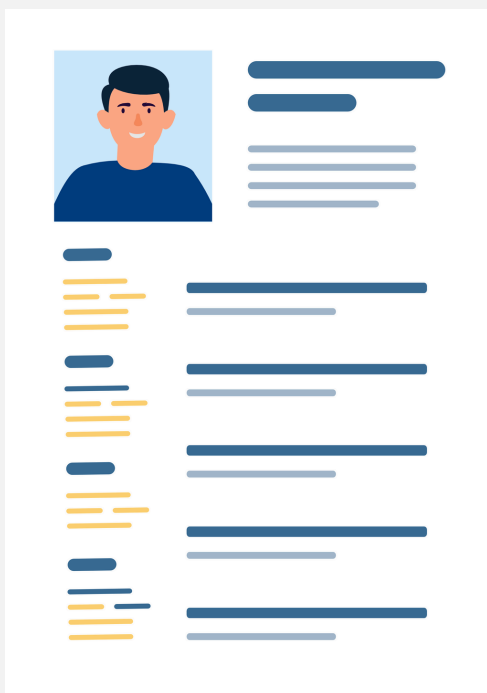


TON CV ÉTUDIANT INGÉNIEUR



BY THOMAS L'INGÉNIEUR

Welcome

Bienvenue au Guide ***Ton CV Etudiant Ingénieur !***

Yes, this guide is in English. But be reassured: it's (relatively) simple English.

If you have been applying for internship offers and had no responses ... if you want to sell yourself better ... or if you just arrived in your *Ecole d'Ingénieur* and want to increase your odds - you've come to the right place.

In this guide, I'm going to show you everything you need to know, in a comprehensive step-by-step process, to make your student CV more successful. I'll show you what it really takes to create an engineering CV that will make people call you back.

Most importantly, those principles will make your CV far more successful for as long as you're in business. This is invaluable: it will make each aspect of your future career easier and smoother, and you will be getting the jobs you deserve.

You are one step closer to your dream. It won't be a walk in the park, but I have full confidence that you will succeed with this guide and your proactive can-do attitude.

Who Am I?

I'm a French Engineer who has spent the last 10 years in Australia. When I was a student, I had no network or 'piston' – I was the first engineer of my family. Despite the odds, I successfully got 3 internships in major enterprises (General Electric, Total, Areva) in France, South Korea & Sudan.

Over the last ten years, I helped hundreds of French Engineers to get internships and jobs across the world. I've also got a YouTube channel with over 5 million views.

Why listen to me?

I will be straightforward. There is only one reason why you should listen to me – or anyone else who wants to give you advice: because the students I help get results.

Yes, I am a *Centralien* Engineer. I've read dozens of books on this topic, have followed HR training from Oxford (MOOC) and Google (Sydney) on recruiting and have listened to hundreds of hours of podcasts on job hunting.

But this only matters because the knowledge consolidated in this guide works. You will understand how to write a better CV, you will improve yours and will get called back by the persons you contact.

So without further ado, let's get into it.



How to read this guide?

You have questions about the Engineering CV: the answers are here.

The structure of this guide is going from the theory to the practice, leading by examples. You will find the “what not to do”, the “what to do” and more importantly examples of “how to do it”.

To start with, it is crucial to go back to basics and understand why we write a CV: what are the actual goals of this document? What should be our objective and what should we focus on when writing?

Then we will develop the key components: how to tell your story quickly, what the structure of a student CV is and what the optimal length is.

Finally, we will dissect step-by-step the student CV, from the headline to the “Interest” part, diving into the education and experience with several examples.

Below is the table of contents. I advise you to read chronologically but feel free to jump to the part you want if you are looking for specific information.

Table of Contents

Fundamentals Principles

- Why do you need a great CV? p 4
- What is the most common mistake you should avoid? p 5
- What should be the structure of your CV? p 6
- What is be the ideal length? p 7

How to Write Your CV, Section by Section

- Title & Heading p 8
- Education p 10
- Professional Experience p 12
- Skills p 14
- Activities & Interest p 15
- References p 16

Elements of Interest

- How to quickly adapt your CV to any internship offer p 17
- Frequently Asked Questions p 18
- Free beautiful CV template p 20

Annexes: additional CV examples (includes a full one) p 22

For any feedback or question, message me directly at thomas.lingenieur@gmail.com
I will reply to all emails.



Why do you need a great CV?

Let's step back and ask ourselves the 'Why?' question. It is of paramount importance: you need to have clear targets if you want to be effective. "*Ce que l'on conçoit bien s'énonce clairement*" was saying Nicolas Boileau. So let's be clear on what your CV is for!

1) To get job offers

The CV is make or break. This is the first impression, so make sure it's a lasting impression: you don't want to fail it ... or you may already be rejected. You want to impress the recruiter with a well-crafted CV.

Your CV should be an *interview magnet*.

2) To reach the right people

A French CV will not work in most countries.

More specifically, a French CV will not work 99% of the time – yes, if you send your CV to your uncle living in Bondi and having a top position in a Sydney-based company, you have more chances to get a job, even if your CV is crap. But if you bought this guide, you're probably not in this situation. So, keep reading and grab all the useful tips you can.

A good student CV can be understood quickly & easily by a recruiter.

And this is important! Recruiters are reading dozens of CV per day, they don't have time to spend one to two minute per CV. You will help them to "tick the boxes" on your CV in a few seconds by adopting the right structure ... and will get your CV transferred as fast to the right person!

Here are **3 reasons why French student CVs are not understood by foreigner** recruiters:

- ***They don't understand your education***
You have to speak in terms they understand, even if this means twisting your diplomas.
- ***They expect more details on your work experience***
We want to know what you actually did, not only your job title.
- ***They won't know most of the companies you worked for***
If you assume that people know companies all around the world, you're wrong. And without explanations, you're also out of the game.

If you wonder "so, how do I practically write about my education?" or "how do I detail my work experience?", you will find more detail in the next pages.

3) To look professional and prepared

I met hundreds of people *saying* they want to get an internship abroad. But so few *do* what is required.

You bought this guide: you are committed and have a can-do attitude. You want to do what it takes. So do it: show every recruiter that you have done your homework and know the local rules.

Write your *great* student CV: it will make the difference between you and 99% of other French Engineering students.




What is the Most Common Mistake Made in Student CVs?

Their story is not right.

“What story do you speak about?” you may ask.

