Chapter 01: English scientific writing

TD 01: How to prepare a professional CV?

Curriculum Vitae (CV)

- A CV is a structured presentation of your professional profile targeted a specific job or company.
- The purpose of the CV is to get you to a job interview.
- You have approximately 30 sec. to make an impression – choose your key words strategically.

Form of CV

- A CV should be well-structured, consistent and concise – maximum 2 pages.
- Avoid long and complex sentences – use important points.
- Make a difference between headline and subheadingtypography.
- Choose academic language.

Name | Address | Phone Number | E-mail

Curriculum Vitae Name

Age:
Nationality:

PROFILE

A short description of your profile highlighting:

- What qualifies you? (education, experience, skills, achievements)
- What drives you? (interests, motivation, ambition)

EDUCATION

2014 – 2016   **MSc in (concentration)**, university, country
- Relevant courses
- Master thesis and/or projects
- Summer school and/or supplementary courses
- (GPA: XX/12)

2015 – 2015   **Exchange semester**, university, country
- Relevant courses
- (GPA: YY/7)

2010 – 2014   **BSc in (programme)**, university, country
- Relevant electives
- Projects and/or bachelor project
- Studies abroad and/or summer school and/or supplementary courses
- (GPA: ZZ/12)

2010 – 2010   **Supplementary courses**, school, country
- Courses

2005 – 2009   **Upper secondary school education**, school, country

PROFESSIONAL   EXPERIENCE

2010 – 2011   **Position**, department, company, country
Responsibilities / tasks / achievements:
- ...
- ...

2009 – 2010   **Position**, department, company, country
Responsibilities / tasks / achievements:
- ...
- ...

Contact information
Place your name, your address, your phone number and your E-mail on the head of the page.

Basic information
Details such as civil status, nationality, and age are optional supplements to the contact information above.

Profile
A summary of elements in the profile targeted the specific position or company. Focus on education, experience, qualifications, interests, motivation and ambitions.

Picture
Choose a picture adapted for a CV. A Passport photo size with a white or neutral background.

Education
Education should always come before experience. Describe your studies, or projects in relation to the job you are applying for.

Relevant courses and projects
Describe your studies (Relevant courses and projects) in relation to the job you are applying for.

Other education / courses
Provide details about other education if it is a supplement to your primary education.

Job title
Choose a job title that says something about your responsibilities and tasks.

Job description
Describe the job in 4 or 5 sentences and focus on what you willbe able to use in your "new job".

OTHER EXPERIENCE ─────────────────────────────

2015 –   **Position/role**, organisation, country
                • Responsibilities / tasks / achievements

2013 – 2016   **Position/role**, organisation, country
                • Responsibilities / tasks / achievements

2009 – 2011   **Position/role**, organisation, country

COURSE

2015   Project Management, course provider, (country)

2014   Social Media, course provider, (country)

2012   Trading course (country)

LANGUAGES ─────────────────────────────

                Language: Native

                Language: Proficiency level, oral and written

IT ─────────────────────────────

                Programme: Proficiency level

                Programme: Proficiency level

INTERESTS ─────────────────────────────

Describe your interests and show who you are outside of work and studies (3to 5 lines).

REFERENCES ─────────────────────────────

Available on request.

Other experience
Do not underestimate the knowledge you have obtained through volunteer work and positions of trust. Described int he same way as your job experience.

Languages
Indicate all relevant languages including both oral and written proficiency.

IT
State your IT (Information technology) proficiency level (Computer systems).

Interests
It does matter! Keep in mind that you may have acquired several competences from being a competitive swimmer or playing the piano.

References
You should only give references, if the job ad requires you to do so.

TD 02. How to write a professional Email?

1-Definition

An Email is defined as the exchange of computer-stored messages (Digital world), from one user to one or more recipients via the internet. Emails are a fast, inexpensive and accessible way to communicate for business or personal use. Users can send emails from anywhere as long as they have an internet connection.

1-1In which case use an Email:

Even though there are multiple communication modes, Email is still considered as the most reliable and formal mode of communication, especially in some cases:
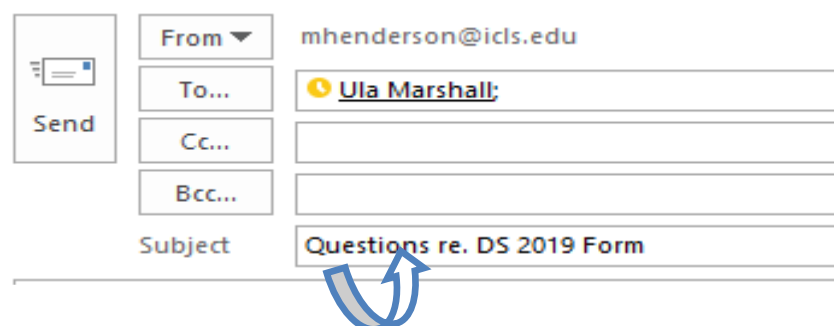
- Needing to reach someone not typically via telephone or in person.
- Information which is not time sensitive: a response may take a few days.
- Sending someone an electronic file such as images, a paper, or materials for a course.
- Needing to send information to a large number of people, such as a group of project.
- Keeping a record of written communication that is easier to refer back to.

