ANGLAIS PRATIQUE

Employment, Organization : see the list of articles in this category

CVs/résumés and covering/cover letters in proper French
CV et lettres de motivation en bon français

Reading (or rereading!) this article should help you <u>translate CVs/résumés and covering/cover letters into proper French</u>.

Table of contents

Click/tap on the appropriate link in the table below to go to one of the **parts of this article** directly.

	Activities/Responsibilities Detailed figures
7) Education	Diplomas Institutions (generic names) Translation into French of the terms: "graduate, graduated", etc.
8) Skills	Languages Computing/IT Levels of competence Other skills and abilities
9) Interests - Personal achievements	
10) References	
11) Covering/Cover letters	Addresses Date Initial salutation Ending phrase Subject, Reference, Enclosure Vocabulary
12) Other resources concerning CVs/résumés and covering/cover letters in French	Links to other useful sites Links to sample documents in French See also on this site...

1) Introduction

This article should at least partially meet the request from several of my former English-speaking students (at EPITA) for advice on writing CVs/résumés and covering/cover letters in French.

Since I am not an expert on the subject, I mainly provide in this article **vocabulary and remarks which should help to <u>write CVs/résumés and covering/cover letters in proper French</u>**.

This article is therefore a complement to **other specialized resources**, which I strongly recommend consulting and to which I provide **direct links**, in particular in the last part of the article.

NB: this article may also be **useful for writing your profile in proper French on professional social networks**, for example LinkedIn and Viadeo.

You can contribute to enhancing this article by sending your remarks, suggestions and questions to the address suggested by this: "neil at minkley dot fr".
Thank you!

Neil Minkley

Another article on this site deals with CVs/résumés and covering/cover letters in English and is therefore mainly intended for French speakers. To go there, click/tap on the following link:

>> CV et lettres de motivation en bon anglais

>> Return to the beginning of the introduction

>> Return to the beginning of the table of contents

---

2) Translation of the terms "curriculum vitae, résumé, covering letter, cover letter, application (for a job)", etc.

The terms "**a curriculum vitae**" and "**a résumé**" translate into French as "**un curriculum vitae**" (which, strictly speaking, should be written with a ligature: "un curriculum vitæ"). Its frequently-used abbreviation is the same as in English, namely "**un CV**" (but the abbreviated plural in French is not marked as in English by the letter "**s**": "**des CV**", not "**des CVs**").

NB: in this article, for the purpose of simplicity, I often use the English abbreviation "**CV**" to refer to both terms "**curriculum vitae**" and "**résumé**", and I often use the British English term "**covering letter**" instead of the American English term "**cover letter**".

The above-mentioned terms and others are shown with their translation into French (in the context which concerns us here) in the table below.

English	Français
a curriculum vitae	un curriculum vitæ
a résumé	un curriculum vitæ
a CV CVs	un CV des CV
a covering letter a cover letter	une lettre de motivation

a covering e-mail a cover e-mail	un e-mail de motivation un mail de motivation un courriel de motivation
an application	une candidature
an application for a job	une candidature à un emploi
to apply for a job	postuler à un emploi faire acte de candidature à un emploi
an application for a position	une candidature à un poste
to apply for a position	postuler à un poste faire acte de candidature à un poste
an application for an internship an application for a (work) placement	une candidature à un stage
to apply for an internship to apply for a (work) placement	postuler à un stage faire acte de candidature à un stage

3) Titles of sections of a CV/résumé in French

The **first table** below provides the translation into French of the title (with possible variants) of **various sections that may appear in a CV**. This table is followed by a few notes and by a **second table** which provides an **example of a reduced set of sections** which may be quite suitable for a CV in French.

To go directly to the second table, click/tap on the following link: Example of a reduced set of sections.

Section titles	Titres de rubriques
Personal information Personal details	État civil et coordonnées
Profile Summary	Profil Résumé
Objectives Career objectives	Objectifs Objectifs professionnels
Career summary Employment history Professional experience Work experience	Expérience professionnelle
Education Educational background Educational history	Éducation Études Formation Formation initiale

GB & US: Education and degrees GB & US: Education and diplomas GB: Education and qualifications	Éducation et diplômes Études et diplômes Formation et diplômes
Training	Formation continue
Skills Special skills Specialist skills	Compétences Compétences particulières
Personal achievements	Accomplissements personnels
Interests Hobbies and interests	Centres d'intérêt
GB & US: References GB: Referees	Références

NB:

a) The above-mentioned **sections** are **not all mandatory**, for example "Résumé" (Summary).

b) Some **sections** may be **grouped together**, for example "Profil" (Profile) and "Objectifs" (Objectives) or "Formation initiale" (Education) and "Formation continue" (Training).

c) The **titles of some sections** are **not mandatory**, for example "État civil et coordonnées" (Personal information).

d) The **order** in which the **sections** appear in the above table is not necessarily the order in which they should be presented in a CV, for example "Formation" (Education) should appear before "Expérience professionnelle" (Work experience) in a CV written to apply for postgraduate studies.

e) In order to **choose the sections that are suitable for you** among all those appearing in the above table, consult the **other resources specializing in the subject matter** to which links are provided in the last part of this article.

The table below provides an **example of a reduced set of sections** which may be quite suitable for a CV in French.

Rubriques	Content
État civil et coordonnées	Personal details
Profil et objectifs	Profile and objectives
Expérience professionnelle	Work experience
Formation	Education and diplomas
Compétences	Skills (languages, computing/IT...)
Centres d'intérêt	Hobbies and interests

4) Personal details / État civil et coordonnées

The **table** below provides **vocabulary** (with possible variants) corresponding to items (which are not all mandatory) of personal details and contact information which may be featured in a CV in French.

The table is followed by a few **useful notes**; to go to one of the notes directly, click/tap on its **number** in the last column of the table.

NB: for some elements, for example the name and the address, it is not mandatory to feature their title in the CV.

