

Tout ce que vous devez savoir sur votre CV et votre lettre de motivation

acerta

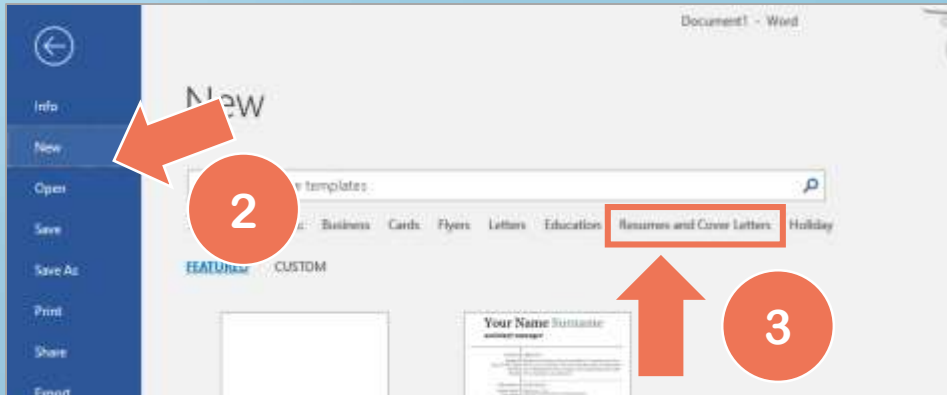
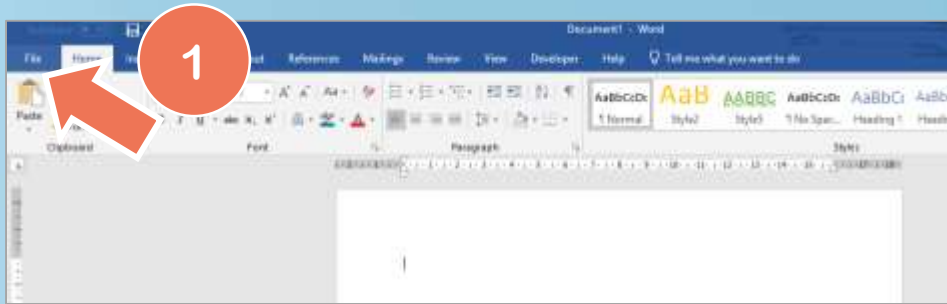


Je n'ai pas encore de CV

Utiliser un modèle existant sur Word

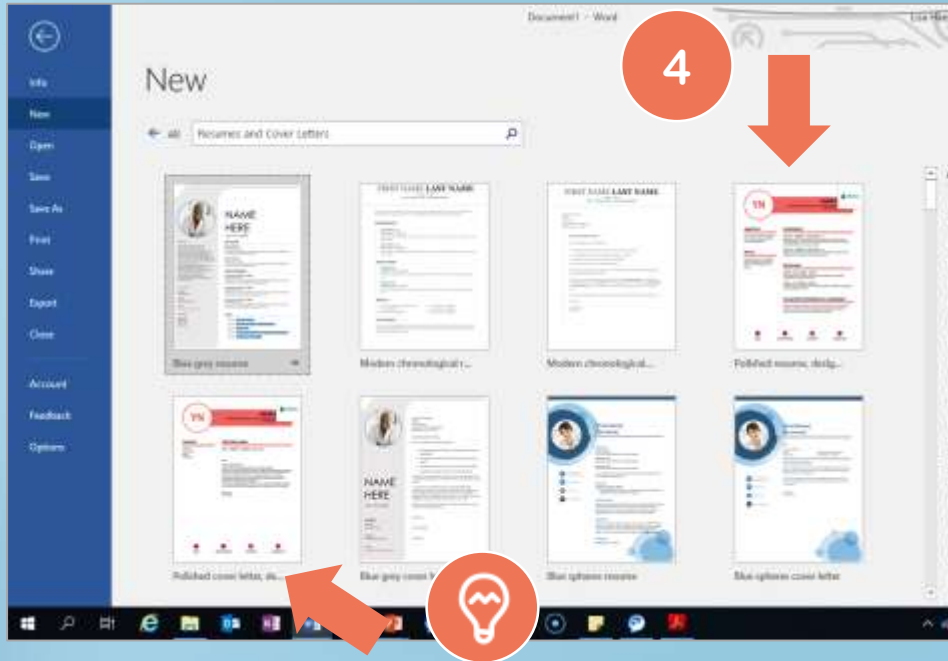


Comment sélectionner un modèle de CV?



1. Ouvrez un nouveau document Word et cliquez sur **FICHIER**
2. Sélectionnez **NOUVEAU**
3. Cliquez sur **C.V. ET LETTRES DE MOTIVATION**, pour avoir un aperçu des options.