2-Email Format:

After specify the name and the address of the receiver of the Email, we have to attend the following steps:
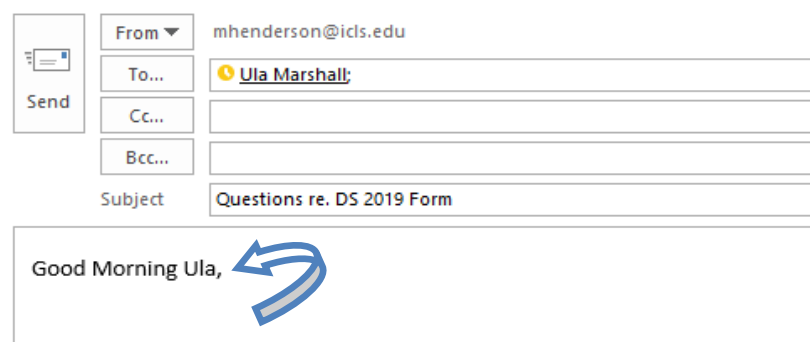
2-1-Subject line

It's the first thing the recipient will see; it needs to be clear and informative and resume the global goal of the Email text. Examples: "**Meeting on Monday**" "**information request**"…


2-2-Greeting

Form of salutations: When writing to someone you do not know by name, you put "**To Whom it May Concern**." When applying for a job, you use "**Dear Hiring Manager**." If you do know the recipient's name, you write "**Dear Mr./Ms. Smith**." For formal salutation, you use "**Hello**" or "**Hey**."

2-3-Email Statement

Most of the time, emails have to be presented in form of short paragraphs, and each paragraph should contain a single precise point. It is also important to provide questions in order to have a quick response. You can support your email text with attached documents (**Papers, pictures or videos……**) in connection with the subject discussed.
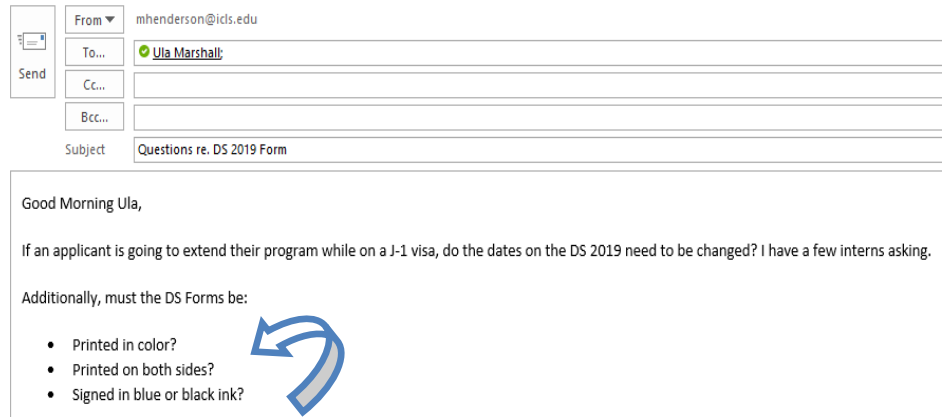
2-4- Closing

It's a short formal salutation to end the text of the email. Examples: "**Best wishes**", "**Sincerely regards**", "**Thank you**". The closing part has to be followed by the name of the sender.
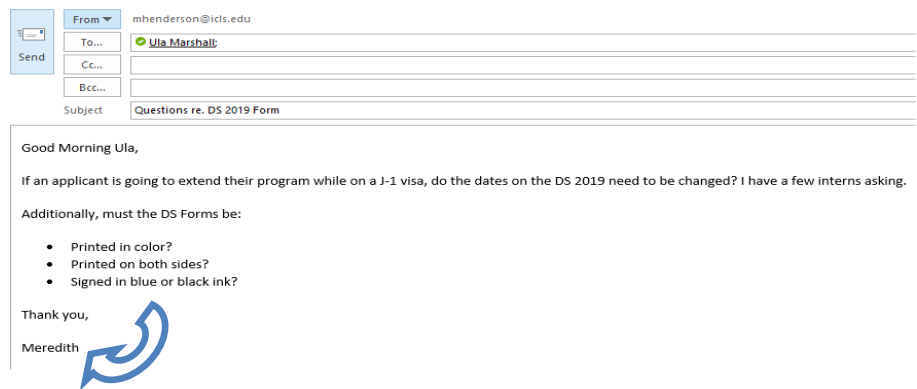
2-5-Contact information

Make sure you include your contact information at the end of your Email. Consider creating a signature that has your full name, phone number, company website (Skype, Facebook or instagram….) address.