

CAMPUS FRANCE

ALGÉRIE

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WORKSHOP
CV & motivation letter

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Before to beginn

The CV is the first business card of the future candidate;
Think about adapting your CV according to the job offer;
Avoid CVs that are too long (1 page for internships and first jobs and up to 2 pages for senior positions);

The CV must be easy to read! Stay clear, precise and concise!

Tips: Pay attention to both substance and form.
A photo on the CV!



Your identity

Full name; age or date of birth; personal address; personal phone number and email.

Provide basic information that may affect your career choices. For example, if you are single, the recruiter may think that you will be geographically mobile, etc.

TITLE

TITLE: Information generally placed between the marital status and the training which indicates the position targeted or the diploma obtained in the case of young graduates and which allows the recruiter to immediately visualize the professional objective of the candidate.

Example: Bilingual English corporate lawyer / Young graduate from the University of Toulouse, Master in International Affairs, mention International Economic Policy

TRAINING & PROFESSIONAL EXPERIENCE

- Your training: be specific about the year in which you obtained your diplomas, as well as the periods of study spent abroad.
- Then your professional experiences: idem be precise
- Highlight the skills of the candidate as well as possible, which allows the recruiter to know if your profile corresponds to his needs.
- Highlight the various missions carried out, the responsibilities in terms of supervision, objectives, turnover, etc.
- To do: Always present your training/diplomas/professional experience from the most recent to the oldest.

SKILLS & KNOWLEDGE

- Technical skills:
 - In IT, you can list the different environments in which you know how to work (Windows or Mac OS);
 - For the level in foreign languages, use established terms: "fluent" means that you use the language in your daily work; "Read, spoken, written" means that you have a good command, without having daily use.
- Others:

Your interests/Hobbies allow you to see ways to make a difference on equivalent profiles in terms of experience and training. Valuing your hobbies by trying to show what skills they require. Thus, team sports are known to be considered as revealing a spirit of cohesion, of competition, and the associative activities of a good relational sense, of predisposition to the personal investment and, for the treasurers, of the taste for the financial management.

Pay attention to both form and content

- Be above all informative, avoid too many colors, tables, logos; the most beautiful models are often the simplest;
- Be creative without seeking originality at all costs: adopt a standard type size (a size of 12, for example) and classic typefaces (Times, Helvetica, New York);
- Succeed in summarizing the "professional experience" section. Experience descriptions often contain unnecessary details. Avoid mentioning all the odd jobs that are unrelated to the position sought;
- To be (re)read by a third party. All the advice is good to improve the reading of your CV and especially to avoid spelling mistakes which are always prohibitive.

CV templates

- <https://resumegenius.com/cv-template>
- <https://resume.io/resume-templates>
- <https://novoresume.com/cv-templates>

Motivation Letter



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Motivation Letter

- The purpose of the motivation letter is to explain to the recruiter why you are applying to his company/institution. It must encourage him/her to offer you an appointment/an interview;
- It must be thought out and worked on;
- Some positions require a motivation letter by themselves (writing-oriented professions, journalism, publishing, assistantship).
- Motivation versus Cover letter: The difference is that a cover letter gives specific examples of how your job experience and skills match the opening you're applying for. A motivation letter, on the other hand, focuses more on your personality, interests, and motives for applying. It is usually used for being enrolled at the university, educational programme or for being accepted as a volunteer at a non-profit organization. Also, it might be used by students or fresh graduates who don't have any work achievements to show their interest in the position and desire to work.

What employers look for in a motivation letter

1) IN RESPONSE LETTERS TO JOB OFFERS

- Commonalities between previous experience and the job offered.
- The reasons that such a candidate has for responding to the offer.
- The candidate's availability.

2) IN SPONTANEOUS APPLICATIONS

- Even if they do not have positions to fill immediately, employers look at and sort the applications they receive in order to:
 - meet future needs.
 - do not "miss" an interesting application, with rare qualities on the market...

