

Writing a CV or resumé

American style	RESUMÉ	
	Jennifer Roberts 1320 Forest Drive Palo Alto, CA94309 tel: (650) 498-129 e-mail: jlroberts@mailbox.com	Married No children
Objective	To obtain a position as a German-English translator with a firm in the Bay Area.	
Education	1996-98 Master of Arts in Translation, Stanford University 1990-94 Bachelor of Arts (cum laude) Major: German; Minor: Russian, Georgetown University	
Experience	1998-present Freelance technical translator, German-English, mostly for hi-tech industries in California 1996-98 Teaching Assistant (German), Stanford University 1994-96 English Teacher, Cambridge Institute, Heidelberg, Germany	
Languages	Fluent German and Russian	
Personal	Interests include sailing, cooking and entertaining friends.	
Reference	Dr. M. Rosen, Chair, Department of Modern Languages, Stanford University, Palo Alto, CA94305	

- On a British CV it is usual to put your date of birth. On an American resumé you may choose whether or not to include your birth date, marital status, children, etc.
- One or more references may be included on the CV/resumé or they may be included in the letter of application instead.

Other useful phrases

- *Near-native command of English*
- *Adequate spoken Dutch and German*
- *Native French speaker*
- *Baccalauréat, série C (equivalent of A levels in Maths and Physics)*
- *The qualifications described below do not have exact equivalents in the American system.*
- *I enclose photocopies of my certificates with English translations.*

British style	CURRICULUM VITAE	
Name	Peter James Green	
Address	26 Windmill Road, Bristol BS2 6DP	
Telephone	0117 945649	
Nationality	British	
Date of birth	11 March 1977	
Marital status	Single	
Education / Qualifications	1996-99 Anglia Polytechnic University: BA in Graphic Design (First Class Hons) 1988-95 Clifton School, 3 A levels: Art (A); Design and Technology (A); Mathematics (C) 10 GCSEs	
Employment to date	1999-present EMS Corporate Imaging, Design Department, Riverside House, 22 Charles St, Bristol	
Skills	Computer literate: familiar with a number of design and DTP packages; Clean driving licence	
Interests	Tennis, swimming, jazz	