The story is the first lines after the title, which convey your key message for the reader.

Example:

[Name] [Phone Number] [Email]		[City] [Driving License]
Position Title		
[1-2 lines summary of your profile. Example: -“Engineering Student specialized in [industry], I am available for an internship from [Date] for X months”]		

Good CVs are not just lists of facts. They have a story that is consistent from top to bottom and that will make an impression on the reader.

To start with, let ask ourselves one question: “after someone reads my CV, what is the one message they (should) remember”? If you can’t say it, then the recruiter won’t be able to neither.

Your story is the backbone of your CV.

A good student story respects three rules, so it is relevant & easy to remember:

- **Short**, the story is not composed by more than 2-3 sentences
- **Simple**, the story is focused on one job: the one you want. It highlights the experience you have in this field (you can include internship, part-time and volunteering)
- **Internship-oriented**, the story shows clearly when you can start and for how long.

What NOT to write:

- “Hard-worker and with good communication skills, I am looking for a challenging internship”
- “I’m an inquisitive, dedicated and spontaneous French (wo)man, ...”
- “I would now like to further improve my skills by working abroad”
⇒ This could be copy-paste by almost anyone: this won’t make you stand out.

What to write: here are real-life examples from people I coached.

- **“Electrical Design Engineer with 1 years of experience on residential & commercial projects, I wish to work in England for a 6 months internship starting in May 2020”**
- **“Engineering Student specializing in Data Science, I currently look for a 6 months internship abroad starting in May 2020”**
- **“Engineering Student with a vivid interest for research and applied physics, I’m currently looking for a 6-month internship in the domain of sound engineering and acoustics”**
- **Ready-to-use structure:** “Engineering Student specialized in [industry], I am available for an internship from [Date] for X months”

To go further (video in French):

"Comment Faire un Bon CV Etudiant ? Le Titre, Ce Qu'il Faut Savoir".

<https://youtu.be/auMiTvWV3ik>



What is the Student CV structure?

The student CV is divided into three sections: the head, the body and the tail.

Here is what it looks like:

HEAD	
[Name] [Phone Number] [Email]	[Driving License] [City]
POSITION TITLE	
[2-4 lines summary of your profile: Engineering Student specialized in [industry], I am available for an internship from [Date] for X months]	
EDUCATION	
Master of Science in [Major], Minor in XXX [Start Year] – [End Year] [University Name], [Country]	
• GPA / Honors: [if this stands out only] • Relevant Classes: [Economics / Accounting / Finance classes, anything related to your industry and relevant for the job. 2 lines maximum: be specific and concise]	
BODY	
WORK EXPERIENCE	
[Position Title] [Start Year] – [End Year] [Company Name], [Project / Department], [Country]	
Key Responsibilities & Achievements	
- [Analyzed] xx and concluded that xx, which resulted in [zzz] - [Created] xx new method for doing xx, led to increased efficiency / sales - [Achieved] xxx by doing [yyy] which resulted in [zzz]	
LEADERSHIP EXPERIENCE	
[Position Title] [Start Year] – [End Year] [Student Club Name], [Country]	
Key Responsibilities & Achievements	
- [Summary sentence stating what you did and the overall results of your work] - [Recruited] over xx members to club with promotional campaigns - [Organized] conferences, speaker events and community events	
TAIL	
SKILLS	
Languages: English: Fluent [XXX]: Conversational Proficiency	IT: MS Office: Excel, PPT, Word, Outlook [coding language]
ACTIVITIES & INTERESTS	
[Any Outstanding Experience in 1 or 2 lines maximum. It can be volunteering experience] [Sport / Music], [xxx] years, [highest achievement]	

Below is what is expected in each section – we will go into more detail in the following pages:

Head

- ⇒ Title / Internship Looked For
- ⇒ Personal Information: name, phone number, email
- ⇒ Current City / Country
- ⇒ Summary of Your Profile

Body

- ⇒ Professional Experiences (previous internships)
 - Responsibilities & Achievements
- ⇒ Other experiences adding value to your story
- ⇒ Education

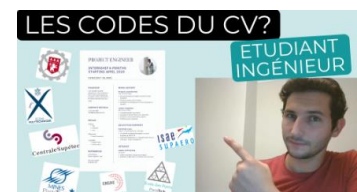
Tail

- ⇒ Skills
- ⇒ Activities & Interests
- ⇒ Membership to any clubs / society / organism ...
- ⇒ Certifications & Trainings
- ⇒ References

To go further (video in French):

" CV: Quels Sont Les Codes A Respecter? Mise en Forme, Sections ... : Ce Qui Compte Vraiment".

<https://youtu.be/S-bFd46DxB4>



What is the ideal length of your CV?

For a student, a CV of 1-page is OK.

FYI, here is how the Australian system works:

During 2017, I co-animated several workshops on *How to Land Your Dream Job in Australia*. The most common question I was asked was: "How long should my CV be?"

Most Europeans and Americans are surprised when they arrive in Australia, because the 1-page CV format that worked everywhere else is not sufficient here. This is not the norm.

An Australian CV standard length is between 2 to 4 pages.

However, as said above, for a student looking for an internship a CV of 1-page is OK.

Alongside the length of the CV, I saw 80% of students doing one of the following basic mistakes.

It's worth having a look to ensure your CV is safe.

Common Mistakes - What NOT to do

- ⇒ Including a picture (only if a great one >> check photofeeler.com for an objective assessment)
- ⇒ Including the date & place of birth
- ⇒ Including the relationship status
- ⇒ Using too many colors (if there are more than 2 colors, be careful; more than 4, you're out)
- ⇒ Using too many fonts (keep the CV consistent with one font, two is the maximum)
- ⇒ Going crazy with design if this is not your field (marketing / sales / graphic people are the exceptions. Everyone else, my advice is: keep it simple)
- ⇒ Grammar / spelling mistake
- ⇒ Using an Unprofessional email address (no *dark_unicorn_1992@gmail.com*)
- ⇒ **NEVER LIE.** You can twist the truth, but never lie. Never. Really.

That being checked, here are **3 basics you should follow** when proofreading your CV:

- ⇒ Use reverse chronological order (most recent first)
- ⇒ Ensure consistency of format / structure
- ⇒ Use consistent tense



How to write – the heading

Your heading is the top part of your CV, including which job you are applying to, your name & contact details and your brief story.

This is the first part of your CV the recruiter will see: it is the most important one.

