

Week 6

At some point in your life, you'll have to **GET OUT** (*se lever*) of bed, put on some clean **CLOTHES** (*vêtements*) and get a job. Sad, we know, but hey, you may not look so hot in **PERSON** we can help you look good on **PAPER**. First you will need a word **PROCESSOR** (*traitement de texte*), a laser printer, **QUALITY** resume paper and a friend to **PROOFREAD** (*corriger*) your work.

Step 1 Contact : List your contact information starting with your name, home **ADDRESS**, telephone number and **E-MAIL**.

Step 2 State objectives :These are your objectives for **EMPLOYMENT**. More simply, say what kind of **CAREER** (*carrière*) you are looking for.

Step 3 Write your work history: Create a section to list your work experiences in **REVERSE** (*inversé*) chronological history, giving dates, **COMPANY** (*société*) names, occupation and brief description of **RESPONSIBILITIES**. Use an active tense, writing in first person with I-me-my **REMOVED** (*enlevés*). Don't say I supervised a cast of thousands, say supervised cast of thousands.

Step 4 List education : List your educational **BACKGROUND** (*formation, bagage*), training courses and any accolades **RECEIVED**. Tell them about professional **SKILLS** (*compétences*) you have such as word processing or **CREATING** spreadsheets. Leave out bar tricks.

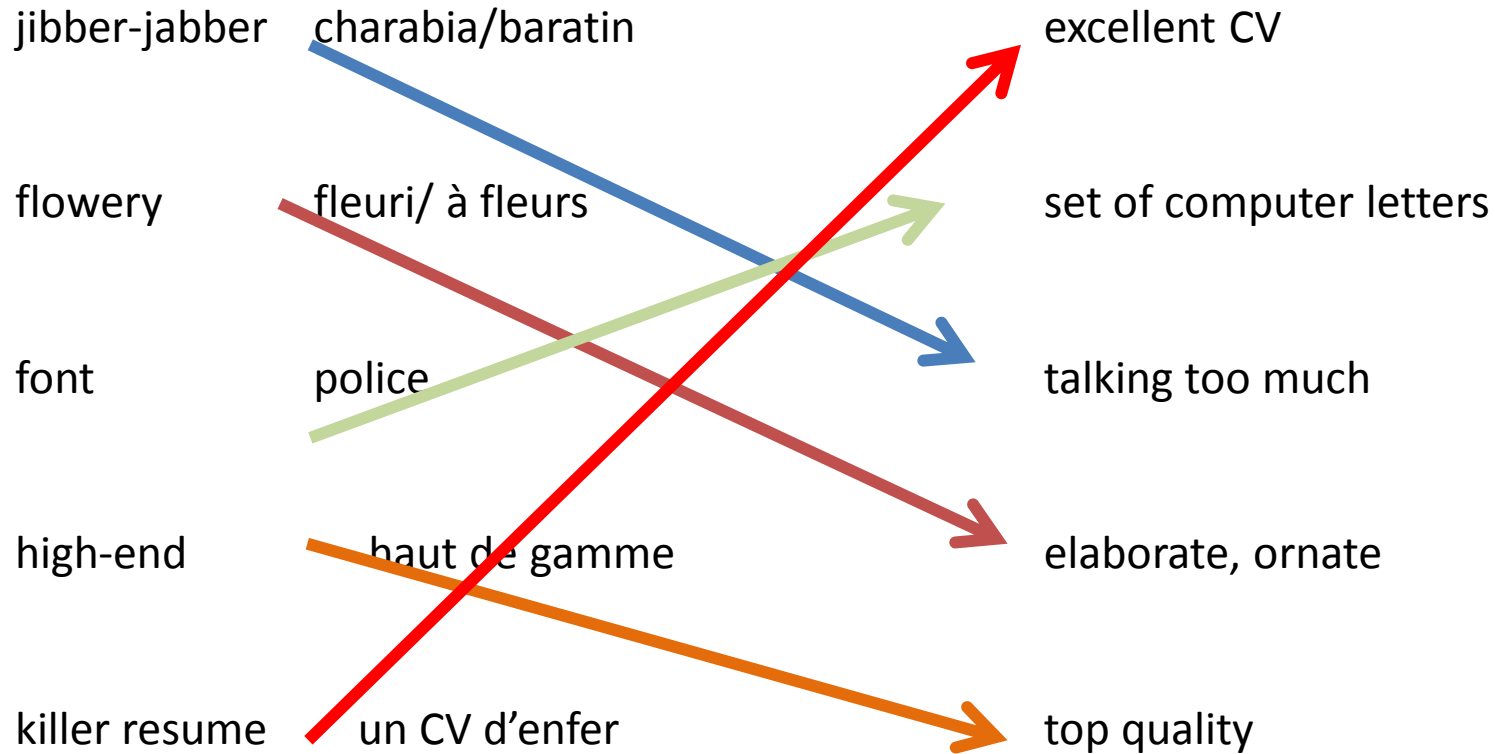
Step 5 No jibber jabber : A resume should be tightly **WRITTEN**. No flowery extra words. Keep the resume clean-looking. Keep some white **SPACE** (*espace*) and avoid using multiple fonts. Image isn't everything but it **HELPS**.