Personal and contact information items	Éléments de l'état civil et des coordonnées	Notes
Name:	Nom :	1, 2
Age:	Âge :	3
Date of birth:	Date de naissance :	3
Nationality:	Nationalité :	4
Sex:	Sexe :	5
Marital status:	Situation de famille :	6
Address:	Adresse :	7
Telephone: Phone:	Téléphone : Tél. :	8
Landline:	Téléphone fixe : Tél. fixe :	8
GB: Mobile: GB: Mobile phone: US: Cell: US: Cell phone:	Mobile : Téléphone mobile : Tél. mobile :	8
E-mail: Email:	E-mail : Mail : Courriel :	9
Website:	Site web : Site Internet :	9

>> Return to the beginning of "Personal details"

>> Return to the table of contents

Notes:

4.1) In French, **the punctuation sign ":" must be preceded by a (non-breakable) space**; for example, you must write "**Site web :**", not "**Site web:**".
Note that this rule also applies to "**;**", "**?**" and "**!**", but not to "**,**" and "**.**".

>> Return to the 'Personal details' table

>> Return to the table of contents

4.2) In French (as in English), **the forename (or first name or given name) is generally written before the surname (or family name or father's name)**; for example, if "**Das**" and "**Thakkar**" are surnames, and "**Dinesh Seiok**" and "**Nitish**" are forenames, it is preferable to write "**Dinesh Seiok Das**" rather than "**Das Dinesh Seiok**", and "**Nitish Thakkar**" rather than "**Thakkar Nitish**".

Furthermore, it is judicious to write the **SURNAME IN CAPITAL LETTERS** to avoid ambiguity; for example, it is preferable to write "**Dinesh Seiok DAS**" rather than "**Dinesh Seiok Das**", and "**Nitish THAKKAR**" rather than "**Nitish Thakkar**". This is particularly recommended if a surname can be mistaken for a forename; for example if "**David**" is a forename and "**Martin**" is a surname, then the full name should be written as "**David MARTIN**" (in preference to "David Martin"), not as "**Martin David**".

NB: the terms "**forename**", "**first name**" and "**given name**" are translated into French as "**prénom**", and the terms "**surname**", "**family name**" and "**father's name**" are translated into French as "**nom de famille**".

4.3) Your **age** and **date of birth** (which are **not mandatory** in a CV) convey the same information (but age is variable while the date of birth is fixed!).

However that may be, your **age** may be written in one of the forms given for the **example** in the table below.

Expression of age	Expression de l'âge
Age: 24	Âge : 24 ans
24 years old	24 ans

As for the **date of birth**, the following table provides an **example** in the most common forms.

Expression of date of birth	Expression de la date de naissance
GB: Date of birth: 1 August 2000 GB: Date of birth: August 1st, 2000 GB & US: Date of birth: August 1, 2000	Date de naissance : 1er août 2000
GB: Born on 1 August 2000 GB: Born on August 1st, 2000 GB & US: Born on August 2, 2000	Né le 1er août 2000 (masculine) Née le 1er août 2000 (feminine)
GB: Date of birth: 2 September 2000 GB: Date of birth: September 2nd, 2000 GB & US: Date of birth: September 2, 2000	Date de naissance : 2 septembre 2000
GB: Born on 2 September 2000 GB: Born on September 2nd, 2000 GB & US: Born on September 2, 2000	Né le 2 septembre 2000 (masculine) Née le 2 septembre 2000 (feminine)

NB:

a) The names of **months** (and days) are written in French with a **lower-case first letter** (except if the name appears at the beginning of a sentence).

On this subject, see the tables in article "Dates" on this site by clicking/tapping on the link below:

>> Tableaux des jours et des mois (Tables of days and months)

b) The first day of a month is represented in French by the ordinal number "**1er**" (premier), whereas all other days are represented by a cardinal number.

c) In order to avoid confusion, **do not use the purely numerical form of dates**, unless you use the British English form (**day/month/year**), which is the order also used in French, and not the American English form (**month/day/year**)!

4.4) In French, **nationality adjectives are feminine and must be written with a lower-case first letter**, for example "**Nationalité : indienne**" ("**Nationality: Indian**" in English), "**Nationalité : sud-coréenne**" ("**Nationality: South Korean**" in English).

To see the **translation of nationality adjectives into French**, consult the articles on this site with a title beginning with "États -" in the "Geography" section, to which the link below leads:

>> Géographie

4.5) Your **sex** (which is **not mandatory** in a CV) may be expressed as shown in the table below.

Sex: ...	Sexe : ...
Female	féminin
Male	masculin

4.6) Your **marital status** (which is **not mandatory** in a CV) may be expressed as shown by the examples in the following table.

Marital status: ...	Situation de famille : ...
Single	célibataire
Married	marié (masculine) mariée (feminine)
Married, one child	marié, un enfant mariée, un enfant

Married, 2 children	marié, 2 enfants mariée, 2 enfants
Divorced	divorcé (masculine) divorcée (feminine)
Widower Widow	veuf (masculine) veuve (feminine)

4.7) If you have an **address** in France, make sure you write it in a **correct format**. See the following article (in French) for details:

>> Adresse postale - France (Wikipédia)

Note that **cities on the outskirts of Paris are not part of Paris**, so if you reside for example in Le Kremlin-Bicêtre, you should write the "postcode (or ZIP code) and city" part of your address as "**94270 Le Kremlin-Bicêtre**", not "**94270 Le Kremlin-Bicêtre, Paris**".

If you are residing outside the country to which your CV and covering letter is to be sent, don't forget to mention the **name of your country**.

To see the **translation of country names into French**, consult the articles on this site with a title beginning with "États -" in the "Geography" section, to which the link below leads:

>> Géographie

4.8) If your **phone number** is not local (with respect to the country to which you will send your CV), don't forget to **internationalize** it, for example by transforming the British number "**07512 396 4xx**" into "**+44 7512 396 4xx**".