Be neat and precise while keeping it easy to digest, making sure you grab the reader's attention at first glance.

80% of applicants get kicked-out here ... without even knowing it.
Don't do these typical mistakes!

The heading can look as follow:

[Name]	[City]
[Phone Number]	[Driving License]
[Email]	
Position Title	
[1-2 lines summary of your profile. Example: -"Engineering Student specialized in [industry], I am available for an internship from [Date] for X months"]	

1) The Title

The title is the title of your CV.

Many students don't put one, and you should!

It should NOT be your name, as it does not add value to your application (except if you're famous or the son of the director, so they know your name in advance).

Instead, it should be the title of the job you are applying for.

You can add the start and end date of your internship too, as it is also critical information.

The title should be highly visible, more than your name: this is what the employer is looking for, what you can do.

If you're not sure of what title to write (for example, if you are sending a CV without replying to a job offer), write the name of the internship you wish to do or a generic one: "Stage Ingenieur", "Stage Business Analyst", "Junior Consultant (Internship)" ou encore "Junior Project Manager"

2) Your Story

We already mentioned this point before. If you jumped it, read page 4 before reading any further.

Your story is what sells you. It is the backbone of your CV, and must be short and sharp.

If you're not sure what to write, you will find an easy-to-use structure and real-life examples on p4.

As a reminder, here is **an easy-to-use structure for your story**:

- "Engineering Student specialized in [industry], I am available for an internship from [Date] for X months"



3) Your Personal Information

⇒ Address

Do **not** write down your full address – it doesn't add any value. Only write which city you are in.

⇒ Phone Number & Email

The email needs to be professional. Keep both short and sharp.

⇒ Additional Information:

Add all required license details: driving license, boat license, ...

Do not write *International Driving License* but write "Driving License".

The word "International" here does not add value, so take it out.

Example of Story: Software Engineer Internship

In this example, the student is specialised both in Software and Embedded systems. He wants to continue down this path and highlight his technical skills, as he wanted to start his career through coding. If you know exactly what type of skills you want to use in your internship, it's a good idea to be clear about it from the get go. He landed an internship in a drone company in Sydney.

- ⇒ Software Engineer with two internships experiences in Europe and a Master of Science in Embedded Systems, I wish to bring my strong coding skills to [Company Name]. I have various technical skills, mainly about software design (C, java, python), but also web design and embedded systems.

Example of Story: Lean Engineer Internship

This time, the engineer student made a list of his key strengths. It is also a possibility.

Please note that he has 2 years of experience as he made a special contract with the French Army during gap years.

- ⇒ Keys points:
 - Highly proficient in project management, planning and operations
 - Experienced in team leading, safety and contractor management
 - 2 years working experience: aerospace industry (Airbus) and military maritime operations (French Navy)
 - Double engineering degree in industrialization and project management
 - Dedicated, great communication skills and excellent organization competencies
 - Positive attitude and highly professional



How to write – the education

You can put your education section at the top or bottom of your CV – it does not matter.

What really matters however is: **what you studied and how long for.**

Other international systems are like the French one. For example, in Australia bachelors take up to five years here, and Master are very unusual due to the low Return-On-Investment (they are expensive, plus it is harder to find a job as everyone else of the same age will already have more experience than you).

So if you want the recruiters to understand your profile, help them. Make it more 'familiar'. Keep the "classes preparatoires" as your contacts may know them, but don't write "Engineering School"

Practically, here are the most used names for a diploma abroad:

- **Bachelor:** equivalent of our "License"
- **Master:** equivalent of our *Grandes Ecoles d'Ingenieurs*
- **MBA:** Master of Business Administration, comme en Francais.
- **PhD:** equivalent of research thesis (*these après l'école d'Ingenieurs*)

If your diploma has a different name, I highly recommend changing it to match those 4 names.
In addition to this change, specify the duration of your studies.

Remember: what matters is what the reader understands, not what you want to say.

If you say you have the best diploma in the world but nobody knows it, it is worthless ... better to say you have a Bachelor / Masters: at least foreigners will then credit you for that!

A great structure to describe your education is: [Diploma] in [Field], minor in [Sub-Specialty]

The first part is easy to understand, the second part allows you to show any useful specialised fields you have or to match job offer requirements.

EDUCATION

Bachelor / Master of [Arts/Science] in [Major]
[University Name], [Country]

[Start Year] – [End Year]
[Duration]

- **GPA / Honours :** [if this stands out only]
- **Relevant Classes:** [Economics / Accounting / Finance classes, anything related to your industry and relevant for the job. 2 lines maximum: be specific and concise]

Common question: Generalist or Specialist?

What do write if you're in the first years of your *Ecole d'Ingenieur* and you are not specialised yet?

Well that's a tricky one. You don't want to lie, but it is also more beneficial to orient your CV towards what the internship would be (because a recruiter would prefer that).

My advice is: write the specialisation you wish to pursue at this stage, if it adds value.

For example, you can write *Master of Science in Energy Engineering* if you apply for Total / EDF, even if you will be specialised only in the last year. If asked, you can say this is your goal and you're aiming for this specialisation. And if you change your mind after your internship, it's ok! (people won't remember anyway ...)

Last points:

- Do **not** include high school, except if it is famous (Oxford, Harvard...) or if you have not continued afterward.
- Honours and Relevant Classes can be included if good and/or for consistency
- Associations or activities would be better in a separate section – see below.



Real-life examples:

Engineering

2012 - 2015 Centrale Paris, Engineering Top University

2010 -2012 Charlemagne, *Classe Préparatoire*

Here, we develop on what classes were attend, to highlight additional experience relevant to the internship. The title is also '*anglicised*', the applicant is an Engineer with a MoS in Engineering.

- ⇒ **Centrale Paris, Master of Science in Civil Engineering**, Minor in IT
2012 – 2015, 3 years
Classes included: xxx, xxx ...
Charlemagne, *Classe Préparatoire* (highly intensive classes in mathematics and physics)
2010 – 2012, 3 years

Design & Architecture

2016-2017: Sydney Design School - Certificate IV in Interior Decoration

Interior Design and Decoration - Residential Planning & Design

2016: 3D Max Architectural Visualization - Certificate

2004-2009: State University of Architecture and Civil Engineering - Diploma Construction Engineer

Here there is no easy solution. The “certificate” doesn’t have much career relevance. The only advantage is the location, Sydney – a major plus if you seek an internship in Australia (it shows you already started the integration process). A change is needed with the structure, making sure the lines were consistent & well formatted, and that the Master of Engineering was highlighted. The 2nd certificate was relegated later in the CV, in an ‘additional trainings’ section to avoid confusion.

