

Department of Modern Languages

The Job Résumé and Covering Letter

in French

Students often require assistance when writing a job résumé, or **curriculum vitae**, in French. While there is no single correct format, the résumé is intended to provide a prospective employer with important details about a job applicant: e.g., name, education, experience, hobbies and references. The résumé is typically about one or two pages long and is usually accompanied by a covering letter mentioning the position sought and highlighting the candidate's qualifications. Applicants should state their citizenship, and if the position sought is in a foreign country, enquiries should be made about the possibility of obtaining a visa (**visa**) and work permit (**permis de travail**). The text of a résumé should be well spaced and typed on one side of the page only. And, of course, due attention should also be paid to spelling and grammar. When composing a job résumé in French, anglophone students are urged to use the following bilingual dictionary: **Collins-Robert French-English English-French Dictionary/Robert-Collins Dictionnaire français-anglais anglais-français: Senior**, ed., Beryl T. Atkins, et al. (London/Paris: Collins/Le Robert, 1993). It must be emphasized that shorter editions of the Collins-Robert dictionary, as well as many other bilingual dictionaries to which students may have access are inadequate as research tools for the composition of a job résumé in French. Copies of the Collins-Robert are available in the Department of Modern Languages and in the University library.

The following résumé format is borrowed from Jean-Paul Simard's **Guide du savoir-écrire** (Montréal: Les Éditions Ville-Marie, Les Éditions de l'homme, 1984), pp. 309-311. For further help in writing a job résumé and covering letter in French, students may wish to consult Simard's text, pp. 288-294 and 304-316.

CURRICULUM VITAE

(At the left margin, put your name, address and phone number)

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Âge:

Citoyenneté:

Langues parlées:

Langues écrites:

Formation scolaire: (give addresses and dates)

(Useful vocabulary: l'école primaire, secondaire; les études universitaires; se spécialiser en français, etc., obtenir mon diplôme = >to graduate=<)

Expérience de travail: (give addresses and dates)

Autres activités:

Projets de carrière:

Références:

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