4.9) It is useful to feature **active links for e-mail and website addresses** in your CV and covering letter, for example forename.surname@gmail.com and active web link.

For a CV (or a covering letter), in French or English or any other language, it is recommended to choose an **e-mail address** that features **your real name** (as opposed to a pseudonym). More generally, you should **avoid any inconsistency between your name and your e-mail address** (for example the surname of one of my former students was misspelled in his e-mail address, which was a source of confusion for me and probably for others!) and **beware of typing errors** (for example niel@minkley.fr).

5) Profile and objectives / Profil et objectifs

These items **may be grouped together** in a single section of your CV which you may name "**Profil**" in French, or leave unnamed (in particular if the corresponding information is presented inside a box). They are intended to provide a **summary** ("**résumé**" in French) of your **objectives**, for example the type of position and/or company you are looking for, and of your **qualifications**, for example your main diploma and your most distinctive and relevant skills.

In order to write this section of your CV in good French, you may use **vocabulary** provided in the "Work experience", "Education" and "Skills" parts of this article, as well as terms in the "Vocabulary" table of the "Covering/Cover letters" part.

6) Work experience / Expérience professionnelle

This section of your CV describes your various **jobs** ("**emplois**" in French), including **internships / work placements** ("**stages**" in French).
For each job, you should indicate the **period** concerned, the name (and possibly the type) of the **company** or **institution** for which you have worked, the **position** you held and the corresponding **activities and responsibilities**. As far as possible, you should also provide **details** that speak in your favour, in particular concerning what you have actually **achieved** ("**accompli**" or "**réalisé**" in French).

6.1) Periods

It is recommended to present the various **jobs in reverse chronological order** (ie the most recent first), and to mention the **corresponding periods** in the form suggested by the **examples** in the table below.

Expression of periods	Expression des périodes
2020 - present 2020 - to date	2020 - présent
July 2020 - June 2022	juillet 2020 - juin 2022
7/2020-6/2022	7/2020-6/2022
September - December 2023	septembre - décembre 2023
9-12/2023	9-12/2023

NB:

a) It is recommended to **adopt a homogeneous presentation** of periods, if only for aesthetic reasons!

b) Remember that the names of **months** (and days) are written in French with a **lower-case first letter** (except if the name appears at the beginning of a sentence).

c) It is preferable to **avoid using the purely numerical form of periods**, unless you have a line-width problem...

6.2) Activity sectors and types of company/institution

Unless **companies or institutions** mentioned in your CV are well known, it is recommended to **specify** (possibly in brackets) for each of them its **activity sector**, for example "Développement de logiciel" ("Software development" in English) or its **type**, for example "société de développement de logiciel" ("software development company" in English).

You can also provide **active links to the websites** (in French if possible) of the companies or institutions mentioned in your CV.

The link below leads to an official French website which provides a **list of activity sectors in French and English**:

>> French classification of activities – NAF rev. 2 (INSEE)

See also on this site the French-English table (which is not exhaustive!) to which the link below leads:

>> Secteurs d'activité

6.3) Positions

You must specify the **position you held** for each of the jobs mentioned in your CV. The table below provides a few **examples of position titles**.

Positions	Postes
accountant	comptable
advertising copywriter	rédacteur publicitaire (masculine) rédactrice publicitaire (feminine)
assistant product manager	assistant chef de produit (masculine) assistante chef de produit (feminine)
assistant project manager	assistant chef de projet (masculine) assistante chef de projet (feminine)
bank clerk	employé de banque (masculine) employée de banque (feminine)
business analyst	analyste d'affaires
business controller financial controller	contrôleur de gestion (masculine) contrôleuse de gestion (feminine)

customer relations manager	responsable relations clients
development engineer	ingénieur de développement
editor	éditeur (masculine) éditrice (feminine)
executive assistant	assistant de direction (masculine) assistante de direction (feminine)
financial consultant	consultant financier (masculine) consultante financière (feminine)
junior product manager	chef de produit junior
junior project manager	chef de projet junior
marketing manager	responsable marketing
product manager	chef de produit
project manager project leader project lead	chef de projet
sales area manager	responsable de secteur commercial
sales branch manager	responsable d'agence commerciale
sales engineer	ingénieur commercial (masculine) ingénieur commerciale (feminine)
sales manager	responsable commercial (masculine) responsable commerciale (feminine)
salesperson	vendeur (masculine) vendeuse (feminine)
sales representative	représentant (commercial) (masculine) représentante (commerciale) (feminine)
sales support engineer	ingénieur technico-commercial (masculine) ingénieur technico-commerciale (feminine)
teacher	enseignant (masculine) enseignante (feminine)
technical support engineer	ingénieur d'assistance technique
technical writer	rédacteur technique (masculine) rédactrice technique (feminine)
test engineer testing engineer	ingénieur de test
tester	testeur (masculine) testeuse (feminine)
trainer	formateur (masculine) formatrice (feminine)

Click/tap on the links below to go to **other articles on this site which may help you find the proper translation into French of terms that designate various positions or functions** (the first link leads to the table of contents of articles devoted to jobs and functions in various activity sectors).

NB: in order to indicate that a position was held as part of an **apprenticeship** ("**apprentissage** in French) or of an **internship** ("**stage**" in French), you may use a phrase of the kind illustrated by the following examples: "**apprentissage en tant qu'architecte de bases de données**" ("**apprenticeship as a database architect**" in English) or "**stage en tant qu'ingénieur d'exploitation**" ("**internship as an operations engineer**" in English).

6.4) Activities/Responsibilities

In a CV in English, **activities** or **responsibilities** associated with a position are generally described by expressions using verbs (without an article) such as "**developed…, managed…, developing…, managing…**" or "**responsible for organizing…, in charge of organizing…**". In a **CV in French**, it is customary to **use expressions with nouns** such as "**développement de…, gestion de…**" or "**responsable de l'organisation de…, chargé(e) de l'organisation de…**".