Step 6 : Before you send a resume have someone **PROOFREAD** your resume to check grammar, spelling and **OVERALL** (*d'ensemble*) style. Find someone you can **TRUST** (*faire confiance à*) to offer honest, constructive **CRITICISM** (*critique*). Everyone needs an **EDITOR**. Revise.

Step 7 Print and send

Print with a laser **PRINTER** (*imprimante*) and some high-end paper. **SEAL** it up (*cacheter, fermer*) along with a **COVER** letter to introduce yourself and **DROP** (*déposer*) it in the mail. Wow ! Don't forget **POSTAGE** (*frais d'affranchissement*) ! Done ! Now, with your skills and a killer resume, just **LIE BACK** (*detendez-vous*) and wait for the interview **CALLS** (*appels*) to come.

# Vocabulary



# Say whether the following statements are right or wrong and justify with a quote from the text

It's necessary to use Word 2010.

Right/ Wrong

\_\_\_\_\_ you will need a word processor \_\_\_\_\_

You can print your resume on any sort of page.

Right/ Wrong

\_\_\_\_\_ quality resume paper / some high-end paper \_\_\_\_\_

You will mention the last job you had before the first.

Right/ Wrong

\_\_\_\_\_ reverse chronological history \_\_\_\_\_

Don't forget to mention who hugged you.

Right/ Wrong

\_\_\_\_\_ any accolades received \_\_\_\_\_ = award \_\_\_\_\_

Always start a sentence with I.

Right/ Wrong

\_\_\_\_\_ I-me-my removed \_\_\_\_\_

It's advisable to ask someone you know well to control what you wrote.

Right/ Wrong

\_\_\_\_\_ friend / someone you can trust \_\_\_\_\_

Send the resume and cover letter in two separate envelopes.

Right/ Wrong

\_\_\_\_\_ Seal it up along with a cover letter \_\_\_\_\_

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EXPERIENCE :

8/2005 – Present Stein Electronics Noblesville, TN

### **Home Theater Installer/ Sales Professional**

Responsible for customer service in a high-paced retail environment. Communication skills with customers and fellow employees are crucial. Leadership and coaching skills are also focused on while assisting employees with job development.

2/2002-7/2002 and 5/2005-7/2005 Calcutta Video Movie Club Nashville, TN

### **Customer service associate**

Primary responsibilities include assisting customers, operating cash register, returning movies to shelves. Communication skills were at the forefront of skills needed for that position, as interaction with people from various backgrounds occurred everyday. Organizational, leadership and decision-making skills were also critical as employees frequently worked alone or in small groups without managerial assistance. I supervised a cast of thousands.

EDUCATION

Graduated 05/1999 Ball State University

INTERESTS

Yoga, swimming, skiing, classical music, theatre, current affairs

# Translation

- Si vous voulez travailler dans le service comptabilité, vous devrez être capable de créer des feuilles de calcul.
- If you want to work in the accounting department, you will have to be able to create spreadsheets.
- Même si vous êtes expert en tours de passe-passe, inutile de le signaler sur votre CV : Cela n'intéresse en rien votre futur employeur.
- Even if you are a bar-trick expert, no need to mention it in your CV: It will be of no interest to your future employer.