- ⇒ 2016-2017: **Certificate in Interior Decoration, Sydney Design School**
- 2004-2009: **Master of Science in Civil Engineering**, minor in Architecture
State University of Architecture and Civil Engineering, Russia

Ecole d’Ingenieur + Ecole de Commerce

Advanced Master Degree in Technology Management & Innovation, [Name School], France, 2016

- Postgraduate degree dedicated to engineers who wish to acquire a management and business dimension

- Alternance between course work and work placement

Master’s Degree in Physics Engineering, INSA, Toulouse, France, 2014

One year-intensive program to prepare entrance to French Engineering Schools, Marseille, France, 2011

Associate Degree in Physical Measurement Technologies, J. FOURIER University, Grenoble, France, 2010

This example highlights mistakes not to do:

- This is too long & confusing. Better to focus on what matters: the latest & better diplomas. We will take out the lower diplomas / certificates as they are only “noise” (no added value)
 - CV does not show how long the studies were and instead a date (2016 => 2014 - 16, 3 years)
- “French Engineering Schools” should never be written as not understandable by foreigners.

- ⇒ **Master's Degree in Management, major in Technology & Innovation**, 2015 – 16, 1.5 years
Grenoble Business School, France
Relevant classes: Innovation Management / Market Analysis / Business Development / Finance
- Master’s Degree in Physics Engineering**, minor in High-Tech Management 2010 – 14, 4 years
INSA Toulouse, France

To go further (video in French):

- Comment Valoriser Ton Ecole?

- Comment Valoriser Ta Prepa ?

<https://youtu.be/PbMmftRQekA>

<https://youtu.be/JKoPltf1zQ>



How to write – the professional experiences

This part is where the real battle is played. It is make or break: do you have the experience the employer needs? Even more for internships, you can differentiate yourself here.

The goal of this section is to make the recruiter believe your story. At this stage, he wants to see you already have done similar things to what your future job entails.

That is why you need to stay sharp: **focus on 2 to 4 major experiences**.

Do not list 17 different projects you've been part of – you did not have major accomplishments in all.

Your major experiences can be full time jobs, internships or even association / sports activities*, as long as you have real achievements and results to highlight.

* If you include such activities, make sure to rename the section "Work & Leadership Experiences", because "Work Experiences" would partly be a lie. Or you could split both sections: "Work Experiences" and "Leadership Experiences"

One more structural tip: do **not** write about each of your experiences as if they were equal – your major experiences are exponentially more important than your smaller ones. For examples, if you had a job for 2 years and two 6-month internships, spend more than half of the section on your job.

Structure

Here is one example of a typical CV structure with your "Key Responsibilities & Achievements".

Here is what it looks like:

[Position Title]	[Start Year] – [End Year]
[Company Name], [Project / Department], [Country]	[Duration]
<u>Key Responsibilities & Achievements</u>	
<ul style="list-style-type: none">- [Analysed xx and concluded that xx, which resulted in zzz]- [Created xx new method for doing xx; led to increased efficiency / sales]- [Achieved xxx by doing yyy which resulted in zzz]	

Key Responsibilities & Achievements

This section is paramount as it is one of the most looked at by recruiters once you are short-listed.

My advice is to avoid common mistakes: focus on being specific and on results.

You want to be seen as a "safe" applicant, one that has attention to detail and a result oriented mindset.

To go further (video in French):

"Comment Valoriser Tes Stages Dans Ton CV Etudiant?"

https://youtu.be/y_5JP3Kufpw



Real-life examples:

Engineering

For my CV, refer to the “annexe” section (at the end of the guide): have a look, it’s worth it! It includes 3 internships, a *Junior-Enterprise* and one side activity examples.

Investment Banking

- “Researched acquisition targets in the mining industry”

If you want to thoroughly detail one experience, here is how. Start by quantifying your task (“50 targets”, “list down to 10 companies”) and then continue by being specific (“financial criteria such as...”). The final touch is the impact of your work.

- ⇒ “Researched over 50 acquisition targets in the mining industry and narrowed the list down to 10 companies using financial criteria such as operating profit margins and resources/reserves ratio; resulted in additional due diligence on 3 companies”

Architecture

- Lead Project: Preparation of schedules and monitoring of work progress in banks renovation

How to be specific & how to quantify the impact of your work: the generic terms are backed up with numbers to help the reader understand the candidate scope of work and responsibilities.

- ⇒ Lead 5 projects for 2 major national banks for a total budget of \$870,000
Coordinated 6 workers and up to 3 subcontractors per project

Team Management

Practical Trainings, Hotel XXX, Brussels, Belgium

- Head housekeeper assistant
- Managing a team of 7 housemaids
- Front Office, managing guest complaints

Several lessons are important to keep in mind:

1. The title of the position is what the candidate did, not the type of contract
2. The most impressive responsibilities / accomplishments are written first. Why? Because you want the readers to be interested and keep reading your CV (instead of switching to another CV).
3. Real tasks are described and not limited to key words (see the “front office” line)
4. Rewards are well perceived in Australia, and people show them – don’t hide them!

- ⇒ **Manager Assistant**, Hotel XXX, Brussels, Belgium
 - Managed a team of 7 housemaids: in charge of their daily planning & quality control
 - Front Office: 0043 customers services reception. Welcoming VIP guests and handling complaints
 - Best Sales Employee - for new sales of *Club Membership* (best rate per shift)

Event Management

- Winter season 2015-2016 : Event coordinator for “Event & Co” in the Alpes (France)
- Summer 2014 : Event worker for the “Parc Floral”, Vincennes (France)
- 2012 : Event worker for a theatre restaurant “Théâtre des 15 vents”, Montpellier (France)
- Summer 2010 : Event worker for the “Festival des vieilles charrues”, Bretagne (France)

- ⇒ **Event Coordinator & Worker**
2010 – 2016, 7 years (part-time)
 - Organisation of events (functions, celebrations, parties) with up to 150 people
 - Manage teams of up to 4 people



How to write – the skills

Interestingly, the tail of the CV is where the silliest mistakes are made. Avoid them for a good finish.