The table below provides a few **examples of descriptions of activities or responsibilities in a CV in French**.

Activities/Responsibilities	Activités/Responsabilités
achieved all objectives	atteinte de tous les objectifs réalisation de tous les objectifs
administered the corporate website administering…	administration du site web de l'entreprise
analyzed sales results analyzing…	analyse des résultats commerciaux
audited accounts auditing…	audit des comptes
in charge of managing the budget responsible for managing the budget	chargé de la gestion du budget (masculine) chargée de la gestion du budget (feminine)
in charge of project planning and execution responsible for project planning and execution	chargé de la planification et de l'exécution de projets (masculine) chargée de la planification et de l'exécution de projets (feminine)

conducted customer surveys conducting...	réalisation de sondages clients
conducted system performance tests conducting...	test de performances du système
controlled compliance with industry standards controlling...	vérification de la conformité aux normes industrielles
created a competitive-intelligence function creating...	création d'une fonction de veille concurrentielle
designed a security system designing...	conception d'un système de sécurité
designed and developed multilingual technical documentation designing and developing...	conception et réalisation de documentation technique multilingue
developed business plans developing...	réalisation de plans d'activité de l'entreprise
developed a process-control software application developing...	développement d'un logiciel de contrôle de processus
devised advertising campaigns devising...	élaboration de campagnes publicitaires
drafted service-provider contracts drafting...	rédaction de contrats de prestataires de services
established manufacturing forecasts establishing...	établissement des prévisions de fabrication
implemented new fault-detection procedures implementing...	mise en œuvre de nouvelles procédures de détection de failles
installed and configured workstations and servers installing and configuring...	installation et configuration de postes de travail et de serveurs
launched new products launching...	lancement de nouveaux produits
led a research project leading...	conduite de projet de recherche
managed a department of 50 persons managing..	direction d'un service de 50 personnes
managed a team of 8 persons managing...	responsabilité d'une équipe de 8 personnes
managed incidents and risks managing...	gestion des incidents et risques
negotiated contracts negotiating...	négociation de contrats

organized events organizing…	organisation d'événements
participated in steering-committee meetings participating…	participation aux réunions du comité de pilotage
performed software functional tests performing…	réalisation de tests fonctionnels de logiciels
prepared monthly reports preparing…	préparation de rapports mensuels
priced products pricing…	tarification des produits
processed customer orders processing…	traitement des commandes clients
proofread legal documents proofreading…	relecture et correction de documents juridiques
provided technical support to users providing…	assistance technique aux utilisateurs
published a newsletter publishing…	publication d'une lettre d'information
ran an online community running…	animation d'une communauté en ligne
recruited staff recruiting…	recrutement de personnel
responsible for managing the budget in charge of managing the budget	responsable de la gestion du budget
responsible for project planning and execution in charge of project planning and execution	responsable de la planification et de l'exécution de projets
searched for industrial partners searching…	recherche de partenaires industriels
taught a course in Project Management teaching…	enseignement d'un cours de Gestion de projets
tested hardware components testing…	test de composants matériels
trained editors on indexing tools training…	formation des éditeurs aux outils d'indexation
translated medical publications translating…	traduction de publications médicales
wrote articles writing…	rédaction d'articles

See also on this site the articles to which the following links lead:

>> achever vs to achieve

>> mise en œuvre

>> mise en place

>> mise en service

>> réaliser vs to realize

6.5) Detailed figures

It is recommended to provide **detailed figures** in a CV, for example for a budget you were responsible for. You must however be careful to **not make any mistake** in the presentation of numbers (in French, the decimal separator is the comma and not the dot, which is sometimes used in French as the thousands separator instead of a non-breakable space), or in the position of monetary symbols, or by omitting the "s" which marks the plural of terms such as "millions" in French, as explained on this site in the articles to which the following links lead:

>> Nombres mal formatés (séparateur décimal)

>> Symboles/codes monétaires mal placés

>> Pluriel des puissances de 10 utilisé à tort

The table below provides a few **examples** of detailed figures.

English	Français
Managed a budget of €750,000.	Gestion d'un budget de 750 000 €.
Responsible for using a fund of 2 million euros.	Responsabilité de l'exploitation d'un fonds de 2 millions d'euros.
Cost of project: £2.5 million.	Coût du projet : 2,5 millions £.
Revenue: USD 3.5 billion.	Chiffre d'affaires : 3 milliards (de) USD.

---

7) Education / Formation

This section of your CV should mention the **degrees** or **diplomas** ("**diplômes**" in French) you have obtained and, for each of them, the **institution** ("**institution**" in French) that delivered it, as well as the **year it was awarded** ("**année d'obtention**" in French), for example in the following form:

Licence d'Électronique, Université de Mumbai, Inde, 2023.
(Bachelor's degree in Electronics, University of Mumbai, India, 2023.)

For **studies not yet completed**, you should indicate the diploma you are studying for and the institution where you are preparing it, for example in the following form:

Préparation d'un Master international en Sécurité informatique à l'EPITA, Le Kremlin-Bicêtre (près de Paris), 2023-2024.
(Studying for an International Master's degree in Computer Security at EPITA, Le Kremlin-Bicêtre (near Paris), 2023-2024.)

In the **absence of diplomas and studies under way**, it is well-advised to replace the "Formation" section by a section named "Qualifications" in which you can describe your skills, training courses you may have attended, and/or achievements (you may find it more appropriate to place the latter under "Expérience professionnelle").

The links below lead to **advice for writing a CV without any diploma**:

>> Overcoming 'No Degree' (Great CVs - UK)

>> How To Write a Resume with No Degree: Expert Tips & Examples (Distinctive Career Services - USA)

You can **mention your A levels (or high-school diploma) in the absence of a higher-level diploma**, otherwise it is not necessary to feature it in your CV.

