	Conclude	Distribute	Start
Educate	Balance	Convince	Set up	Perform
Coach	Exploit	Demonstrate	Plan	Design
Stimulate	Earn	Discuss	Prepare	Carry out
Instruct	Invest	Persuade	Programme	Manufacture
Make aware	Optimise	Propose	Receive	Make
Transform	Pay	Canvass	Recruit	Launch
Enhance	Make profitable	Sell	Allocate	Attempt
	Resolve		Structure	Achieve

► Describing your experience and your know-how

(see also pages 7 and 8)

It's not always easy to identify and present your skills and know-how! However, going beyond the formal titles, the way in which you describe the functions performed by you may persuade the recruiter that it's worth meeting you.

You will find on the opposite page various verbs denoting actions, which may help you to identify and group together the tasks that you have accomplished, the missions that you have taken on and the successes that you have achieved..

This involves specifying your professional skills, with the aim of promoting your strengths.

In the following descriptions, certain elements are usefully illustrated by pointers whereby the recruiter is presented with concrete achievements.

Examples of pointers

In a description of a post as a sales representative:

Canvassing major corporate clients (30% portfolio increase in 2 years)

In a description of a post as an HR manager:

Managing the opening of a franchise (recruiting and training 15 people)

In a description of a post as a communications officer:

Organising the closing conference of the festival (500 press mentions)

To describe your position, you can use either verbs denoting actions or nouns.
But whatever choice you make, stick to it! Don't mix the two styles!

Examples in relation to a job working as a shop assistant

- Welcoming customers (350 persons per day)
- Advising customers and making sales (65 sales per day)
- Promoting products and special offers (+ 900 references)
- Stocking shelves and decorating windows
- Passing on orders to suppliers
- Taking delivery of goods and laying out stock

- Customer reception (350 persons per day)
- Customer advice and sales (65 sales per day)
- Promotion of products and special offers (+ 900 references)
- Shelf-stocking and window decoration
- Transmission of orders to suppliers
- Goods reception and stock arrangement

Obviously, the list of verbs appearing on the opposite page is not exhaustive; it will need to be supplemented in line with your personal career path.

If you are young or relatively inexperienced, don't hesitate to draw on aspects of your various experiences, even those relating to extra-professional activities: internships, student jobs, sports and clubs, etc.

In every case, you should identify and list the various elements by answering the following questions:
What were the goals attaching to my position? What action (alone or as part of a team) did I take to achieve them?
What responsibilities did I take on? What results did I achieve? What know-how did I acquire?

Be precise and factual, but avoid pompous formulations and unnecessary details.
Lastly: always bear the recruiter's expectations in mind, and select only those actions which are relevant to the post for which you are applying!

Practical information sheets

Examples of soft skills

ADJECTIVE	NOUN OR EQUIVALENT	ADJECTIVE	NOUN OR EQUIVALENT
Able to grasp the essentials Eager	Ability to grasp the essentials Eagerness	Friendly	Friendliness
Adroit	Adroitness	Helpful	Helpfulness
Adventurous	Adventurousness	Honest	Honesty
Altruistic	Altruism	Humble	Humility
Ambitious	Ambition	Imaginative	Imagination/creativity
Amiable	Amiability	Impartial	Impartiality
Analytical	Analytical skills	Innovative	Innovativeness
Assiduous	Assiduity	Intuitive	Intuition
Attentive	Attentiveness	Inventive	Inventiveness
Available	Availability	Kind	Kindness
Bold	Boldness	Loyal	Loyalty
Calm	Calmness	Methodical	Methodical approach
Combative	Combativeness	Motivated	Motivation
Committed	Commitment	Objective	Objectivity
Competitive	Competitiveness	Open-minded	Open-mindedness
Conciliatory	Conciliatory attitude	Optimistic	Optimism
Conscientious	Conscientiousness	Orderly	Orderliness
Convincing	Ability to convince	Organised	Sense of organisation
Cooperative	Cooperative spirit	Patient	Patience
Courageous	Courage	Persevering	Perseverance
Creative	Creativity	Persuasive	Persuasiveness
Cultivated	Good general culture	Polite	Politeness
Curious	Curiosity	Pragmatic	Pragmatism
Dedicated	Dedication	Precise	Precision
Dedicated	Dedication	Punctual	Punctuality
Dependable	Dependability	Quick	Rapidity
Determined	Determination	Realistic	Realism
Diligent	Diligence	Reliable	Reliability
Diplomatic	Diplomacy	Respectful	Respectfulness
Disciplined	Discipline	Responsible	Sense of responsibility
Discreet	Discretion	Responsive	Responsiveness
Dynamic	Dynamism	Rigorous	Rigorousness
Efficient	Efficiency	Self-dependent	Self-sufficiency
Empathetic	Empathy	Sociable	Sociability
Energetic	Energy	(Having) team spirit	Team spirit
Enterprising	Enterprising spirit	Thoughtful	Thoughtfulness
Enthusiastic	Enthusiasm	Tough	Toughness
Flexible	Flexibility	Trustworthy	Trustworthiness
Frank	Frankness	Versatile	Versatility
		Willing/able to lead	Leadership

▶ Describing your soft skills

(see also page 9)

Recruiters seek precise technical skills and competencies for a post, but they also take a long-term view and want to find THE right person who will fit into the teams in place and take on the tasks expected of the successful candidate.

They also pay careful attention, from the very outset of the recruitment process, to the potential of each applicant and his/her ability to develop, both as an individual and in his/her professional capacity.

Accordingly, your values in the workplace, your personal qualities and your interpersonal skills can make all the difference when it comes to convincing them that you are that rare find!

In the table on the page opposite, you will find examples of soft skills, which complement the “hard skills” (technical and educational competencies) and which say so much about the personality and interpersonal attributes of job applicants.

If you need persuading about how important they are, take a look at the job advertisements: nearly 60% of the required criteria relate to behavioural skills!

You can draw upon the job adverts published in order to pinpoint those which best match your qualities.

Analysing your previous work experiences will also enable you to identify the human skills that you have brought to bear. Here are a few questions that you may like to ask yourself: what qualities have I shown in my work? How have I adapted to stressful or unusual situations? How have I reacted when faced with a difficulty or setback?

Lastly, you can ask your nearest and dearest (family, friends, former colleagues, etc.) to describe you in a few words: your natural abilities, your behaviour as an individual or as a member of a group, your qualities and your faults, the values that they see in you, etc.

You can draw inspiration, and a few ideas, from the table opposite. Obviously, it’s not a complete list. Remember that your main strengths are your personality and your individuality!

List your professional skills and competencies

List your soft skills

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Do you need help in drafting your CV and/or your covering letter?

ADEM's Club Emploi will be happy to welcome you in a convivial space and will gladly make available to you, free of charge:

- access to computers and printers
- access to the internet and to the JobBoard
- tailored help in drawing up your CV and covering letter.

The **Club Emploi** is present in ADEM's agencies in

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