

CV & COVER LETTER

TACHE INTERMEDIAIRE. CAHIER DES CHARGES

1. Travail en binôme. 2 séances (explications, travail sur ordi, impression)
2. Projetez vous après vos études (bac et écoles supérieures terminés) et candidatez pour le job de votre choix (choix libre).
3. Créer 1 CV et 1 lettre de motivation en anglais pour ce job. Seulement 1 CV et 1 lettre de motivation par groupe.
4. Veillez à respecter les 5 catégories d'informations présentes dans le modèle fourni.
5. Utiliser les outils suivants :
 - Le modèle papier d'un CV et d'une lettre de motivation anglophones fournis en classe
 - Les structures, le lexique, la mindmap travaillés en classe (trace écrite, jeux et fiches d'activités faits en classe)
 - l'IA de votre choix sur l'ordinateur de la salle
6. Seront notamment pris en compte dans la notation :
 - La clarté professionnelle de votre mise en page.
 - L'ajout d'éléments personnels concernant vos compétences et vos qualités est un atout pour vous démarquer des autres candidatures.
 - La recevabilité linguistique : vous devez être capable d'expliquer en français à l'oral le contenu de votre CV et Lettre écrits en anglais, et traduire oralement quelques passages à la demande des enseignants.

les demandes d'emploi
JOB APPLICATIONS

CURRICULUM VITAE

Name: Kate Maxwell
Address: 12 Poplar Avenue, Leeds LS12 9DT, England
Telephone: 0113 246 6648
Date of Birth: 2.2.70
Marital Status: Single
Nationality: British

Qualifications: Diploma in Business Management, Liverpool College of Business Studies (1994)
 B.A. Honours in French with Hispanic Studies (Upper 2nd class), University of York (1993)
 A-levels: English (B), French (A), Spanish (A), Geography (C) (1988)
 O-levels: in 8 subjects (1986)

Employment History: Sales Assistant, Langs Bookshop, York (summer 1994)
 English Assistant, Lycée Victor Hugo, Nîmes, France (1991-92)
 Au Pair, Nantes, France (summer 1989)
 Campsite courier, Peniscola, Spain (summer 1988)

Other Information: I enjoy reading, the cinema, skiing and amateur dramatics. I hold a clean driving licence, and am a non-smoker.

References: Mr John Jeffries, General Reference, Langs Bookshop, YTS 2PS
 Ms Teresa González, Department of Spanish, University of York, York, YT4 3DE

1 Si l'on pose sa candidature à un poste à l'étranger, l'emploi de formules telles que "French equivalent of A-levels (Baccalauréat Langues)" est conseillé.

3 Pour terminer la lettre

- I will be available from* the end of April
- I am available for interview* at any time
- I would be glad to supply further details*
- Please do not hesitate to contact me* for further information
- Please do not contact my current employer*
- I enclose* a stamped addressed envelope for your reply

4 Comment demander et rédiger des références

- In my application for the position of German lecturer, I have been asked to provide the names of two referees and I wondered whether you would mind if I gave your name* as one of them
- Ms Lane has applied for the post of Marketing Executive with our company and has given us your name as a reference. We would be grateful if you would let us know whether you would recommend her for this position*
- Your reply will be treated in the strictest confidence*
- I have known Mr Chambers for four years in his capacity as Sales Manager and can warmly recommend him for the position*

JOB APPLICATIONS
les demandes d'emploi

89 Short Street
Glossop
Derbys SK13 4AP

The Personnel Director
Norton Manufacturing Ltd
Sandy Lodge Industrial Estate
Northants NN10 8QT

3 February 1995

Dear Sir or Madam*,

With reference to your advertisement in the Guardian of 2 February 1995, I wish to apply for the post of Export Manager in your company.

I am currently employed as Export Sales Executive for United Engineering Ltd. My main role is to develop our European business by establishing contact with potential new distributors and conducting market research both at home and abroad.

I believe I could successfully apply my sales and marketing skills to this post and therefore enclose my curriculum vitae for your consideration. Please do not hesitate to contact me if you require further details. I am available for interview at any time.

I look forward to hearing from you,

Yours faithfully,

Janet Lilly
Janet Lilly

1 Pour commencer la lettre

- In reply to your advertisement* for a Trainee Manager in today's Guardian, I would be grateful if you would send me further details of the post
- I wish to apply for the post of* bilingual correspondent, as advertised in this week's Euronews
- I am writing to ask if there is any possibility of work in your company*
- I am writing to enquire about the possibility of joining your company on work placement* for a period of 3 months

2 Pour parler de son expérience professionnelle et exposer ses motivations

- I have* three years' experience of* office work
- I am familiar with word processors*
- As well as speaking fluent* English, I have a working knowledge of* German and a reading knowledge of* Swedish
- I am currently working in* this field
- Although I have no experience of* this type of work, I have* had other holiday jobs and can supply references from my employers, if you wish
- My current salary is* ... per annum and I have four weeks' paid leave