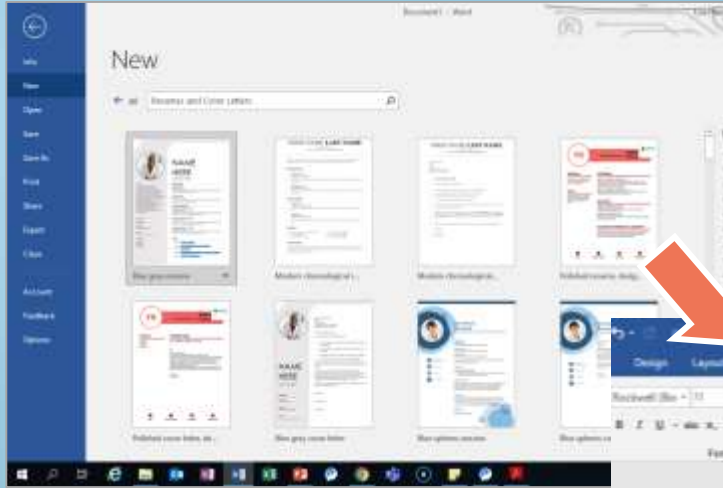
Comment sélectionner un modèle de CV?



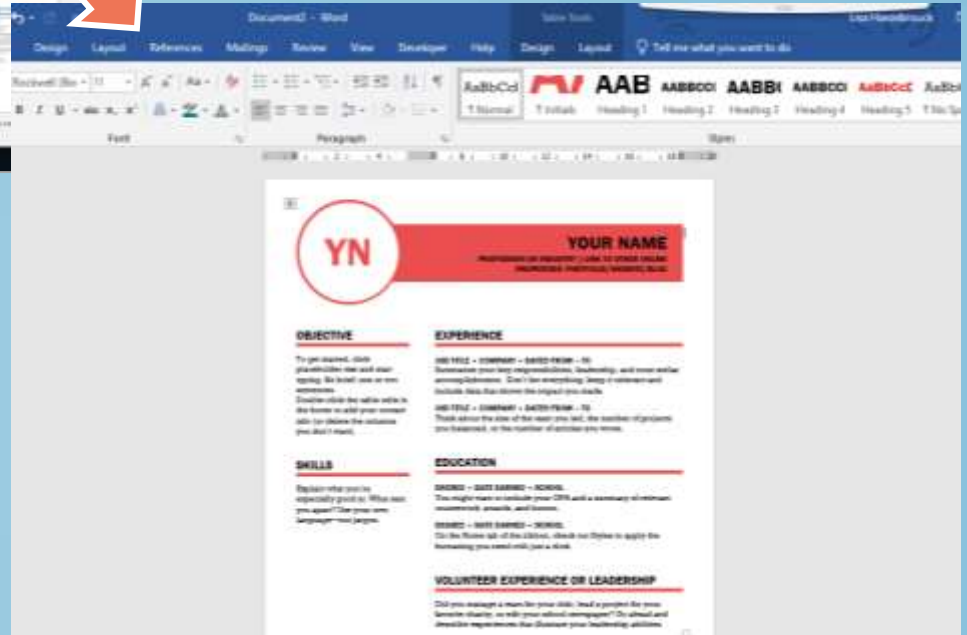
4. Choisissez un CV qui vous parle... Nous avons pris le CV rouge comme exemple



ASTUCE: Vous pouvez également choisir la lettre de motivation correspondante



Le modèle est ouvert dans un nouveau document






Modifier le modèle

Pied de page (footer)

- Certains modèles de CV ont des en-têtes/pieds de page. Un pied de page (footer) est en bas de la page, un en-tête (header) est au dessus.
- Dans cet exemple, nous utilisons **un pied de page** pour les données de contact.
- L'avantage est que le texte en pied de page se répète par défaut sur toutes les pages, sauf si on le paramètre différemment. Pratique pour un recruteur, pour savoir quelles pages vont ensemble.
- Quand le pied de page (ou en-tête) est transparent, vous ne pouvez pas en modifier le contenu. Mais vous pouvez travailler dans le reste du document.



YOUR NAME

PROFESSION OR INDUSTRY | LINK TO OTHER ONLINE PROPERTIES: PORTFOLIO, WEBSITE, BLOG

OBJECTIVE

To get started, click placeholder text and start typing. Be brief: one or two sentences. Double-click the table cells in the footer to add your contact info (or delete the columns you don't want).

EXPERIENCE

JOB TITLE • COMPANY • DATES FROM - TO
Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything; keep it relevant and include data that shows the impact you made.

JOB TITLE • COMPANY • DATES FROM - TO
Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote.

SKILLS

Explain what you're especially good at. What sets you apart? Use your own language—not jargon.


EDUCATION


DEGREE • DATE EARNED • SCHOOL
You might want to include your GPA and a summary of relevant coursework, awards, and honors.


DEGREE • DATE EARNED • SCHOOL
On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a click.


