**ПРАКТИЧЕСКОЕ ЗАНЯТИЕ.**

**Новые слова.**

карточка социального обеспечения Social Security number and a card;гражданство citizenship; свидетельство о рождении birth certificate; тип визы kind of visa; присматривать за детьми working as babysitters; частный учитель иностранного языка foreign language tutor; расширить опыт и знание gain more experience and knowledge

разрешение на работу work permit; директор школы principal; экзамен по вождению автомобиля driving test; плохо владеющий английским языком limited-English-proficient; водительские права driver's license.; копия свидетельства о среднем образовании a copy of your foreign high-school diploma; официальная выписка из диплома an official transcript of your record; лицензия a state license; комитет по лицензиям the state licensing board; подготов­ка и обучение в армии training and experience you received in the military, служить в армии serve in the military; особые навыки special training

Личный листок A personal data sheet; заполнение печатными буквами Practice printing; заявление-анкета о приеме на работу A completed job application; образование и трудовой стаж education and work experience; работать аккуратно to work neatly; грамотно писать spell correctly; предоставлять точные и подробные данные provide accurate and complete data; резюме resume; обобщение сведений summary of your personal, educational and experience qualifications; реклама sales presentation; рабочий опытwork experience; слу­жебные обязанности duties.

**Чтение и перевод текста.**

1. A personal data sheet is a form that has information about you that an employer might want to see.

2. Practice printing your answers on a blank paper before you write on the form.

3. Use a dictionary to make sure that you spell correctly.

4. A completed job application provides the employer the answers to questions about your education and work experience.

5. The answers to unstated but important questions tell him about your ability to work neatly, spell correctly and provide accurate and complete data.

6. A resume is an individualized, written summary of your personal, educational and experience qualifications.

7. If you are looking for a professional, technical, administrative, or managerial job, you will need a resume.

8. A resume is like a written sales presentation.

9. An effective resume creates a favourable impression of you while presenting your abilities and experience.

10. Make a complete and accurate record of every job you have had.

11. For each job include the dates and places you worked, your duties, and the name of your supervisor.

12. You should list your most recent job first and your first job last.

13. Try to give US equivalent for foreign terms, including job titles, university degrees, and (translations of) publications and companies.

# 14. Also, give specific information about foreign work experience, including cities and countries and a description of your resume.

**Выполнение упражнений**

1. What documents do you need when you try to get a job? (Social Security Number, Social Security Card, Visa number, work permit, driving test, copy of your high school diploma (or an official transcript of your record) , training certificates, resume) Do you have your own resume? Can you write a resume in English?

**Information**

The difference between CV and Resume is very clear; CV covers all the aspects of a person’s career while Resume is straight forward to the particular job. CV is more detailed as compared to a Resume. There is no contradiction as well as confusion between these two terms. In most of the countries, while the course of employment, CV or a resume is demanded from the candidates. The contents of the two, documents differ in many respects, which is discussed in this article.

Resume – это небольшие сведения о вашем образовании, опыте работы и профессиональных навыках, а также умениях.

CV (Curriculum Vitae) – более полная справка, включающая подробную информацию о вашем образовании, опыте работы и профессиональных навыках, а также умениях, содержащая сведения о наградах и достижениях.

В нашей стране они используются как синонимы для определения понятия «резюме на английском языке». В последнее время граница между этими понятиями совсем размылась, и термины CV и resume можно расценивать как идентичные.

**Look at the resume and answer the questions.**

How many parts does it consist of? What are they?

**RESUME**

**PERSONAL INFORMATION**

**Name:**                 Viktoria Savina

**Address:**           33716,   Saint-Petersburg, Russia

Bogatyrskiy avenue 53/3, app. 160

**Phone:**               +8-812-100-38-94

**E-mail:**              savina\_vik@gmail.com

**Date of birth:**   16 August 1994

**Age:**                      20

**Marital status:**  Single

**Nationality:**        Russian

**OBJECTIVE**

To provide advanced administrative services for your company, to carry out office management and information management tasks  as an Executive Secretary

**EDUCATION**

2012 — present time  Teacher of History and Social  Studies,

                               Historical Department, 2nd  year study,

                               Moscow State University, Russia

2002 — 2012   Secondary school № 1,Saint-Petersburg, Russia

**WORK EXPERIENCE**

May 2013 – September 2013    Receptionist

(LLC) “Tradecontact”, Moscow, Russia

Responsibilities: answer calls; negotiations arrangement; office work; business documentary; advertising.

