

How to make a CV (Curriculum vitae)

CV

VS

Resume

There is no specified format for a CV or a resume. Every candidate's document is personalized to their definition of a good CV. However, there are certain things that you can add to make yours stand out. Usually when you apply for jobs, you can provide the company with your CV but in some cases you can provide your resume as well or bring it with you to your interview so that the interviewees have a summarized document containing your work experience.

Reading the job advertisement(things to keep in mind)



The deadline for accepting applications - make sure to prepare in advance. - 15 June, 2025

About the company/organization- what do they do? What would your job be in this mission?

- Strengthen international solidarity
- Cultural exchange
- Do missions of general interest to the public
- Promoting volunteerism, especially those linked with SDGs 2030
- Sharing and strengthening of skills

Eligibility criteria- highlights

- knowledge/experience with volunteering
- Education setup
- Live in a foreign country with a different culture
- Ability to learn, evolve, adapt
- Desire to bring positive change in society
- Rural development
- SDGs
- Bonus- if you have teaching experience and know multiple languages
- High level of English

General Format

☐ Your name followed by your contact information.

Name, email address, phone number

☐ PROFILE - a type of summary on the CV highlighting your best work, achievements, skills and a little about yourself. It should only be 3-5 sentences long.

☐ Education - in reverse chronological order (most recent should be on the top). Mention the school/college preferably.

example : Higher National Diploma- BTS..... (Campus Agri Corsica, 2024-2026)

High School Diploma ...

☐ Work experience - reverse chronological order

Here, make sure to highlight the internships, volunteering and anything that you have participated or contributed to. Tailor it to the eligibility criteria and highlight what they are looking for in points. Still, keep it summarized while showing them that it has given you certain skills.

I have interned with(name of organization).....for.....(duration)

which focused on.....(main work)

the primary aim was to.....

I handled thework

I was involved in the.....work

I participated and contributed in

I played a significant role in

I have managed/ i have coordinated/ i organised- to highlight your leadership and managing skills

Situations to include:

Teaching experience, volunteering, social work, leadership roles, SDGs, knowledge of english

Examples :

- I organised a project calledwhere I recruited volunteers from my school to engage in pedagogical activities where we taught underprivileged children a few subjects like math and english, helping them develop a good base. The project was successful and was completed in a month where we created progress among 3500 kids residing in rural areas.

Highlighted: project planning, leadership, rural development, education, positive societal change, general statistics that indicate the success of the project

- I volunteered with(orphanage).....where I interacted with the students and organised daily recreational activities in the home over the span of 2 weeks.

Highlight: social work, developmental activities

- I served as the Chairperson in my college student's council where i played a significant role in various initiatives of the college including fundraising, event organisation, inter-college events and community initiatives

Highlight: leadership role, communication, marketing, event management, knowledge on a wide scope of things.

- Based on SDG 6- Clean Water and Sanitation- I organized and participated in a river cleanup initiative, removing 500+ kg of waste and reducing pollution in a local water source.
- Based on SDG 15- Life on Land - I volunteered with [Organization Name] to plant 100+ trees as part of a reforestation project, contributing to the restoration of degraded lands.
- Based on SDG 17- Partnerships for the Goals- Coordinated with local governments, NGOs, and schools to launch a campaign promoting sustainable living practices, reaching 1,000+ individuals. / I was a part of a campaign involving various NGOs, schools and local governments that promoted sustainable living practices. I played a significant role in reaching out to people to take part in the campaign making it very successful and reaching over 1000+ individuals.
- I worked as a freelance translator in French and English where I provided live translations to people. **Highlight: proficiency in English, communication skills**

Since this application is for a volunteering mission, add experiences that you think make you unique as a person and most importantly, someone who is versatile and adaptable. Write your experiences in sports, clubs, academics etc.

☐ Key skills - Languages (with level), soft skills, technical

Languages: English (Fluent), French (Intermediate)

Technical: MS Office, Canva, Excel

Soft Skills: Communication, teamwork, time management

Domain-Specific: (specific to what you study or do) - water management, agriculture, farm work

☐ Achievements and/or certifications, licenses

- *Achieved "Best Speaker" award in [Name of Debate Tournament], scoring highest in argumentation skills.*
- *Earned "**Best Athlete**" recognition during the school/college sports awards.*

☐ Useful links (example: to your projects, or something related to your work, certificates etc.

You should always have your general CV with you and keep adding your experience to it. When applying to specific jobs, you have to tailor your CV to that job and highlight the skills that they would want in a candidate.