VOLUNTEER EXPERIENCE OR LEADERSHIP


Did you manage a team for your club, lead a project for your favorite charity, or edit your school newspaper? Go ahead and describe experiences that illustrate your leadership abilities.




EMAIL

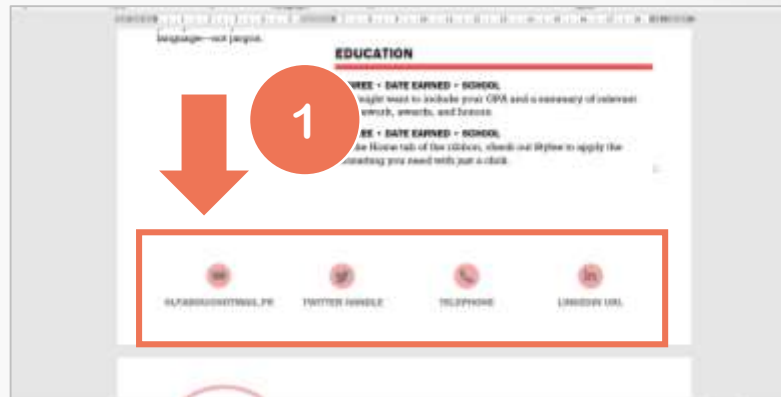

TWITTER HANDLE


TELEPHONE

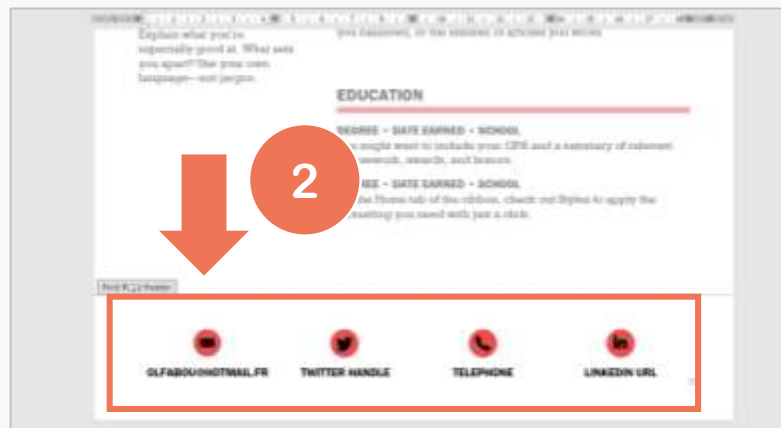

LINKEDIN URL

Modifier le pied de page

1. Double-cliquez sur la partie **du bas de la page** pour modifier le pied de page.



2. Le pied de page change de contraste. Vous pouvez maintenant modifier le texte. Lorsque vous êtes prêt, double-cliquez sur le **milieu** de la page.



Modifier un modèle

Modifier les illustrations
(graphiques)





PROFILE

Want to put your own image in the photo? It's easy! Select the image and do a right mouse click. Select "Fit" from the thumbnail menu. Choose Picture... from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image.

Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below "Crop" and select "Fit" from the list. This will auto adjust your image to snap to the image. You can click and drag your image to place it appropriately.

CONTACT

PHONE:
575-525-0103

WEBSITE:
Website goes here

EMAIL:
olbouze@olbouze.com

HOBBIES

garden
Hobby #2
Hobby #3
Hobby #4

OLFA BOUZEZZA

Toegepaste psycholoog

EDUCATIE

[School Name]
[Dates From] - [To]
[It's easy to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.]

[School Name]
[Dates From] - [To]
[It's easy to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.]

WERK ERVARING

[Company Name] [Job Title]
[Dates From] - [To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it short.]

[Company Name] [Job Title]
[Dates From] - [To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it short.]

[Company Name] [Job Title]
[Dates From] - [To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it short.]

SKILLS

stict	90%
ambacht	75%
onthoud	95%
flexibel	100%
social	70%

- Les illustrations (graphiques) ne sont pas seulement utilisées dans les statistiques, elles peuvent également être utiles dans le contexte d'un CV.
- Parfois, dans un modèle de CV, les graphiques sont utilisés pour représenter certaines choses de manière plus visuelle. L'exemple de CV ici à gauche met certaines compétences en évidence de cette manière.
- C'est une manière de rendre votre CV visuellement plus attractif. Mais utilisez-la avec modération, considérez plutôt cela comme une petite touche en plus.

PROFILE

Want to put your own image in the circle? It is easy! Select the image and use a right mouse click. Select "Fit" from the shortcut menu. Choose Picture... from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image.

Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below "Crop" and select "Fit" from the list. This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately.

CONTACT

PHONE:
478-555-0103

WEBSITE:
Website goes here

EMAIL:
example@example.com

HOBBIES

Hobby #1
Hobby #2
Hobby #3
Hobby #4

**NAME
HERE**

JOB TITLE HERE

EDUCATION

[School Name]
[Dates From] - [To]
[It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.]

