



HEC MBA CV Template

The document attached will provide you with the template and format required for your HEC CV.

The template is filled with instructions and other place-holding information. You will need to replace the text on the document with your corresponding information.

DO NOT MAKE ANY CHANGES TO ANY FORMATING. (Font is 'Verdana')

All information has been entered in tables. The tables are meant to maintain consistent spacing and alignment on each participant's CV.

To show the tables in MS Word 1997-2003:

- On the "Table" menu, click "Show Gridlines" or "Hide Gridlines".
- Dans le menu « Tableau », cliquez sur « Afficher le quadrillage » ou « Masquer le quadrillage ».

To show the tables in MS Word 2007-2010:

- On the button for "Borders", click "Show Gridlines" or "Hide Gridlines".
- Dans le bouton « bordure et trame », cliquez sur « Afficher le quadrillage » ou « Masquer le quadrillage ».

You do not need to include tabs or use the bullet point feature of Word. Please copy and paste the character for the bullet point at the beginning of each new line in the appropriate sections where they appear. Do not add additional formatting.

Please follow along with this document to make sure that each section is filled out correctly.

REMEMBER:

Your CV should NOT go onto the second page. You must work within the given template while maintaining the one-page length.

Name:

- Please type your name as shown; first name in capital and lower case followed by your last name in all capital letters. If you go by a name that is not your given name, the name you use should be the one that appears on the top of the CV. If you wish, you can add your given name in parentheses.
- eg. Bill (William) GATES
- Do not add professional qualifications such as PMP to behind your name. This information can be presented in the Additional Information section.

Photo:

- The photo should be replaced with the professional photograph that was taken the first week of school. If you have not taken this photo or do not have a copy of the file, please contact the CMC for further instructions.
- Insert the photo file, position it "In front of text," and then resize it accordingly.
- The photo should be around 4 centimetres tall.

Personal Information:

- Complete your date of birth by filling in the day, month (abbreviated), and year.

- Example: 07 Nov 1983
- Please use Jan, Feb, Mar, April, May, June, July, Aug, Sept, Oct, Nov, or Dec
- List your nationalities. Do not provide work permit information here. This can be mentioned in the Additional Information section.

Forwarding Address:

- As your CV will be circulated by HEC and the CMC after you have finished your time here at HEC, this address should be a semi-permanent address that will be **a valid means of contact even after your studies here at HEC are finished**. This may be back in your home country.
- Please include at least one telephone number and your personal email address.
- Phone numbers should be formatted as an international number with a plus sign, country code, and the full phone number.
 - Example: +336 12 34 56 78; +1 555 123 4567

Current Address:

- Please provide the address for your current residence.
- If you live on campus, please follow the format and structure of the address on the template.
- If you are housed off-campus, replace the address given in this section with your current address.
- List your French phone number and label it accordingly; Tel or Mobile.
- Provide your HEC email address with no capital letters.
- If this is the same as the forwarding address, do not repeat the address. Simply fill it out once and use the title: **Address**

Summary:

- **This section is OPTIONAL.**
- Should you choose to include this section on your CV, provide a brief summary of your history and skills. It may be similar to the statement prepared for your MBA Profile ‘Executive Summary’ statement, or your elevator pitch. It should not be transformed into a career objective.
- The information in this be repeated in some form within the body of the CV.
- If you choose to not have a summary statement, delete the heading “Summary” and the table completely.
- Please contact a member of the CMC team if you are still unsure if you should include a summary statement.

Education:

- “HEC-Paris” and “MBA Program” have already been included to correspond with your current studies. For the part-time program, please specify part-time MBA program and provide dates.
- The third line can be personalized to correspond to the specific Certificates that you may be pursuing as part of the program.
- If you are not pursuing a Certificate, this line may be removed.
- **Additional educational institutions and their degrees may be added by copying the format provided into a new row of cells.**
- Try to keep the institution’s name on one line.
- Degrees should be listed in the following formats rather than being spelled out:
 - B.S. in Economics
 - B.Eng. in Electrical Engineering
 - B.B.A.
 - M.A. in Literature
 - M.S. in Finance
 - Ph.D. in Physics

- Exchange programs should be listed as additional information under your home university and not as a separate entry.
- Additional academic information about your studies (Honors, GPA, GMAT Scores, Exchange Programs, Scholarships) may be added here. Do not list clubs or sports here.
- If you add your GMAT score in this CV, it should be above the program average.

Professional Experience:

- Due to the wide variety of jobs that participants have held, this section will undoubtedly look different for every person. The form provided will allow you to customize the information about the company and your employment.
- **Copy and paste a bullet point from the previous line; DO NOT USE THE BULLETING FUNCTION IN WORD.**
- Please fill in the total number of years you worked for a company. You may replace the second year with “present” if you are still employed.
- It is not necessary to include months.
- Try to keep the institution’s name on one line.
- You may choose to include background information about the company including a description or their industry, annual turnover. This background information is particularly relevant if the company is not (well) known in your target markets(s).
- If you choose to provide company information for one company, you should be consistent and provide the equivalent data for each of your employers.
- Numbers below ten should be written out in words; 11 and up should be written as digits.
 - Use the English format for writing numbers with decimal places or place holders (4.6 rather than 4,6)
 - Currency symbols should be written before the number.
 - Use “K” for thousands, “M” for millions, “B” for billions and “T” for trillions
 - Notice letters are written in capitals
 - Examples: £12B, €56M, \$34K, etc.
- List positions held in reverse chronological order, with the most recent position held listed first.
- If multiple positions were held at a company, indicate the period of time that you held each position in parentheses after the job title. If only one position was held, noting the years behind the job title is not necessary. Do not group titles/positions unless they were held concurrently.
- **Additional employers may be added by copying the format provided into a new row of cells.**

Other Experience:

- **This section is OPTIONAL.**
- Internships, non-paid work, volunteer or community work may be noted in this section.
- This section should be completed in the same manner as “Professional Experience.”
- If you choose to not list any Other Experiences, delete the heading and the table completely.

Additional Information:

- **This section is OPTIONAL and may be completed in part or deleted entirely.**
 - **You may include any amount of information in this section.**
- Computer Skills, Certifications, Interests, Clubs and Activities, Awards or other Accomplishments may be noted skills.
- If you choose to not list any Additional Information, delete the heading and the table completely.

Languages:

- List out all of your language skills in order of decreasing proficiency.
- Behind each language, include a label of your skill level (Native, Fluent, Intermediate, or Basic).

- The Common European Framework of Reference for Languages provides useful indicators for the self-assessment of your linguistic proficiency. A1/2 – Basic, B1/2 – Intermediate, C1/2 – Fluent. See appendix for table

Formatting Information

Should any formatting be lost, please use the following values.

Font: Verdana

Name Font Size: 20 pt

Heading Font Size: 12 pt

Body/Main Text Font Size: 9 pt

All text is left justified (except the participant's name).

All text is set for single spacing.

No extra spacing before or after each line.

Between sections, there is one line space at 9 point Verdana font.

Company/Organization names are to be in Bold.

Job Titles (and the date after the titles) should be in Bold and Italics.

Text in tables should be aligned to the upper left corner (years are upper-center).

The tables should not contain a border.

The bullet point character to be used is •

The blue used is mixed as follows:

Red: 0 Green: 0 Blue: 128

APPENDIX

CEFR proficiency Description

level

- A1** Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
- A2** Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
- B1** Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
- B2** Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
- C1** Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
- C2** Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.