

Writing a Resume

Class Objective: I am able to write a resume in French.

Concept A: Vocabulary required for the topic.

Talking about personal information:

- Les Données personnelles - The personal info
- Prénom - First name
- Nom - Surname
- L'État civil - Civil status/Family status
- Célibataire - Bachelor/Spinster
- Marié - Married
- Veuf / Veuve - Widower/Widow
- Les coordonnées - Contact details
- Le numéro de téléphone - The telephone number
- Le courriel - The email
- L'adresse - The address

Talking about skills:

- La Formation - Education/Training
- Dactylographie: Typing
- Comptabilités - Accounting
- Language knowledge
 - * (Basic) knowledge - Notions
 - * Conversant - Maîtrise convenable, Bonnes connaissances
 - * Proficient - Lu, écrit, parlé
 - * Fluent - Courant
 - * Bilingual - Bilingue
 - * Native language - Langue maternelle
- Gestion des produits - Product management
- Classement - Filing
- Assurer les boucllements fin de mois - Month end account closing
- Gérer un agenda,appel téléphonique - Manage a calendar and phone call
- Expérimenté - Experienced
- Autonome - Independent
- Bac / Baccalauréat - High school certificate
- Diplôme / licence - Graduation
- Maîtrise - Masters

Others -

- Une stage - An internship
- Un stagiaire - An intern
- L'Expérience professionnelle - Professional experience
- Le poste occupé - Position held

1. **Introduction**

2. **Background**

3. **Method**

1. **Study Design**
2. **Participants**
3. **Intervention**

4. **Results**

1. **Primary Outcome**
2. **Secondary Outcome**
3. **Subgroup Analysis**

5. **Conclusion**

1. **Summary**

6. **References**

7. **Appendix**

8. **Supplementary Materials**

9. **Conclusion**

1. **Summary**
2. **Key Points**
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10. **References**

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