[School Name]
[Dates From] - [To]
[It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.]

WORK EXPERIENCE

[Company Name] [Job Title]
[Dates From]–[To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it short.]

[Company Name] [Job Title]
[Dates From]–[To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it short.]

[Company Name] [Job Title]
[Dates From]–[To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it short.]

SKILLS

Skill #1	30%
Skill #2	70%
Skill #3	50%
Skill #4	100%
Skill #5	20%

1. Cliquez sur un endroit à l'intérieur du rectangle
2. Vous verrez alors les contours du graphique (ligne avec des points)



The screenshot shows the Microsoft Word ribbon with the 'Design' tab selected. A red circle with the number '3' highlights the 'Design' tab, and another red circle with the number '4' highlights the 'Edit Data' menu option. A red arrow points to the 'Edit Data' menu, and another red arrow points to the 'Edit Data' option in the dropdown menu.

WORK EXPERIENCE

[Company Name] [Job Title]
[Dates From]–[To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.]

[Company Name] [Job Title]
[Dates From]–[To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.]

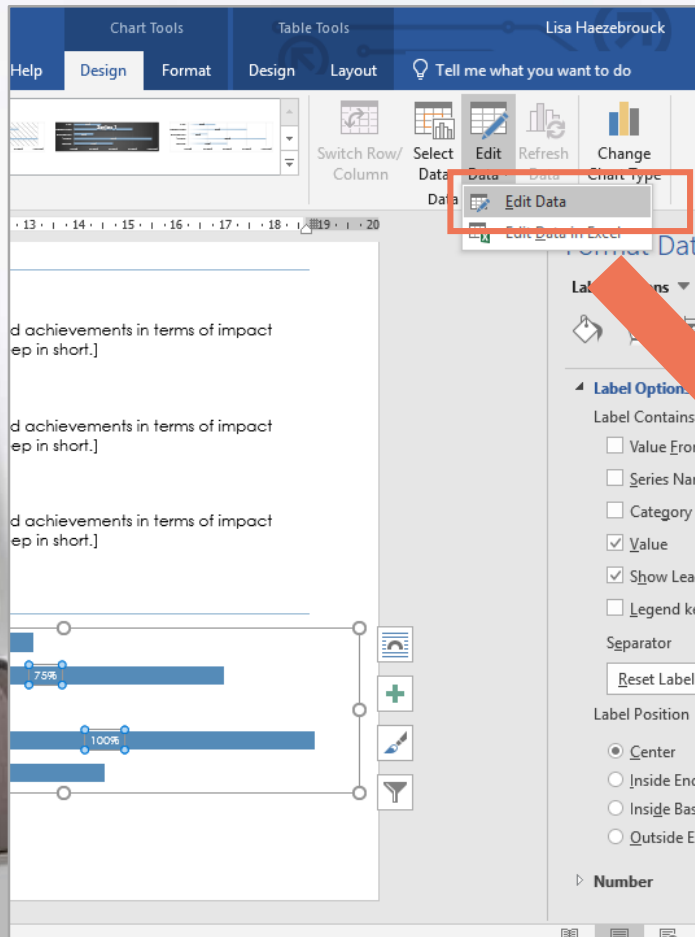
[Company Name] [Job Title]
[Dates From]–[To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.]

SKILLS

Skill #1	35%
Skill #2	75%
Skill #3	25%
Skill #4	100%
Skill #5	50%

3. Cliquez sur **CREATION** dans **OUTILS DE GRAPHIQUE**

4. Ensuite, cliquez sur **MODIFIER LES DONEES** et sélectionnez l'option **MODIFIER LES DONNEES**



5. Une fenêtre pop-up apparaît dans laquelle vous pouvez modifier différentes choses.

Dans le cas présent, compétences et pourcentage, mais vous pouvez également utiliser des niveaux, par ex.: de faible à très bon

Apuyez sur **ENTER** quand vous êtes prêt.

	A	B	D	E
1		Series 1		
2	Skill #5	0,5		
3	Skill #4	1		
4	Skill #3	0,25		
5	Skill #2	0,75		
6	Skill #1	0,35		
7	Competencies	Percentage		
8				

Adapter le modèle

Insérer une photo



Insérer une photo

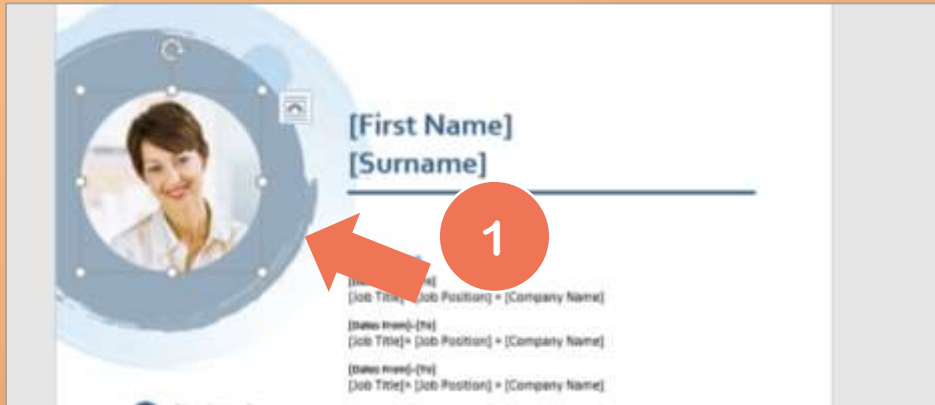


Dans certains secteurs, une présentation soignée est très importante en raison de contacts avec les clients. Par exemple dans la vente ou l'accueil.