**SKILLS**

**Computer skills:**   Microsoft Office (Word, Excel), 1C, Outlook Express

**Languages:**

Russian —  native

English —  working knowledge

French —  basic knowledge

**Driving Licence**: Category B

**INTERESTS**

Sport, Science, New Technologies

**REFERENCES**

Letter of Reference is available upon request from:

Irina A.Morozova, Executive Director (LLC) “Tradecontact”,

Chkalov  st., 7/2b,

Moscow, Russia

Phone: +7(495)934-56-31

E-mail: tele\_most@mail.ru

**Let’s create your own resume.**

**Begin with you personal information.**

**Personal information**

**Name:** Viktoria Savina

**Address:** 33716, Saint-Petersburg, Russia

Bogatyrskiy avenue 53/3, app. 160

**Phone:** +8-812-100-38-94

**E-mail:** savina\_vik@gmail.com

**Date of birth:** 16 August 1994

**Age:** 20

**Marital status:** Single

**Nationality:** Russian

### Write  objective

Here you need to specify the position that you are applying for, or the area in which you plan to develop

**Objective:** Sales Manager (менеджер по продажам)

**Objective:** Executive Secretary (исполнительный секретарь)

**Objective:**To obtain a position as … (получить должность в качестве…)

To apply skills as … (применить навыки в качестве…)

To provide services … (обеспечить услуги…)

**Objective:** To Apply my skills as a regional sales manager with a company focused on quality, dedication and ingenuity (применить свои навыки в качестве торгового представителя в компании, концентрируясь на качестве, лояльности и изобретательности)

**Objective:** To provide advanced administrative services for your company, carry out office management and information management tasks (применить свои навыки в качестве торгового представителя в компании, концентрируясь на качестве, лояльности и изобретательности)

**Objective:** To contribute outstanding skills to achieving your company’s goals as a sales manager (внести вклад в развитие Вашей компании, используя свои выдающиеся способности менеджера по продажам).

### Speak about your work experience .

Give your work experience in reverse chronological order. Specify Dates, Position, Title of company, City, Major Duties or Responsibilities, Special Projects, and Accomplishments. Don't forget to translate companies and positions correctly into English. Please note that if the employer needs a salesperson, then specify the work experience that is at least indirectly related to sales.

**Work Experience**

May 2011 – September 2011    Receptionist

(LLC) “Tradecontact”, Tver, Russia

Responsibilities: answer calls; negotiations arrangement; office work; business documentary; advertising.

**Work Experience**

20013 – present   Sales Manager

ABC Company, Moscow

Responsibilities: Recommended computerized bookkeeping and supervised all data entry, improved sales projections, advertising and budget planning.

Accomplishments: Organized special holiday sales promotion, which increased sales by 15%.

### Speak about your education .

This part of the student's resume is one of the most important. It is better to arrange the information in this order: Dates (period of study), Major (specialty), Department (faculty), Degree (title/academic degree), Title of educational institution (name of educational institution), City, Country. Here you can mention additional education (trainings, courses). Specify the course name, organization name, city and country in English. Years of study at the University or courses (or year of graduation) can be specified at the beginning or at the end.

**Education**

2010 – present Agronomy, Agrarian faculty, 4th  year study,  
The Peoples’ Friendship University of Russia, Moscow, Russia

March – June 2010 Senior Management, Management courses at  
Moscow International Higher Business School, Moscow, Russia

**Education**

Moscow State University

Candidate for Bachelor of Science Degree in International Relations, June 2013

Также этот раздел может включать и сведения о вашей школе:

**Education**

2013 — present time

Law Department, 2nd  year study, Baikal Institute of economics and law,  
Irkutsk, Russia

2003 — 2013

Secondary school № 1, Ivolginsk Russia

**Additional Education**

2009–2012

Course of French

Moscow school of foreign languages, Moscow, Russia

### Specify your Honours // Achievements

Students do not have to fill out this resume block. However, if you are a successful student, it is worth mentioning. Achievements and awards are a great way to demonstrate important qualities. Indicate the following details in English: Title of the award, awarding organization ,date.

