

Build your resume

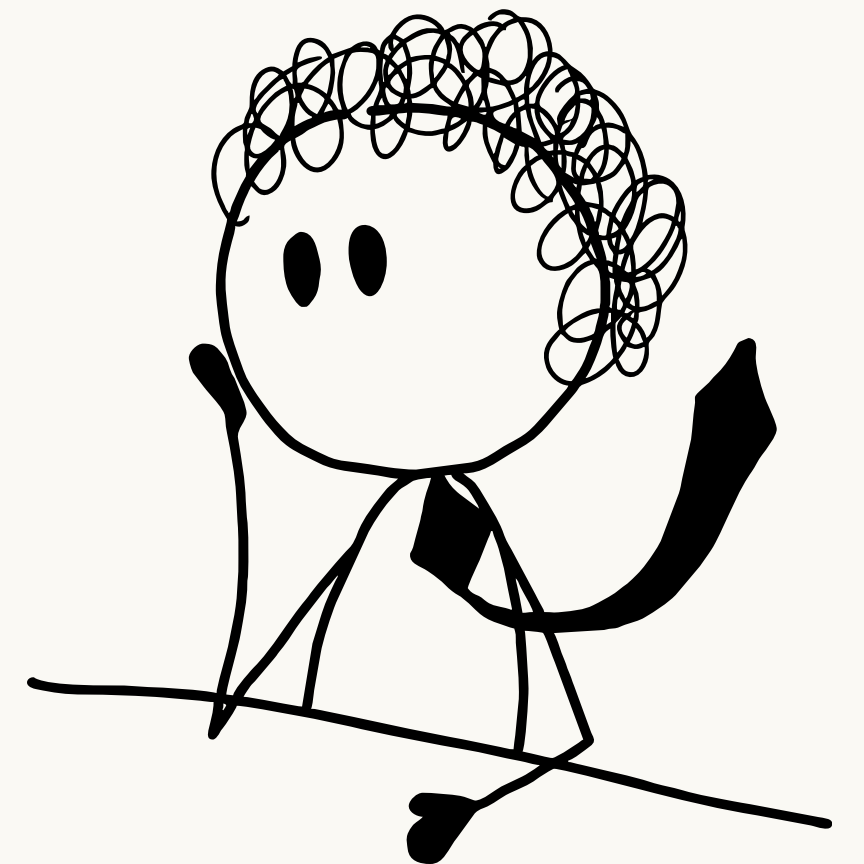
The resume or CV: the base to prepare your job search

Collective thinking

What is the use of a resume ?

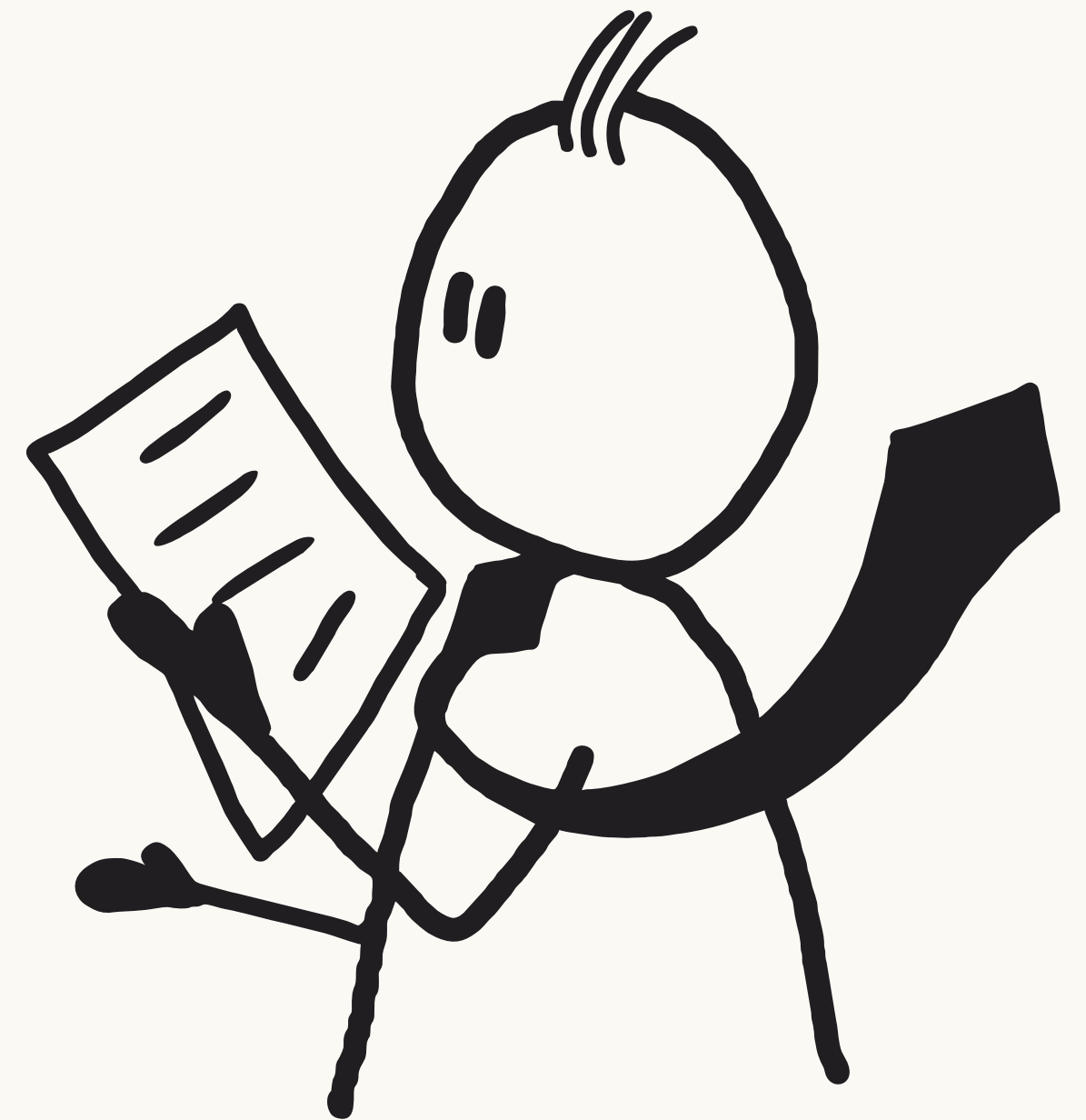
Who already has one ?