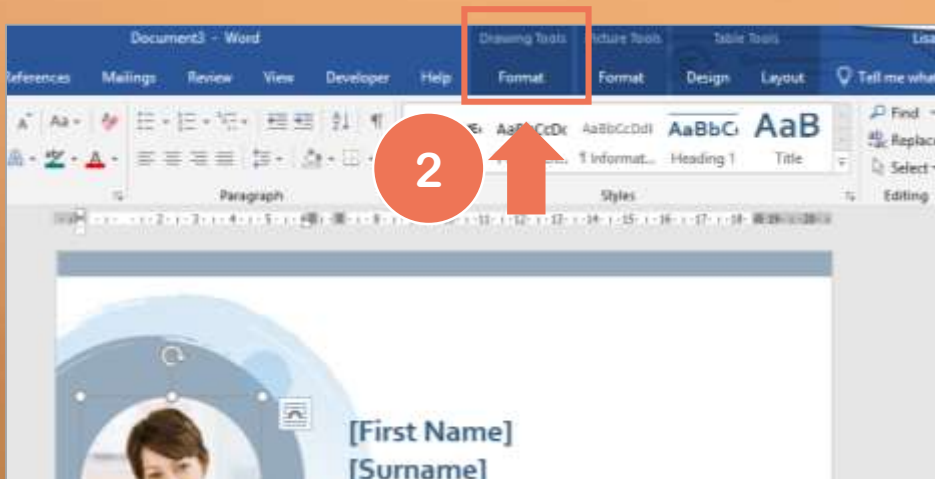
Dans ce contexte, les employeurs demandent expressément de joindre une photo au CV. Certains modèles Word prévoient un espace pour joindre une photo.



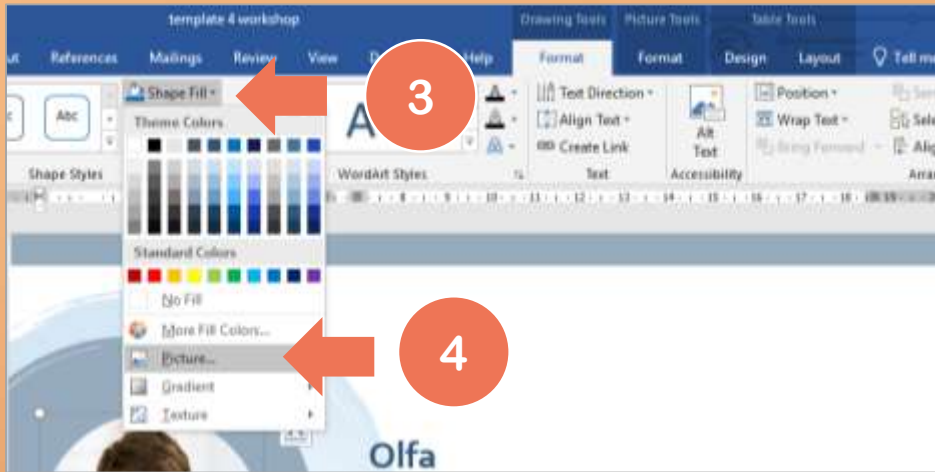
ASTUCE: on peut joindre une photo, mais ce n'est pas obligatoire, si ce n'est pas explicitement demandé.



1. Cliquez sur la photo d'exemple. La photo est maintenant encadrée dans un carré avec des points.



2. Dans le ruban bleu, en haut, vous avez différents onglets avec les fonctionnalités correspondantes. Sélectionnez **MISE EN FORME** (en dessous d'Outils de dessin)