Content

- The content of the motivation letter obeys the rules of any mail;
- The first essential elements are the contact details of the candidate. Mentioning, even if it is already done in the CV, his/her telephone number and his/her e-mail facilitates the task of the recruiter and avoids him/her to go in search of these elements.

Generally...

- The motivation letter must allow the candidate to stand out;
- It should not repeat the CV, but bring light on your project, your motivation in relation to a sector, a profession, a company. This is all the more important if the candidate has very little experience.
- Regarding the rules of presentation, one page is more than enough. It can contain 3 to 4 paragraphs:
 - (1) generally the first paragraph deals with the company/institution (knowledge of the company, positioning),
 - (2) the second announces the motivations of the candidate (what he could bring),
 - (3) the reasons for his/her application (links with past experiences in particular),
 - (4) finally the last paragraph makes the link between the profile of the candidate and the company/institution: what they could build together.

Expressing your motivation in a letter (1)

Interest in the job/opportunity:

- Avenues to explore:
- The desire to change jobs;
- The desire to achieve, to make things concrete;
- The desire to develop a high viewpoint, to define a strategy;
- The desire to acquire autonomy;
- The desire to join a team, etc.

When you express your motivation, base it on the elements contained in the advertisement. Do not try to express all your wishes, if the recruiter perceives that the post will not be able to meet many of your expectations, he or she will not see the interest you would have in accepting the offer he or she might make you.

Expressing your motivation in a letter (2)

Interest in the company/institution

- The company you want to join is sometimes as important as the job you want. It is therefore very important that you are well informed about:
- The activities/jobs of the company/institution;
- The size of the company/institution (number of employees, turnover, number of sites)
- The location of the company/institution (local, regional, national, international);
- The position of the company/institution in its market (leader or challenger, generalist or specialist, struggling or growing, in a competitive or non-competitive market)
- The values and/or culture of the company/institution;
- The image/reputation of the company/institution (with its customers, suppliers, employees).

Useful keywords

Remember to use relevant keywords!

Examples: act, adapt, autonomy, communication, challenge, plan, availability, dynamism, listening, take charge/responsability, manage, tenacity, professional project, global vision, mobilise, negotiate, objectives, optimise, challenge, partnership, succeed, rigour, knowledge, potential, give meaning, sense of listening, excellence, productivity, interactive, added value, mobility, realise, operational, develop, dialogue, know-how, efficiency, team/team spirit, flexibility, proposal, company project, identify with the company, innovation, reactivity, realise, motivation etc.

Forms of address

- "Yours (very) sincerely, Madam, Sir, with best wishes".
- "Yours faithfully, Madam, Sir, with best wishes".
- "Yours (very) truly, Madam, Sir, with kindest regards"
- "Yours deeply/personally/humbly"
- "Yours with kindest regards, Madam, Sir"

Proofreading your motivation letter is essential!

- Appearance of your letter:
 - Look at your letter from a distance, without reading it
 - Does it fit on one page?
 - Are the different paragraphs balanced?
 - Is the layout well spaced out? Are the margins respected? Is your signature far enough away from the text?
 - Does anyone want to read your letter?
- Presentation of information
 - Is the introduction good?
 - Does the information flow logically (ideally, a paragraph conveys an idea)?
- In relation to the advertisement or the position
 - Do you meet the recruiter's main expectations?
 - Have you retained the most 'selling' points of your profile?
- Your style
 - Did you express yourself as simply as possible?
 - No negative words?
 - No repetition?
 - No vagueness?
 - No emphasis?
- Spelling and grammar
 - These two essential points should be the subject of a specific, complete and careful proofreading of your motivation letter.

Sample motivation letters

<https://www.indeed.com/career-advice/resumes-cover-letters/motivation-letter>

<https://leverageedu.com/blog/motivation-letter/>



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Rejoignez-nous !