**Honours**

2010  Moscow Business College – graduated with honours.  
2012  Recipient of the President’s Scholarship, Moscow State University

### Specify your Publications

This block is also optional for students to fill in. Here you can show publications in newspapers or magazines, if there are any. The following items are important: Title (subject of publication) and Type (Note, Article, etc.), Publisher (in which magazine or newspaper it was published), Date

### Write about your skills.

This block is also called Special (professional) or Additional Skills. This is an important point in the student's resume in English.

The following is provided here:

fluency in foreign languages (уровень владения иностранными языками),

knowledge of a particular computer applications (уровень владения ПК, знание программ),

driving license (наличие водительских прав).

**Skills**

Experience of computing:

Internet, Power Point, Internet, Outlook Express

Languages:

Russian — native  
English — expert

**Skills**

Computer skills: MS Office (Word, Excel), Internet, Outlook Express,  1C, Photoshop

Languages: Russian — native

English — working knowledge

French — basic knowledge

Driving Licence: Category B

In addition to knowledge of English and other languages, the student can specify other useful skills that they possess, depending on the desired position: knowledge of programming languages; budgeting skills; business communication and business correspondence skills; office equipment skills, etc.

### Write about your  interests / activities .

**Interests / Activities:**

Member of Moscow High School Tennis Team

Piano

Learning languages: Esperanto, Japanese

**Interests / Activities:** Chess, volleyball, traveling, reading

### References

If you can provide recommendations from your place of study, please indicate this in your resume. Recommendations to students can be given by the Dean or head of the Department.

There is a way to fill in this block:

1) full name, position of the person who can give you good recommendations, name of the organization, its location, address, contact phone number, email address:

**References**

Letter of Reference is available upon request from:

Irina A.Smirnova, Chief of Sales Department, (LLC) “Vesta”, Chkalov  st., 7/2b,

Moscow, Russia.

Phone: +7(495)934-56-31

E-mail: [vesta\_most@mail.ru](mailto:vesta_most@mail.ru)

You can specify that written recommendations are available and will be provided upon request:

**References**   Available upon request

In order to attract attention to the resume, students need not only to fill it out correctly and informatively, but also try to follow the following recommendations:

* The volume of your resume should not exceed 1 page.
* You can put your photo in the upper corner of your resume.
* For students with little work experience, it is better to place information about education immediately after the Objective section, and then disclose their work experience.
* Resume in English should be easy to read, clearly structured. Highlight the names of sections, companies, and positions in bold.
* Do not underline words or use italics.
* Use standard fonts (Times Roman, Arial, Tahoma, Garamond).
* Include in your resume only the information that is relevant to the position in question.
* And, of course, the English language in which your resume is written must be impeccable. безупречен
* And the main thing: to make a student's resume interesting to a potential employer, take it seriously. Don't forget that a well — written resume in English is your first impression. Make it as strong as possible!

**1.Translate other rules of writing CV**

**Never write!**

* Don’t use cheap paper. Don’t use bright colours, if you want to look conservative and business-like.
* Don’t write a resume longer than 2 pages. Never write it on two sides of the same paper.
* Don’t forget to put your name on the second page, if you have two-page resume.
* Don’t handwrite your resume. The best way of typing a resume is using a computer and a printer.
* Don’t include personal information such as: weight, nationality, race, desired salary, the reasons why you left the previous job ( sometimes personal interests and hobbies).
* Don’t use “I”-statements because it’s a formal document but not a story.
* Don’t forget to give your work experience and education in reverse chronological order.
* Don’t avoid to use active verbs such as “managed”, “provided”, “directed”, “coordinated”, “accomplished”, “maintained”, “encouraged”, “increased”, “conducted”, “participated”.

**задание на дом:** Составить резюме.