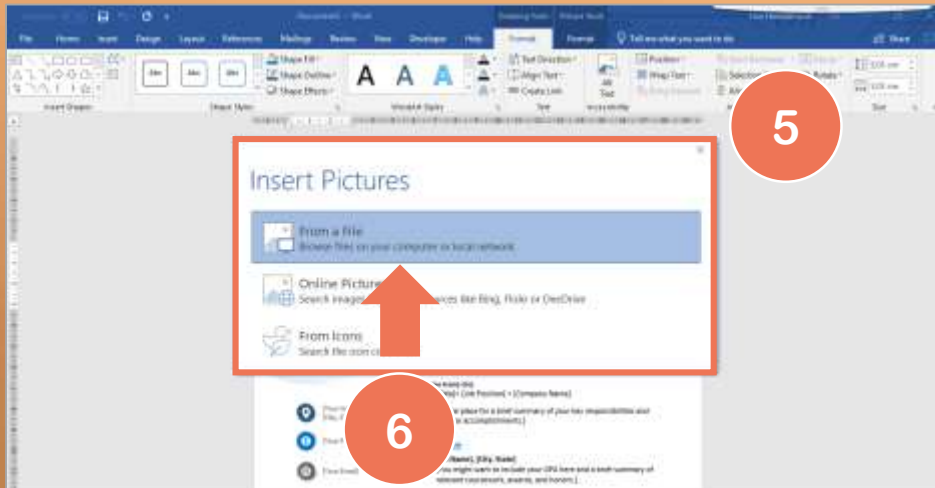


3. Cliquez sur **REPLISSAGE**

4. Cliquez sur **IMAGE**

5. Un pop-up apparaît pour vous demander d'insérer une image

6. Cliquez sur **A PARTIR D'UN FICHIER**. Choisissez alors dans l'ordinateur, une photo adaptée que vous voulez insérer.



Document3 - Word

References Mailings Review View Developer Help

Format Format Tell me what you want to do

Shape Fill Shape Outline Shape Effects

WordArt Styles

Text Direction Align Text Create Link

Position Wrap Text Bring Forward

Alt Text

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

[First Name]
[Surname]

Experience

[Dates From]-[To]
[Job Title] • [Job Position] • [Company Name]

[Dates From]-[To]
[Job Title] • [Job Position] • [Company Name]

[Dates From]-[To]
[Job Title] • [Job Position] • [Company Name]

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

Education

[School Name], [City, State]

- [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.]

[Your Address]
[City, ST ZIP Code]

[Your Phone]

[Your Email]

Il peut parfois arriver que la photo ne s'affiche pas correctement, les proportions ne sont pas adaptées.

Document3 - Word

References Mailings Review View Developer Help **Format** Format Tell me what you want to do

Shape Fill Shape Outline Shape Effects

WordArt Styles

Text Direction Align Text Create Link

Position Wrap Text Bring Forward

Alt Text

1

[First Name]
[Surname]

Experience

[Dates From]-[To]
[Job Title] • [Job Position] • [Company Name]

[Dates From]-[To]
[Job Title] • [Job Position] • [Company Name]

[Dates From]-[To]
[Job Title] • [Job Position] • [Company Name]

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

Education

[School Name], [City, State]

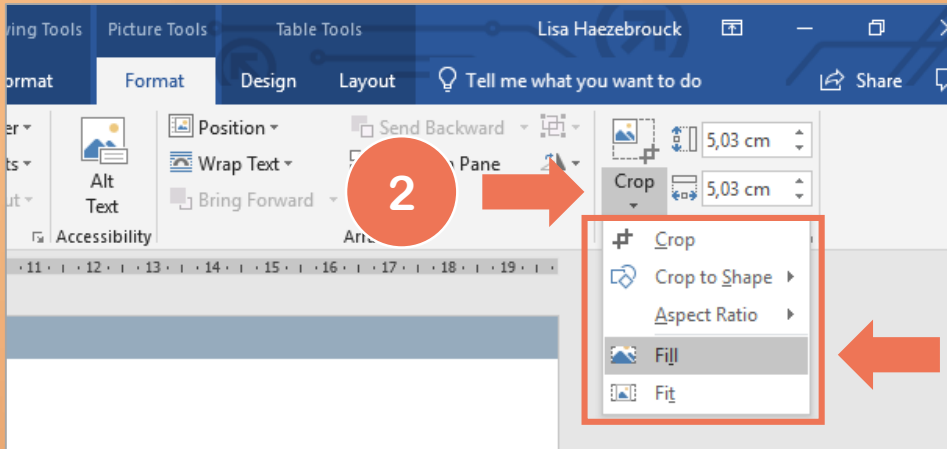
- [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.]

[Your Address]
[City, ST ZIP Code]

[Your Phone]

[Your Email]

1. Allez sur **OUTILS IMAGE** et cliquez sur **MISE EN FORME**



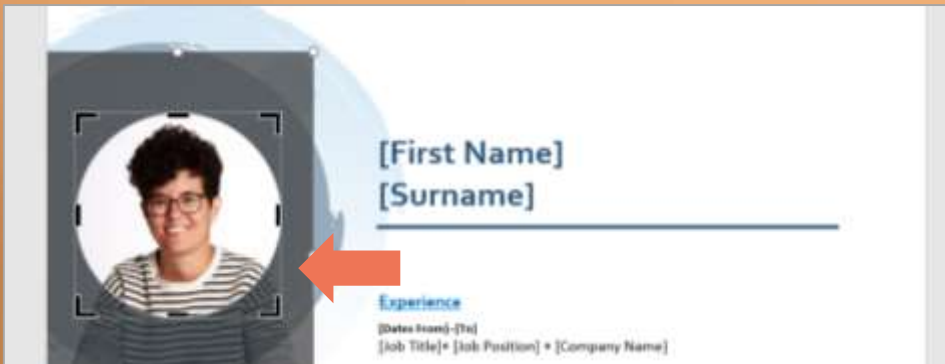
2. Cliquez sur **ROGNER** et choisissez l'option **Remplir**

Les proportions de la photo se rétablissent.