Which info should one put on their resume ?



What is the use and purpose of a resume ?

- Communicating key info about you
- Paint your profile
- Get recruiter's attention by highlighting your skills and assets



What information should appear on the sign?



Personal info

Contact details (address, phone number, mail, driving licence, ...)



Professional experiences

Dates and detail about your past experiences



Training & qualifications

Courses, diploma, qualifications, certificates, ...



Particular/Specific skills

Language, digital skills, soft skills, ...
+ Specific technical skills



An intro?

Title/Job/sector you are looking for
Brief description of your profile (a few lines)



Other (optional)

Voluntary work and community service, interests and leisure activities, etc.

Writing and fonts

Choose a simple font in a legible size, such as Times New Roman, Arial, Calibri or Cambria.

Use **bold** and *italics* to highlight or indicate secondary information.

Colours

Limit the use of colours (one or two maximum) to remain professional
Use neutral colours

The text must be legible (black on a light background)

Lay out



Icons & structure

Use a simple and uncluttered document structure

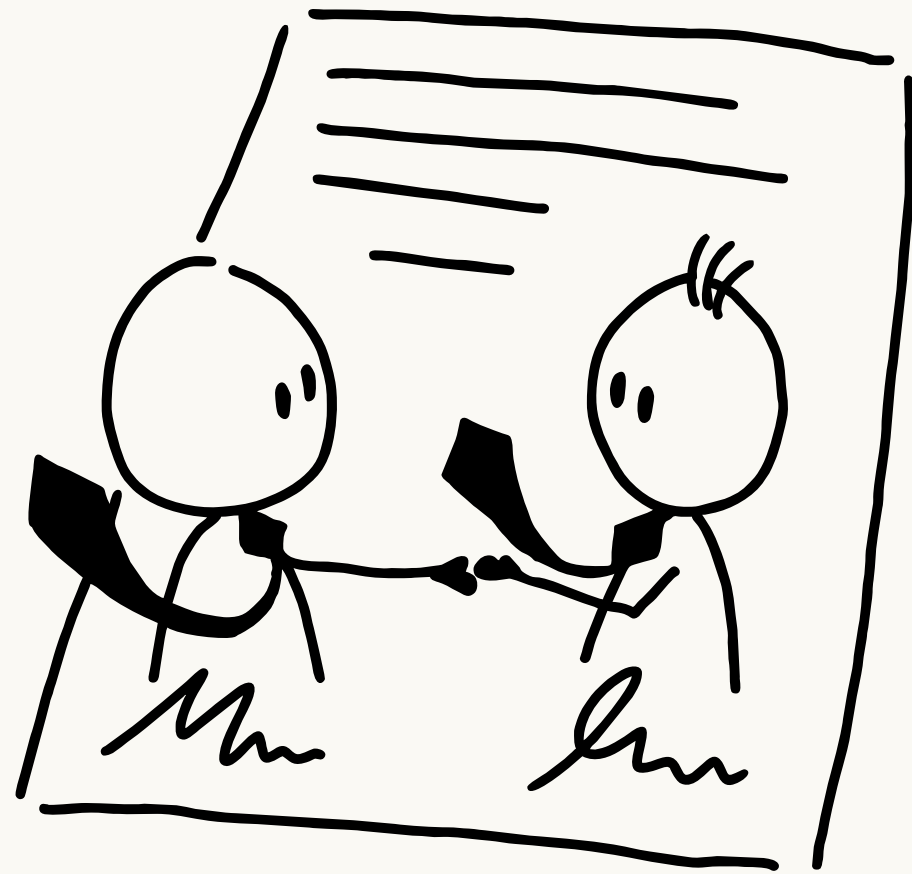
Incorporate icons to illustrate the headings

Adding a picture ?