Let's focus on the skills first. Three main categories of skills need to be detailed here: Languages, IT & Interpersonal. Here is what it looks like:

SKILLS

Languages:

English: Fluent

[XXX]: Conversational Proficiency

Interpersonal:

[XX]

[XX]

[XX]

IT:

MS Office: Excel, PPT, Word, Outlook

[coding language]

[XX]

[XX]

[XX]

Languages:

There are four level of language: **native, fluent, intermediate, beginner**. You don't need more words to describe them, even if you may want to add certification reference (TOIC, ...).

If you're applying in English speaking countries, highlight *only* the languages you speak conversationally. It does not add value to know you're a beginner in 10 languages.

There are exceptions: if you work in the tourism or travel industry, or apply to a foreign company, then it would add value to specify languages you have smaller mastery of.

IT / Technical:

IT stands for Information Technology, and covers all skills related to computer, software and hardware. You can write IT or Technical depending on your profile and preferences.

Whatever your field is, you can write by default you know how to use MS Office, Excel and Word, at least for the keywords to be in your CV.

If you master specific technologies tailored to your industry, say it here. It could be business (SAP, Oracle, Salesforce ...), coding (Python, SQL queries, C++, Java ...), graphics (Photoshop, FinalCutPro ...) or any other relevant technical skills (financial modelling, CRM...)

Interpersonal:

Optional, this part is surprisingly necessary in Australia despite its artificial appearance.

You must describe your qualities with 6 to 10 groups of words.

Focus on transferable skills, especially the ones useful in your field.

Here are keywords you can use:

Team player, result oriented, goal oriented, achiever, hardworking, motivated, dynamic, energetic, adaptable, analytical, strategic thinker, creative, innovative, proactive, assertive, facilitator, diplomatic, independent.

To go further (video in French):

"CV Etudiant: Comment Mettre en Valeur Vos Competences ? »

https://youtu.be/PfOWvj_drXo



How to write – the activities and interests

“Activities and interests” is a small section, so don’t overdo it.

However, keep this section: this is where you show your human side!

Most frequent mistakes:

- Leaving it out entirely (do not do that unless you have more than 10-20 years of experience)
- Going for too long (8+ lines)

Focus on your most significant interest and highlight it adequately.

For example, don’t just write “Running” – write that you “Competed in marathons in 6 countries across Asia and Australia.” Or, instead of “Travel”, write that you “Explored 23 countries across Europe, America and Oceania” (even if this includes a 1-day trip for half of them ... you should show the best of what you’ve got!)

Despite interests not being “work experience,” the same strategy applies: be specific, focus on what is memorable, and go in-depth in a few areas rather than giving a vague shopping list.

Real Life Examples:

One key thing to remember: it is better to focus on one or two significant performances.

For example, the first example below was also a decent swimmer, but it was better to say “international sailor” rather than “international sailor and average swimmer”.

Sport - Sailor

- Sailing competitions all around the world on Laser (a single-handed and Olympic class boat) with gold medals in French Nationals (20XX) & Australian Nationals (20XX)

Sport - Surfer & Runner

- Surfing: 4 months adventure driving from Sydney to Perth, regular long surf trips
- Running: various Sydney-based races (marathon, City2Surf), trails

Sport - Casual

- Judo (brown belt, regional competitions), casual running & swimming.

Volunteering

The example below is a great illustration of how to treat an “activity” seriously, despite it not being perfect. With this approach, the reader can easily imagine that volunteering taught the candidate valuable skills that he can transfer in a future position job.

Co-founder and former Vice-President of “XXX” humanitarian association. Our aim was to bring financial and material support to orphans of Arequipa, the second largest city in Peru.

Responsibilities & achievements:

- Creating the association: in charge of the strategy, team, finance, communication & partners.
- Leading a team of 5 project managers: project reviews, events coordination.
- Establishing local partnerships (Lions Club, Rotary) and managing requests for sponsorship.
- Successfully established the association which has helped hundreds of Peruvian children since 2007

To go further (video in French):

"Comment Parler de Tes Centres d’Intérêts sur Ton CV?

Les Erreurs a Ne PAS Faire"

<https://youtu.be/jqcblKhcQBI>



How to write – the references

In some countries, this sentence must be on your CV: *“References Available Upon Request”*
Better safe than sorry: include it in yours if you have the space.

In many countries, people like to have your attitude backed up by a previous employer. So, this sentence absolutely needs to be here – otherwise you would send the message: “nobody is willing to speak in good terms of my work”. Which is another way to say “Nobody thinks I’m worth referring”... ie “I’m not good”.

Then the question is: **should you add the details of your references in the CV itself?**
Those details including their names, position, company, email addresses and phone number.

My opinion is: you can do both, but **do not give too much information.**

First, if you add the names and positions of your references, make sure they are impressive.
Adding a Junior Analyst as a reference is not relevant – especially when other people will add a Director.

Then, regarding their phone number and their email address, I advise **not** writing them down:

- It gives you more control: you don’t want your contacts to be called all the time, but only for the position you’re really interested in.
- It will give you an indication that that the company is really interested in you when they ask for your reference details
- I can’t see added-value in showing their numbers: their positions do add value (the higher the position, the more credits you have), but not their emails or numbers.

Two examples:

References Available Upon Request

OR

References available upon request:

John Smith, Project Manager at [Company]

Samatha Durand, CEO at [Engineer & Co]



How to customise your CV to any job offer in less than 2mn?

Customising your CV for a job offer can make the difference, by showing adequate skills and experience. The recruiter will feel you are the *perfect match*.

But it can take time to customise *every* CV you send.