3. Cliquez sur le point blanc, maintenez le bouton gauche de la souris et glissez pour obtenir la taille voulue.
4. Maintenez le bouton de la souris enfoncé dans la partie en gris foncé pour déplacer la photo.



Insérer une photo
Résultat



[First Name]
[Surname]

Experience
[Date Range]-[To]
[Job Title]-[Job Position]-[Company Name]
[Date Range]-[To]
[Job Title]-[Job Position]-[Company Name]
[Date Range]-[To]
[Job Title]-[Job Position]-[Company Name]
[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

Education
[School Name], [City, State]
• [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.]

Communication
[Want to put your own image in the circle? It is easy! Select the image and do a right mouse click. Select "Edit" from the shortcut menu. Choose Picture... from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image.]

Leadership
[Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below "Crop" and select "RI" from the list. This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately.]

References
[Available upon request.]

[Your Address]
[City, ST ZIP Code]

[Your Phone]

[Your Email]

[Your Website]



Exporter le modèle

PDF



Exporter en pdf

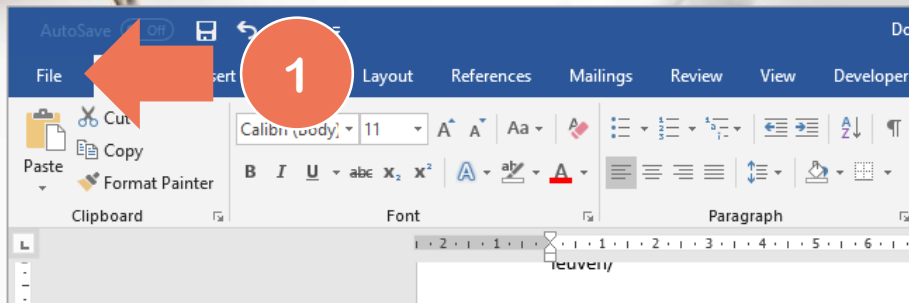
Si vous êtes satisfait de votre CV, sauvegardez-le en Word et exportez-en une version en PDF.

Word = Document de travail

Vous pouvez ainsi facilement modifier votre CV quand c'est nécessaire.

PDF = Document fini

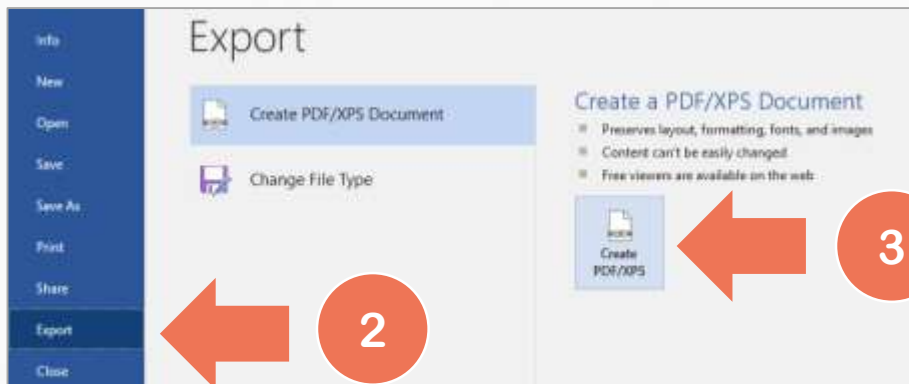
C'est le document que vous faites parvenir à l'employeur. Le PDF a l'avantage de préserver votre mise en forme et, encore plus important, son contenu ne peut pas être modifié.