If you have **published** ("**publié**" in French) an **article** ("**article**" in French), a **white paper** ("**livre blanc**" in French), a **dissertation** ("**mémoire**" in French) or a **thesis** ("**thèse**" in French), mention it, with possible **references**, for example an **active link** to the **work** ("**ouvrage**" in French) on the web.

>> Return to the beginning of "Education"

>> Return to the table of contents

>> Return to the beginning of the table of contents

7.1) Diplomas

The **table** below provides (in alphabetical order of English terms) a few **examples** of (sometimes approximate) equivalence of **titles of diplomas** in English and French.

Diplomas	Diplômes
GB: A levels US: High school diploma	Baccalauréat
Advanced vocational diploma in...	BTS de/d'... (NB: BTS = brevet de technicien supérieur)
Bachelor's degree in...	Licence de/d'...
Bachelor of Arts degree in... BA in...	Licence de/d'...

Bachelor of Laws degree LLB	Licence de Droit
Bachelor of Science degree in... BSc in...	Licence de/d'...
Doctor's degree in... PhD in...	Doctorat de/d'...
Doctor of Laws degree LLD	Doctorat de Droit
Doctor of Medicine degree MD	Doctorat de Médecine
Master's degree in...	Master de/d'...
Master of Arts degree in... MA in...	Master de/d'...
Master of Business Administration degree MBA	Master d'Administration des entreprises MBA
Master of Engineering degree in... MEng in...	Diplôme d'ingénieur en...
Master of Laws degree LLM	Maîtrise de Droit Master de Droit
Master of Science degree in... GB: MSc in... US: MS in...	Master de/d'...
Secondary-school Teaching degree in...	CAPES de/d'... (NB: CAPES = certificat d'aptitude au professorat de l'enseignement du second degré)
Secondary-school and University Teaching degree in...	Agrégation de/d'...
University Technology degree	DUT (NB: DUT = diplôme universitaire de Technologie)
Vocational diploma in...	BEP de/d'... (NB: BEP = brevet d'études professionnelles)
Vocational training certificate in...	CAP de/d'... (NB: CAP = certificat d'aptitude professionnelle)

See also on this site, by clicking/tapping on the link below, the part of the article named "Métiers - éducation et formation" which provides **names of a few subjects in French and English**:

>> Matières

The following links lead to **multilingual sites** that can help you find the **translation of titles of European bachelor's, master's and doctor's degrees**:

>> studyportals: Bachelors

>> studyportals: Masters

>> studyportals: PhDs

NB: the expression "**with honours**" translates into French as "**avec mention**", for example "**Master de Physique avec mention**" ("**Master's degree in Physics (with honours)**" in British English).

7.2) Institutions

The **table** below provides (in alphabetical order of English terms) a few **examples** of (sometimes approximate) equivalence of **generic titles of academic institutions** in English and French.

Types of institution	Types d'institutions
Business school	École de Commerce
College	Faculté Université
College of Engineering	École d'ingénieurs
Engineering college Engineering school	École d'ingénieurs
Graduate school	Établissement de 3e cycle Établissement pour études prédoctorales et doctorales
School (in the most general sense)	École
School of Applied Arts	École d'Arts appliqués
School of Engineering	École d'ingénieurs
GB: Secondary school US: High school	Collège et/ou Lycée
GB: Secondary school (first 4 years) US: Junior High school	Collège
GB: Secondary school (last 3 years) US: Senior High school	Lycée
University	Université
University institute of Technology	IUT (NB: IUT = Institut universitaire de Technologie)
University of Technology	Université de Technologie

Vocational school	Lycée professionnel

7.3) Translation into French of the terms "graduate, graduated", etc.

The English terms "**graduate**", "**graduated**", "**(to) have a degree**" and "**qualified**" can be translatd into French as "**diplômé**" (masculine) or "**diplômée**" (feminine). The **table** below provides a few **examples** of how to use those terms.

English	Français
(I am a) graduate in Industrial Design (I am an) Industrial Design graduate (I) graduated in Industrial Design (I) have a degree in Industrial Design	(Je suis) diplômé en Conception industrielle (Je suis) diplômée en Conception industrielle
(I am a) graduate of the University of Mumbai, India (I am a) University of Mumbai, India graduate (I) graduated from the University of Mumbai, India	(Je suis) diplômé de l'Université de Mumbai, Inde (Je suis) diplômée de l'Université de Mumbai, Inde
(I am a) qualified software programmer	(Je suis) programmeur de logiciel diplômé (Je suis) programmeuse de logiciel diplômée

8) Skills / Compétences

This section of your CV presents your **skills in various relevant areas**, generally including languages and computing/IT, for which it is useful to **specify your level of knowledge**.

The **tables** in this part of this article provide **vocabulary** which should help you write this section of your CV in proper French.

8.1) Languages

In order to indicate your **level** in the various languages of which you have a good or average command, you can use the **vocabulary** provided in **examples** in the table below.

NB: it is not useful to mention languages for which your level is rather poor!

Language levels	Niveaux de langues
mother tongue native speaker	langue maternelle
Example: Hindi: mother tongue Hindi: native speaker	hindi : langue maternelle
bilingual	bilingue
Example: bilingual English/German	bilingue anglais/allemand
trilingual	trilingue
Example: trilingual English/Spanish/Italian	trilingue anglais/espagnol/italien
fluent	courant
Example: English: fluent	anglais : courant
good good level	bon bon niveau
Example: French: good level	français : bon niveau
intermediate intermediate level	moyen niveau moyen
Example: Mandarin: intermediate level	mandarin : niveau moyen

In French, **names of languages** are written with a **lower-case first letter** (except if the name appears at the beginning of a sentence), for example "**coréen**" ("**Korean**" in English). To see the **translation of names of languages into French**, consult the articles on this site with a title beginning with "États -" in the "Geography" section, to which the link below leads:

>> Géographie

>> Return to the beginning of "Skills"

>> Return to the table of contents

8.2) Computing/IT

The **table** below provides **vocabulary** related to various **areas of competence** in computing/IT.