So here are 2 strategies to impress the recruiters while spending less than 2 minutes of your time:

1) Customise only targeted sections

Here are the sections you could personalise:

[Name] [Phone Number] [Email]	[Driving License] [City]
POSITION TITLE	
[2-4 lines summary of your profile: Engineering Student specialized in [industry], I am available for an internship from [Date] for X months]	
EDUCATION	
Master of Science in [Major], Minor in XXX [Start Year] – [End Year] [University Name], [Country] [Duration]	
• GPA / Honours: [if this stands out only] • Relevant Classes: [Economics / Accounting / Finance classes, anything related to your industry and relevant for the job. 2 lines maximum: be specific and concise]	
WORK EXPERIENCE	
[Position Title] [Start Year] – [End Year] [Company Name], [Project / Department], [Country] [Duration]	
Key Responsibilities & Achievements - [Analyzed xx and concluded that xx, which resulted in xxx] - [Created xx new method for doing xx; led to increased efficiency / sales] - [Achieved xxx by doing xxx which resulted in xxx]	
LEADERSHIP EXPERIENCE	
[Position Title] [Start Year] – [End Year] [Student Club Name], [Country] [Duration]	
Key Responsibilities & Achievements - [Summary sentence stating what you did and the overall results of your work] - [Recruited over xx members to club with promotional campaign] - [Organised conferences, speaker events and community events]	
SKILLS	
Languages: English: Fluent [XXX]: Conversational Proficiency	IT: MS Office: Excel, PPT, Word, Outlook [coding language]
ACTIVITIES & INTERESTS	
[Any Outstanding Experience in 1 or 2 lines maximum. It can be volunteering experience] [Sport / Music], [xx] years, [highest achievement]	

In **red**:

- ⇒ Position Title => The title of the job offer (by default, it would be the title you are looking for)
- ⇒ Summary: you may want to change a few words depending on the offer

In **blue**:

When possible, twist the name of your major / previous job title to match the job offer:

- Project Engineer ⇔ Project Coordinator
- Marketing Specialist ⇔ Marketing Officer ⇔ Marketing Coordinator
- Major in Finance ⇔ Major in Audit ⇔ Major in Accounting

2) Prepare a CV for every type of job offer

If you apply for a position of “Project Engineer” or “Strategy Consultant” one day, keep this CV in a folder. When you apply to a similar position, just reuse the old one and tailor it to save time!

Taking it further, you can apply for similar positions in batch, using one customised CV.

You don’t need to customise any more than that: it takes less than 2mn and does the job. If you really want to do more, always consider the *time / benefit ratio*.



Frequently Asked Questions

My dream job just appeared on my university internship website, I want to apply now but I haven't updated my CV with your advice. What should I do?

First, take a deep breath. Ok, now we're better.
You can still make it.

Here is what to do: **take the rest of your day to update and correct your CV as much as possible. Then apply today.** It is better to apply with an average CV than not at all. I will provide more guidance and tips on how to apply for jobs in the future. To be updated, click [here](#).

But that's not all!

After applying, your first priority should be to update your CV to a fully English-proof one.

You don't want to lose this job or the next one because of a non-adapted CV ... (pro-tips: you can always send an updated version of your CV at any stage during the recruitment process).

You have two choices to write a Student CV:

- Update your current CV following the advice provided in this guide.
- Go for the fast-track and use my ready-to-use templates.

How to choose between those two options?

- ⇒ **Consider the effort / benefit ratio:** how long would it take you to update yours? How long to use the template? Then chose the fastest one.
- ⇒ You could appreciate the aesthetics of your CV enough to want to keep it. No worries! Then inspire yourself from the template structure and go from there with yours.

"I want to put my CV on LinkedIn but I will apply for different jobs. Should I put a title to my CV? Or should I take it away?"

That's a good question. You obviously do not want to show a "Civil Engineer" CV online when you apply for a "Data Engineer" position. And this applies to any industry (marketing, communication, finance, HR ...).

There are two strategies you can use:

1. Have a generic title, like "Project Engineer", "Consultant" or "Product Manager". This will keep your options open no matter what you apply for. However, when you apply directly for a job, continue to personalise the CV you send with the title of the position you apply for.
2. Do two 'campaigns', typically of 2-4 weeks, one per job.
Choose one of the two jobs to start with – you can take the one you would like to do the most, or choose with a coin-flip. Once you have decided, upload on LinkedIn the CV corresponding to this job and apply only for similar positions for 2 to 4 weeks. Focus your efforts on this.

After a few weeks, you should have had calls for interviews and maybe already attended some. No matter what, it's time to switch to applying for the second position, so you can have interviews for both roles before you choose. During the next weeks, focus your energy on 1) succeeding in your current interviews and 2) applying for the second kind of roles.



“This CV seems too [boring / long / insert other negative adjective here]”

Well, let’s go back to the purpose of a CV: to get you interviews. If you’re not in the design / marketing industry, your CV goal is not to show off your artistic skills or creativity. **Your CV goal is to win the attention of time-deprived managers and recruiters.**

Yes, the design of my template is not the most “hipster”. But **this template works, and is easy-to-use for you.** If you want a better design, you can use this template as a framework to build around.

Pro-tip: you can find free-to-use template on Canva, and the website is extremely easy to use. Highly recommended!

In a nutshell: this CV template works in Australia, and you are free to use any part you like :)

“If I use your template, I will have the same CV as everyone else!”

No! First because less than 1% of people willing to stay in Australia are going to put as much effort as you in their CV and download this guide. Don’t overestimate the competition.

If you are still nervous, you can modify the formatting and use different fonts, spacing, or margins. Tune this CV to fit your style!

You have a question not answered here?

Send it to thomas.lingenieur@gmail.com and I will answer you.



Free Beautiful CV Templates

As you've seen, I have focused more on the content and on rather than going full on graphics.

Why? Because graphics is not one of my strength.

And to be fair, for us Engineers, having great visual is NOT necessary.

What is necessary is to have a clean, neat, simple design.

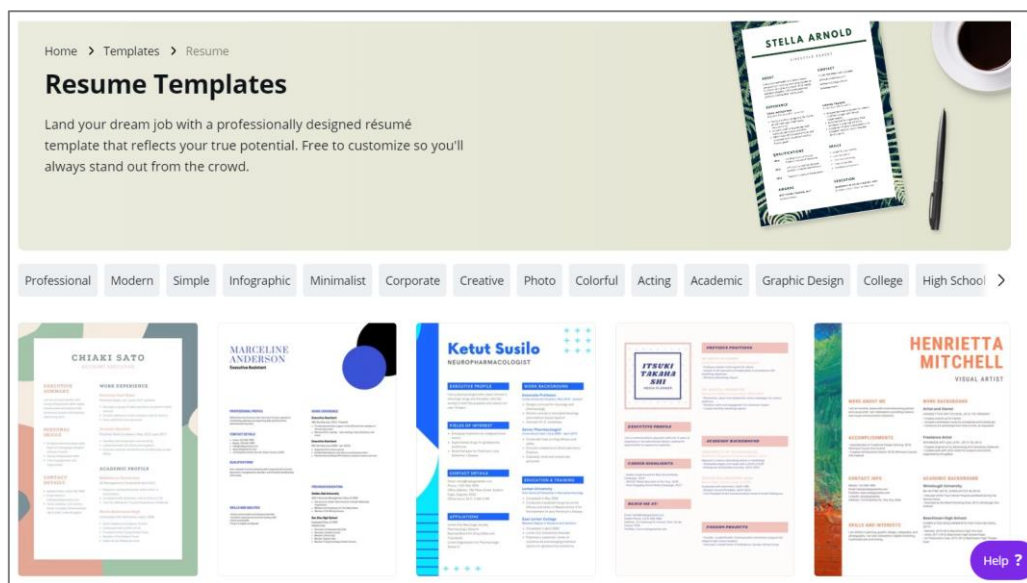
However, I understand if you want to have a beautiful CV.