1. Satisfait du résultat?
Allez dans **FICHIER**

2. Cliquez sur **EXPORTER**

3. Sélectionnez **Créer PDF/XPS**



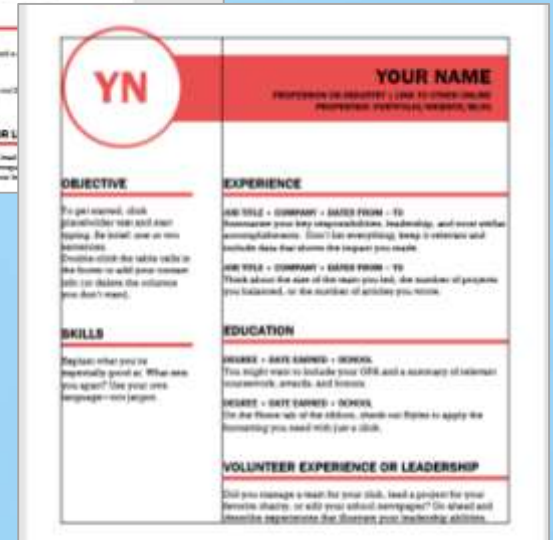
Modèle

Astuce en bonus



Dans les coulisses d'un modèle Word

- Derrière la mise en forme, se cache un tableau. C'est utile de le savoir car cela vous permet de comprendre comment le modèle a été élaboré.
- Si votre texte ou la mise en forme saute, vous pourrez voir si cela est dû à la structure du tableau.
- Un tableau a l'avantage de vous donner plus de contrôle sur l'endroit où le texte doit être placé.
- Vous pouvez apprendre comment créer vous-même un modèle de CV à partir d'une page blanche dans notre guide HOW TO _ Word pour les experts. (titre de travail)





Astuce en bonus: Montrer la structure du tableau

1. Cliquez sur la **petite croix** pour afficher le contenu du tableau. (C'est la zone grise)

Document2 - Word

References Mailings Review View Developer Help Design Layout Tell me what you want to do

AaBbCc | AAB AABBCCI | Normal Initials Heading 1 Heading 2

Paragraph Styles

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

YN **YOUR NAME**
PROFESSION OR INDUSTRY | LINK TO OTHER ONLINE PROPERTIES, PORTFOLIO/WEBSITE/BLOG

OBJECTIVE
To get started, click placeholder text and start typing. Be brief: one or two sentences.
Double-click the table cells in the footer to add your contact info (or delete the columns you don't want).

EXPERIENCE
JOB TITLE • COMPANY • DATES FROM - TO
Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything; keep it relevant and include data that shows the impact you made.
JOB TITLE • COMPANY • DATES FROM - TO
Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote.

SKILLS
Explain what you're especially good at. What sets you apart? Use your own language—not jargon.

EDUCATION
DEGREE • DATE EARNED • SCHOOL
You might want to include your GPA and a summary of relevant coursework, awards, and honors.
DEGREE • DATE EARNED • SCHOOL
On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a click.

VOLUNTEER EXPERIENCE OR LEADERSHIP
Did you manage a team for your club, lead a project for your favorite charity, or edit your school newspaper? Go ahead and describe experiences that illustrate your leadership abilities.



Astuce en bonus:
Montrer la structure du tableau

2. Cliquez sur **CREATION**
3. Sélectionnez **BORDURES** et, dans les options, choisissez **TOUTES LES BORDURES**

The screenshot shows the Microsoft Word interface with the Table Tools ribbon active. The 'BORDURES' (Borders) button is highlighted with a red circle and an arrow labeled '2'. The 'BORDURES' dropdown menu is open, showing various border options. The 'All Borders' option is highlighted with a red circle and an arrow labeled '3'. The background shows a resume template with sections like 'YOUR NAME', 'EXPERIENCE', 'EDUCATION', and 'VOLUNTEER EXPERIENCE OR LEADERSHIP'.

Table Tools

Help Design Layout Tell me what you want to do


Shading Border Styles 1/2 pt Pen Color

Borders

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border
- All Borders
- Outside Borders
- Inside Borders
- Inside Horizontal Border
- Inside Vertical Border
- Diagonal Down Border
- Diagonal Up Border
- Horizontal Line
- Draw Table
- View Gridlines
- Borders and Shading...

Structure du tableau du modèle de CV

En rendant les bordures visibles, vous pouvez voir la manière dont le modèle est élaboré. Cela vous permet de mieux comprendre.

	YOUR NAME PROFESSION OR INDUSTRY LINK TO OTHER ONLINE PROPERTIES: PORTFOLIO/WEBSITE/BLOG
OBJECTIVE To get started, click placeholder text and start typing. Be brief: one or two sentences. Double-click the table cells in the footer to add your contact info (or delete the columns you don't want).	EXPERIENCE JOB TITLE • COMPANY • DATES FROM – TO Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything; keep it relevant and include data that shows the impact you made. JOB TITLE • COMPANY • DATES FROM – TO Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote.
SKILLS Explain what you're especially good at. What sets you apart? Use your own language—not jargon.	EDUCATION DEGREE • DATE EARNED • SCHOOL You might want to include your GPA and a summary of relevant coursework, awards, and honors. DEGREE • DATE EARNED • SCHOOL On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a click.
	VOLUNTEER EXPERIENCE OR LEADERSHIP Did you manage a team for your club, lead a project for your favorite charity, or edit your school newspaper? Go ahead and describe experiences that illustrate your leadership abilities.



An aerial view of a city skyline at sunset, with a blue gradient overlay. The word "Merci" is centered in the image.

Merci