Computing/IT	Informatique
Applications	Applications
Content Management Systems CMS	Systèmes de gestion de contenu CMS
Design tools	Outils de conception
Development environments	Environnements de développement
Environments	Environnements
Graphic creation tools	Outils de création graphique
Hardware	Matériels
Languages (for programming)	Langages
Management tools	Outils de gestion
Operating systems	Systèmes d'exploitation
Platforms	Plates-formes
Productivity tools	Outils de productivité
Programming languages	Langages de programmation
Software	Logiciels
Software applications	Applications logicielles
Example: Microsoft Office Suite Microsoft Office Pack	Suite Microsoft Office Pack Microsoft Office
Tools	Outils

For more vocabulary related to software and, more generally, to computing/IT, consult the articles on this site to which the following links lead:

>> informatique

>> matériel, logiciel

>> Ordinateurs, etc.

>> Abréviations - Informatique/Internet

>> Return to the beginning of "Computing/IT"

>> Return to the beginning of "Skills"

>> Return to the table of contents

The **table** below provides **vocabulary** (in alphabetical order of English terms) related to various **levels of competence** with **examples in the area of computing/IT**.

Skill levels	Niveaux de compétence
advanced knowledge of...	connaissance avancée de... connaissance poussée de...
Example: advanced knowledge of CAD software, in particular...	connaissance avancée des logiciels de CAO, en particulier...
Example: advanced knowledge of DBMSs, in particular...	connaissance poussée des SGBD, en particulier...
basic knowledge of...	notions de...
Example: basic knowledge of Adobe Photoshop and Illustrator	notions d'Adobe Photoshop et Illustrator
basics of...	principes fondamentaux de...
Example: basics of software project management	principes fondamentaux de la gestion de projets logiciels
excellent practical knowledge of...	excellente connaissance pratique de...
Example: excellent practical knowledge of Adobe InDesign	excellente connaissance pratique d'Adobe InDesign
experience of...	expérience en...
Example: experience of Android and iOS application design and development	expérience en conception et développement d'applications Android et iOS
a good grounding in...	bonnes bases en...
Example: a good grounding in computer graphics	bonnes bases en infographie
good knowledge of...	bonne connaissance de...
Example: good knowledge of Windows and macOS environments	bonne connaissance des environnements Windows et macOS
good practical experience with...	bonne pratique de...
Example: good practical experience with Microsoft Excel, Word and PowerPoint	bonne pratique de Microsoft Excel, Word et PowerPoint
a grounding in...	bases en...
Example: a grounding in IT	bases en informatique
in-depth knowledge of...	connaissance approfondie de...
Example: in-depth knowledge of object-oriented languages, in particular...	connaissance approfondie des langages orientés objets, en particulier...
knowledge of...	connaissance de...
Example: knowledge of office automation tools, in particular...	connaissance des outils bureautiques, en particulier...

practical experience with...	pratique de...
Example: practical experience with Microsoft Project and Serena OpenProj	pratique de Microsoft Project et de Serena OpenProj
proficient in...	expérimenté en... (masculine) expérimentée en... (feminine)
Example: proficient in HTML and CSS	expérimenté en HTML et CSS (masculine) expérimentée en HTML et CSS (feminine)
a solid grounding in...	solides bases en...
Example: a solid grounding in network architecture	solides bases en architecture de réseaux
working knowledge of...	connaissance pratique élémentaire de...
Example: working knowledge of XML	connaissance pratique élémentaire du XML

8.3) Other skills and abilities

The **table** below provides **vocabulary** (in alphabetical order of English terms) related to various **types of skills and abilities**.

NB: it is obviously recommended to **support skills and abilities mentioned in a CV or a covering letter** with facts (achievements, detailed figures, etc.).

Skills/Abilities	Compétences/Capacités
analytical thinking ability	capacité d'analyse esprit d'analyse
analytical and global thinking ability	capacité d'analyse et de synthèse esprit d'analyse et de synthèse
communication skills	capacité de communication
creativity skills creative thinking ability	capacité de créativité esprit de créativité
decision-making ability	capacité à prendre des décisions
GB: driving licence US: driver's license	permis de conduire
global thinking ability	capacité de synthèse esprit de synthèse
GB: heavy-goods-vehicle driving licence GB: HGV driving licence US: truck driver's license	permis poids lourds
interpersonal communication skills	capacité de communication interpersonelle

management skills	capacité d'encadrement
negotiating skills	compétences en négociation
organizational skills	compétences en organisation
people management skills	capacité d'encadrement
problem-solving ability	capacité à résoudre les problèmes
project management skills	compétences en gestion de projets
public-speaking ability public-speaking skills	capacité à prendre la parole en public
time management skills	compétences en gestion du temps
writing ability writing skills	compétences rédactionnelles

9) Interests - Personal achievements / Centres d'intérêt - Accomplissements personnels

Your **achievements or successes** may be described in the "Expérience professionnelle" section of your CV if they are **related to your work** or, for example for **academic publications**, in the "Formation" section.

As for your **personal achievements**, they are not in principle directly related to your jobs or studies, so they should be presented in the "Centres d'intérêt" or "Centres d'intérêt - Accomplissements personnels" section.

The **table** below provides **vocabulary and examples** (in alphabetical order of English terms) that may be useful for the description of your interests and personal achievements. You can also use vocabulary provided in the table under "Activities/Responsibilities" in the "Work experience" part of this article.