It is not compulsory to include a photo. This may be useful for jobs involving contact with customers (sales, etc.)

If you include a photo, it should be a professional one (neutral background, appropriate attire, slight smile).

A good resume



SIMPLE, CLEAR, STRUCTURED



UP TO DATE & HONNEST INFO



WITHOUT MISTAKES (SPELLING,
GRAMMAR, ...)



SHORT & SYNTHETIC (1 PAGE,
MAX. 2)



PERSONNALISED & ADAPTED



Other info to add

Availability

When are you available?
Immediately, on a
specific date, ...

What you are looking for

Full-time or part-time?
A job with shifted hours?

Employment benefits

Can you benefit from
recruitment assistance?

DANIEL LAVAZER

MAGASINIER - OUVRIER POLYVALENT

CONTACT

+123-456-7890

Votre adresse email

Adresse complète ou ville

Permis/Infos mobilité

DESCRIPTION

Une brève description de votre profil / de ce que vous cherchez comme emploi

EXPERIENCES PROFESSIONNELLES

Ouvrier polyvalent

BRIO sprl

2023-2024

Décrire en quelques lignes / points-clés en quoi consistait votre emploi.

Vendeur

Boutiques Alberto

2018-2020

- Service au client
- Tenue de caisse
- Gestion du stock, réassortiment, inventaire
- Contact avec les fournisseurs

FORMATIONS

Ouvrier magasinier & logistique

Centre de formation APict

2022

Brevet cariste

Forem formation

2023

CESS Mécanicien

Ecole Secondaire Sacré-cœur

2012-2018

Formation aux bases du numérique

Centre de formation G3000

2023

COMPETENCES

Français, Espagnol

Organisé, autonome, fiable

DIVERS

Statut APE

Disponible immédiatement
Temps plein ou temps partiel



SAMIRA HADID

SOINS & SANTÉ

A propos de moi

Aide-soignante diplômée, je suis à la recherche d'un emploi dans le secteur des soins et de la santé.

Attachée au bien-être, je m'engage à offrir des soins personnalisés et adaptés aux besoins des personnes que j'accompagne.

A l'hôpital, en maison médicale, en cabinet, en hébergement collectif ou encore à domicile, je sais m'adapter au contexte de soins et aux exigences de chacun.

Qualifications

Diplôme d'aide-soignante

Ecole Métiers et Techniques, Bruxelles
2018 - 2020

Expériences

2018 - 2020

Groupe hospitalier La Tourelle

Aide-soignante (stagiaire)

- Stages professionnels dans le cadre de ma formation (1000h)
- Consultations prénatales, assistance à la clinique de fertilité, consultations post-partum, support logistique à la maternité, support administratif (suivi de dossiers de patientes, accueil visiteurs, ...)

2012 - 2015

Ecoles communales d'Ecaussines

Encadrante d'enfants

- Accueil et surveillance Temps Libre & Accompagnement extrascolaire
- Maternelles & Primaires

Contact

Téléphone

123-456-7890

Email

samirahd@mail.com

Adresse

147, Rue des Corinthes, Wavre

Expertise

- Consultations prénatales
- Accompagnement à la fertilité
- Soutien post-partum

Attitudes

- Autonomie, Esprit d'équipe, Proactivité
- Organisation, Respect des règles et procédures (sécurité, hygiène, ...)
- Ethique, Empathie, Bienveillance

Langues

Français (langue maternelle)

Néerlandais (notions)

Permis B & véhicule personnel

Disponible immédiatement

Practical exercise

On your sheet, write down your information to create or update your resume!



Building my resume

- **Contact details :**
Adress/city, phone number, mail
- **Training & Qualifications :**
Name of the training course, dates, location (school, training centre, etc.) + some information related to what you learned there (course and content, skills acquired, etc.)
- **Professional experiences:**
Position held, employer and location, dates + description of tasks performed



Building my resume

- **Five specific or particular skills to highlight** (*know-how*)
- **Five professional qualities to describe you** (*soft skills*)
- **Digital skills** (*level or details of skills/software used*)
- **Language skills** (*language and level of proficiency*)
- **Employment support/benefits**
- **What you are looking for & availability**
- **Other useful information**





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