Hence this page!

Below are hundreds of free template easily modifiable:

<https://www.canva.com/templates/search/resumes/>

My advice: use all the tips in this guide, and apply them either with your template, with the template I provided you or with one below.



Selected Examples:

<https://www.canva.com/design?create&media=MADk-MHHsZI&schema=web-2>

<https://www.canva.com/templates/EADaozQLBP8-blue-and-cream-sidebar-scholarship-resume/>



Conclusion

You should now have a better understanding of what a student CV looks like, and how to make one.

Now is time to act: craft your own great Engineering CV today!

Don't wait. If you don't want to be rejected by locals time after time, adapt and present them a local CV. Create your *interview magnet* and get calls back.

You have all the tools you need!

To help you even more, I prepared **one more bonus**:

⇒ **One Ready-to-Use Template of a Student CV**

If you just started your *Grande Ecole*, you may not have a CV yet. In this case, it could be easier to start from an easy-to-use template.

You will find attached ***my typical student CV***. It is in the word format so you can use it straight away and be ready in less than a day.

I want you to get the internship you deserve.

You are at the start of your career: everything is possible!

This is the moment of your life when you should go for it, 100%.

If you hope to get an internship in a specific company: contact them! You have a CV you can be proud of and you will attract their attention.

You can have great internships ... now is the time!

Je te souhaite le meilleur,

Thomas l'Ingénieur

👉 **Pour aller plus loin :**

L'Intelligence artificielle est en train de tout changer – pour la recherche d'emploi, MAIS AUSSI pour être bon dans ton boulot.



Voici ma formation complète sur l'IA en entreprise

Les meilleurs conseils, 1h15, 3 modules, pour que tu deviennes incroyablement bon rapidement (idéal si tu aimes apprendre par toi-même) :

<https://www.youtube.com/playlist?list=PLXuhzfziAJKsJHLofVKK2GqiNnN8R4udS>

Et sinon, je te retrouve sur ma chaîne YouTube !
A bientôt !



ANNEXE: Additional Examples

1. Example CV French Engineer: mine, tailored for a Civil Engineer role

WORK EXPERIENCE

2015

Civil Engineer – Design, Tunnel, Site

BOUYGUES, Australia – NorthConnex Project (Construction)

The NorthConnex Project is a governmental tunnel project in the North of Sydney. It is built by LLBJV, a Joint Venture between Bouygues and Lend Lease. Long of 9km, this double three-lanes tunnel has a budget of 2.6 billion dollars and will be finished in 2019.

Position Summary

In the Engineering Team, I worked as a tunnel Design Engineer, in addition to manage Change Requests from Construction teams and to assist the Engineering Director.

Key Achievements

- Reviewed tunnel design drawings and reports
- Managed *change requests* from 4 sites (750 requests) and assigned priorities to ASJV
- Developed progress monitoring tools, both for design progress and *change requests*
- Helped on technical issues (concrete repairs, settlements, conformity to norms...)
- Organised and coordinated tunnel *Safety in Design* workshops
- Launched and hosted knowledge sharing sessions (12 sessions, 10 engineers)

2014

6 months

Junior Engineer – Operations, Costs, Strategy

LA MANCHA, Sudan & France (Gold Mining Company)

La Mancha is a mining company operating in Australia and Africa (2013 prod: 230koz)

Position Summary

Quickly taking responsibilities in a human-sized company, I worked as Operation Engineer in Sudan and as Analyst in the Strategy & Business Development team.

Key Achievements

Operations

- Mission in Sudan: cost analysis of fuel expenses. Review of generators, cars, dumpers, trucks processes and costs with on-site technical teams
- Optimisation of the modelling of the company's Sudanese mine gold production

Strategy & Business Development

- Assisted in the realisation of several presentations for investors / top management

2013

6 months,
expatriate

Junior Civil Engineer – Interface, Procurement, Supply Chain

TOTAL, South Korea (Oil & Gas, Construction)

Total built a conventional process platform on the world biggest offshore construction yard, part of the 2nd phase of the OFON project in Nigeria, project with a budget of over \$5Mds.

Position Summary

Expatriated in South Korea, I worked as Engineer on a construction yard in relation with Korean teams from HHI and 7 other contractors (Technip, Saipem, Eiffage, ENI, etc).

Key Achievements

- Coordinated, monitored and assisted technical operations: weighing of the platform (preparation, soil settlements analysis), inspections, installation of the gas turbines
- Developed automatic IT tools (in Excel) to enhance the interface registers updates
- Managed discrepancies between Total and HHI, enabling the payment of \$5,1m bills
- Learned to use P&ID (Piping & Instrumentation Diagram), Isometric Lines, QA/QC requirements & Prodom (Document Management Tool Software)
- Trained a HHI Korean to assist Total on the Interface work
- Replaced my manager for the last weeks as *Interface & Procurement Manager*



WORK EXPERIENCE

2012 6 months, gap year	Junior Engineer – Sales, Marketing, Strategy GENERAL ELECTRIC, France (Energy, Electricity, Power Conversion) <i>GE acquired Converteam in 2011, an international company specialised in power conversion (motors, generators, drives, automation & control). The services department was focused on spares parts, support & field intervention, trainings and upgrades.</i> <u>Position Summary</u> Within a post-merger integration context, I worked daily with business units in America, Europe and Asia, at all levels of the company as a Business Analyst. <u>Key Achievements</u> <ul style="list-style-type: none">- Pricing analysis of services for each of the business units, to standardise the global strategy. Standardisation of the spares part pricing strategy with global impact- Monitored and weekly updated our world sales forecasts (\$300m/year)- Conducted market researches on operations and maintenance contracts (mining, solar)- Reviewed the company long term contracts and the worldwide installed base- Used <i>Salesforce</i> and improved its specifications for GE sales team- Followed more than 50 hours of trainings on Leadership Skills, Excel and SAP
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ACTIVITIES