English	Français
award, prize	prix
(I) was awarded a prize in the... competition (I) won an award in the... competition (I) won a prize in the... competition	obtention d'un prix au concours de...
Example: (I) won first prize in the 2022 Indian nationwide drawing competition	obtention du premier prix au concours national indien de dessin 2022
cofounder and coordinator of...	cofondateur et animateur de... (masculine) cofondatrice et animatrice de... (feminine)
Example: cofounder and coordinator of the Bucharest, Romania Art school alumni association (I) cofounded and coordinate the...	cofondateur et animateur de l'association des anciens élèves de l'école d'Arts de Bucarest, Roumanie

	cofondatrice et animatrice de l'association des anciens élèves de l'école d'Arts de Bucarest, Roumanie
creator of...	créateur de... (masculine) créatrice de... (feminine)
Example: creator of the Anglais pratique (Practical English)website to help French speakers to communicate better in professional English (I) created the...	créateur du site web Anglais pratique pour aider les francophones à mieux communiquer en anglais professionnel
medal	médaille
Example: (I) won a gold medal in judo at the Tokyo Olympics in 2021	obtention d'une médaille d'or en judo aux JO de Tokyo en 2021
member of...	membre de...
Example: (I am a) member of the Seoul, South Korea amateur astronomy club	membre du club d'astronomie amateur de Séoul, Corée du Sud

See also on this site the articles that provide **vocabulary in French and English related to various activities** which may fall into the "interests" or "leisure" categories (although the articles deal with "jobs"):

>> Métiers - arts et culture

>> Métiers - sport

>> Return to the beginning of "Interests - Personal achievements"

>> Return to the table of contents

>> Return to the beginning of the table of contents

---

10) References / Références

Unless a potential employer has explicitly requested that you should include references in your CV, you can either not mention any or indicate "**Références disponibles sur demande**" ("**References available upon request**" in English).

However that may be, it is recommended to prepare a **list of a few references** to be used when requested. With the **authorization of each person concerned**, indicate the person's **full name**, the **company/institution** where they work, the person's **title/function** and their **contact information**, including at least an e-mail address, possibly completed with other information you have been allowed to disclose, for example a phone number (which must be internationalized if necessary) and a postal address (with country name if necessary). It is also useful to specify the **relationship** (which may be hierarchical) between each person mentioned as a reference and yourself.

>> Return to the table of contents

>> Return to the beginning of the table of contents

---

11) Covering/Cover letters / Lettres de motivation

Although the **previous parts of this article** deal mainly with CVs, some of the information that is given may also be useful for covering/cover letters. As a complement, this specific part of the article provides **vocabulary and remarks which should help you to <u>write covering/cover letters or e-mails in proper French</u>**.

More advice and examples are given in the documents and on the sites to which links are provided in the final part of this article.

11.1) Addresses

The **sender's address** ("**adresse de l'expéditeur**" in French) is usually placed in the **top left** part of the first page of a letter in French.

The **recipient's address** ("**adresse du destinataire**" in French) is usually placed on the **right**, generally in a lower position than that of the sender's address.

Do not forget to mention the **name of the country where you reside** if your letter is to be sent to a different country.

You should also include your **e-mail address** and **phone number** (which must be internationalized if necessary).

NB: in the case of a covering/cover e-mail, you can of course omit the postal addresses.

11.2) Date

In a letter in French, the date is usually **preceded by the name of city where the sender resides**, a comma and the article "**le**", and is generally placed a few lines **below the recipient's address**.

The table below provides **a few examples** of dates (and cities).

Dates	Villes et dates
GB: 1 August 2024 GB: 1st August 2024 GB & US: August 1, 2024 (letter to be sent from Gentilly)	Gentilly, le 1er août 2024
GB: 2 August 2024 GB: 2nd August 2024 GB & US: August 2, 2024 (letter to be sent from Le Kremlin-Bicêtre)	Le Kremlin-Bicêtre, le 2 août 2024
GB: 3 August 2024 GB: 3rd August 2024 GB & US: August 3, 2024 (letter to be sent from London)	Londres, le 3 août 2024

GB: 16 August 2024 GB: 16th August 2024 GB & US: August 16, 2024 (letter to be sent from Mumbai)	Mumbai, le 16 août 2024
GB: 31 August 2024 GB: 31st August 2024 GB & US: August 31, 2024 (letter to be sent from Paris)	Paris, le 31 août 2024

NB: remember that the first day of a month is represented in French by the ordinal number "**1er**" (premier), whereas all other days are represented by a cardinal number, and that the **names of months** (and days) are written with a **lower-case first letter** (except if they appear at the beginning of a sentence).

11.3) Initial salutation

The table below provides **a few examples** of initial salutations in French.

Form of address for the recipient	Formule pour s'adresser au destinataire
Dear Sir,	Monsieur,
Dear Madam,	Madame,
Dear Sir or Madam,	Madame, Monsieur,
Dear Mr. X,	Monsieur X,
Dear Ms. Y,	Madame Y,
Dear Dr. Z,	Docteur Z,

NB: the very impersonal phrase "**À qui de droit**" ("**To whom it may concern**" in English) **should be avoided** in a covering/cover letter or e-mail.

11.4) Ending phrase

The table below provides **an example** of ending phrase in French (with variants depending on the initial salutation).

Ending phrase	Formule finale
GB: Yours sincerely, GB: Yours faithfully, US: Sincerely yours, (initial salutation = "Monsieur,")	Veuillez agréer, Monsieur, l'expression de mes salutations distinguées
" (initial salutation = "Madame,")	Veuillez agréer, Madame, l'expression de mes salutations distinguées,
" (initial salutation = "Madame, Monsieur,")	Veuillez agréer, Madame, Monsieur, l'expression de mes salutations distinguées,
" (initial salutation = "Monsieur X,")	Veuillez agréer, Monsieur X, l'expression de mes salutations distinguées,
" (initial salutation = "Madame Y,")	Veuillez agréer, Madame Y, l'expression de mes salutations distinguées,
" (initial salutation = "Docteur Z,")	Veuillez agréer, Docteur Z, l'expression de mes salutations distinguées,

11.5) Subject, Reference, Enclosure

The **subject** of your covering/cover letter in French can be specified by mentioning the **title of the position** for which you are applying, possibly completed with a **reference**, for example as follows: "**Objet : Poste de Chef de projet (référence CP-2024-03)**".