2013	Anti-Doping Surveyor , International Rugby Games Sport Ethics - Anti-doping company in rugby, tennis and biking Supervised athletes from game to medical control during rugby games
2010-2014	Junior Project Manager of a Junior-Enterprise J2S (Junior Supelec Strategy) - 50 people, \$200,000 turnover <i>A Junior-Enterprise (J.E.) is a company managed by students, similar to a consulting firm. We provided engineering services in construction, IT, electronic automation & energy. Among our clients: Microsoft, Thales, Bouygues Construction, Schneider Electric.</i> <u>Position Summary</u> I joined the J.E. to acquire professional experience, and was an active member for 4 years. Firstly project manager, I became co-director the 2 nd year (projects & communication). Then, I stayed in close contact with the J.E and gave advice on the strategy and projects. <u>Key Achievements</u> Project Manager & Project Director <ul style="list-style-type: none">- Managed 4 projects, from specifications to final deliverables (budget: \$10,000)- Responsible of negotiation & pricing of all projects (\$200,000) Communication Director <ul style="list-style-type: none">- Directed a team of 7 people & implemented business strategy (+50% sales)- Took part in the ISO 9001 accreditation of our structure
2010-2012	Student Representative (500 students)

You will note how the “Activities” part is written down with the same structure as the “Work Experience” part.

Also, please note that experiences are described in more length due to the nature of an Australian CV (2 pages minimum). You don’t have to do this for a French CV, you can keep it shorter.



2. Example of a story which is too long (and how to reduce it)

Example of an engineer with 3 years of experience. Still interesting to learn from its mistakes, notably that you should not repeat the content of your CV experiences in the story.

BEFORE:

Engineer, Product Manager

Combining an engineering background with 3+ year product management experience within international technology companies, I am passionate about shaping innovative solutions that bring added value to customers.

Proven capability in building product roadmaps, elaborating product features and driving the design, development and launch to the market as well as providing support on the existing products. Experienced in analysing competition and market trends, gathering customer data to improve and evolve offers, and creating relevant promotional tools for the sales teams.

I am used to collaborating with hardware and software development teams, bid managers, sales, marketing-communication and after-sale services to have an impact on the whole product life cycle.

Self-motivated and customer-oriented, my ambition is to deliver the best user experience possible through the products I am responsible for. As an open-minded and curious person, I find working in an international and multicultural environment very enriching.

Today, I am looking for a Product Manager position in Australia that could leverage my interdisciplinary skills and building successful stories with the product lines that I would be responsible for

3 reasons why the story is too long:

- 1) Nobody will read it entirely, which is detrimental to the CV (usually people don't read more than 2 lines, or they only read the first line of each paragraph)
- 2) It repeats the content of the CV itself, which is not useful (paragraph #2 and #3. In themselves they are not bad, but they are too long and not focused enough)
- 3) Some of the content sounds fake (ex: first lines of paragraph 4).

Here is how to reduce it by half - even if it could still be reduced further.

- At this stage, each paragraph has a specific and unique function: #1 is experience, #2 is background + main focus and #3 is skills. This helps the reader to focus & remember what matters.
- In this example, we kept paragraph #3 because the CV did not have a "interpersonal skills" session – if you have one, you may not need this paragraph.

⇒ AFTER:

Product Manager with 3 years of experience in both industrial and high-tech firms including a human-sized Australian-based company, I am willing to take on new challenges in Sydney.

Owning master's degrees in both Engineering and Management, I am able to understand the complexity of technology solutions and shape product features that bring benefits to customers.

My key skills include: new product development, content creation for new features and offers, product management, competition analysis, use case definition.



3. Example of “experience” content

Examples of missions realised by an engineer. As this is well written, you could copy/paste some of its tasks & accomplishment in your own CV (adapting them to your experience obviously!)

Volunteer Engineer, Navy

- ⇒ (1) High-sea patrol missions: fishery police, high-water surveillance and anti-smuggling operations
- First in command of the navigation during sea shifts
 - Led the crew through high-risk military operations, achieving objectives, deadline, and security
 - Participated in weekly fire-training safety exercises
 - Led, as second in command, the intervention squad during investigations of suspect vessels
 - Responsible for the squad's security: zero harm, near misses or environmental incidents occurred
 - Prepared and planned missions
 - Optimized and simplified dashboards and finance indicators (personal initiative)
- (2) Annual dry-dock maintenance operations
- Managed contractors for the hull and exterior works
 - Responsible for handling claims and variations with the contractors
 - Planned and scheduled tasks, monitored targets and milestones
 - Guaranteed safety of the operations during day/night shifts as safety officer

Production engineer, Industrial Company

- ⇒ (1) Development phase for the new A330 Neo production line
- Assessed and optimized the surface area distribution of machinery and flow lines
 - Managed a team of 5 CAD technicians for 3D modeling and simulations
 - Participated in the global development workshops (finance, staffing, security...)
 - → Key initiative: Setting-up a dynamic tool for monitoring the occupied production areas, allowing all parties to be up to date with the advancements of the project
- (2) Optimization of the factory ground organization
- Implemented continuous improvement for the surface distribution of machinery and flow lines
 - Created the link between the different lines: A380, A320, A330, A350, A340
 - Developed creative solutions to satisfy the different programs' dissimilar needs
 - Managed contractors for on-site interventions
- (3) Production line of the A380 fuselage, 25 aircrafts produced (number 138 to 163)
- Investigated the production line and optimized time, quality and costs
 - Participated in the continuous safety improvement workshops
 - Assessed operators performance and identified bottleneck flows
 - Reviewed sub-contractors interventions and improved sub-contractor contracts
 - Solved issues with the Airbus production team and the suppliers
 - → Key initiative: modification of the process and distribution of the painting work-package between the suppliers and Airbus that led to a significant reduction of cost and cycle time

Supply-Chain Engineer

- Production of elastomer components for the aerospace industry
 - Developed an alternative production process in addition to the existing production lines
 - Optimized the production efficiency through analysis of processes and supply chain performances
 - Analyzed and reduced risk of the different processes
- Key initiative: Developed a new process within the existing available means