The above-mentioned information can be placed **before the initial salutation in a letter or in the "Subject" field of an e-mail** (in the case of an e-mail, you can omit the "Objet : " part).

As for mentioning an "**enclosure**" or an "**attachment**", you can use the expression "**pièce jointe**" (which can be abbreviated as "**PJ**"). That indication should be placed **at the end** of your letter (below your signature) or of your e-mail (below your full name).

The table below provides **examples** of how to mention the presence of enclosures/attachments in French.

English	Français
GB: Enclosure: Curriculum vitae US: Enclosure: Résumé	Pièce jointe : curriculum vitæ
GB: Enclosures: CV and list of referees GB: Enclosures: CV and list of references US: Enclosures: Résumé and list of references	Pièces jointes : CV et liste de références

GB: Attachment: Curriculum vitae US: Attachment: Résumé	Pièce jointe : curriculum vitæ
GB: Attachments: CV and list of referees GB: Attachments: CV and list of references US: Attachments: Résumé and list of references	Pièces jointes : CV et liste de références

You can also include a **sentence** in the body of your letter or e-mail to indicate that you have enclosed/attached your CV (see examples of such a sentence in the table featured in the following part of this article).

11.6) Vocabulary

As a complement to the vocabulary featured under "Activities/Responsibilities" in the "Work experience" part of this article and under "Other skills and abilities" in the "Skills" part, the **table** below (which may be enhanced...) provides **a few terms that may be useful for writing a covering/cover letter or e-mail in French**.

NB: some of the terms in the table are a bit "cliché" ("cliché" in French), so you should use them in moderation!

See also the specialized documents and sites to which I provide links in the following (and last) part of this article.

English	Français
Following your advertisement, I would like to apply for the position of...	Suite à votre annonce, je souhaite présenter ma candidature au poste de...
Having heard that your company is currently recruiting staff, I am hereby applying for a position of...	Ayant appris que votre entreprise est en phase de recrutement de personnel, je fais acte de candidature par la présente à un poste de...
I will soon complete my internship at..., and would like to apply for the above-referenced position.	Ayant bientôt fini un stage chez..., je souhaite poser ma candidature au poste cité en référence ci-dessus.
I am completing my studies at..., and would like to apply for an internship at your company.	Je termine mes études à... et souhaite postuler à un stage dans votre société.
I am convinced that my experience and skills meet the requirements of the position of...	Je suis convaincu que mon experience et mes compétences répondent aux exigences du poste de...
I am autonomous.	Je suis autonome.
I am a good communicator.	J'ai le sens de la communication.
I have initiative.	J'ai l'esprit d'initiative.
I am methodical.	Je suis méthodique.

I am meticulous.	Je suis méticuleux. (masculine) Je suis rigoureux. (masculine) Je suis méticuleuse. (feminine) Je suis rigoureuse. (feminine)
I have a passion for products.	J'ai une passion pour les produits.
I am scrupulous.	Je suis scrupuleux. (masculine) Je suis scrupuleuse. (feminine)
I am a self-starter.	J'ai l'esprit d'initiative.
I have a strong experience in...	J'ai une expérience solide en...
I am a team player.	J'ai l'esprit d'équipe.
I like teamwork.	J'aime le travail en équipe.
I am a very hard worker.	Je suis un grand travailleur. (masculine) Je suis une grande travailleuse. (feminine)
GB: I have enclosed my CV to support my application. GB: I have attached my CV... US: I have enclosed my résumé to support my application. US: I have attached my résumé...	J'ai joint mon CV à cette lettre en appui de ma candidature. J'ai joint mon CV à ce mail...
GB: Please find enclosed my CV, which provides details of my work experience. GB: Please find as an attachment my CV... US: Please find enclosed my résumé, which provides details of my work experience. US: Please find as an attachment my résumé...	Veuillez trouver ci-joint mon CV, qui fournit les détails de mon expérience professionnelle.
I will be in Brussels next week and available for an interview at your convenience.	Je serai à Bruxelles la semaine prochaine et disponible pour un entretien à votre convenance.
Thank you for considering my application. Thank you for reviewing my application.	Je vous remercie pour l'attention que vous porterez à ma candidature.
I look forward to hearing from you,	Dans l'attente de vous lire,

12) Other resources related to CVs/résumés and covering/cover letters in French

12.1) Links to other useful sites

In English:

>> What You Need on a French Résumé (ThoughtCo.)

>> French Résumé Example (ThoughtCo.)

In French:

>> Modèles de lettres de motivation et de CV en français (modèle-cv-lettre.com)

12.2) Links to sample documents in French
(extracted from the Grand Dictionnaire Hachette-Oxford and converted to PDF format)

>> CV of an English graduate

>> CV of an American academic

>> CV of an English middle manager

>> CV of an English senior executive

>> Covering letter

>> Reply to a job ad

>> Looking for a placement (internship)

>> A few useful expressions and phrases

12.3) See also on this site:

>> Other articles under topic "Emploi, Organisation" (Employment, Organization)

>> Salutations, remerciements et voeux (Greetings, thanks and wishes)

>> Return to the beginning of "Other resources related to CVs/résumés and covering/cover letters in French"

>> Return to the table of contents

>> Retour to the beginning of the table of contents

>> Return to the top of the article

Read below a **comment made on this article** by a visitor to this website.

March 26, 2014 17h05, by Frances K.
Hello Neil,
Je suis née à Montréal (Canada), and that's where I'm writing you from.
I found your website the other day, while researching how to write my c.v. en français.
So, your website for French speakers was helpful, in reverse.
Thanks,
Frances K.

March 27, 2014 9h46, by Neil Minkley

Bonjour Frances et merci beaucoup pour ton message :-)

I'm glad to hear that my site was useful to you. I actually wrote the article on CVs in French for my "foreign" (non-French-speaking) students at EPITA (an Engineering school), where I teach Project Management (in English), hoping it would also be useful to other audiences, and you've confirmed it is indeed!

All the best,

Neil