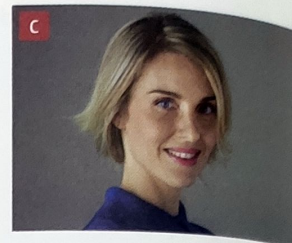
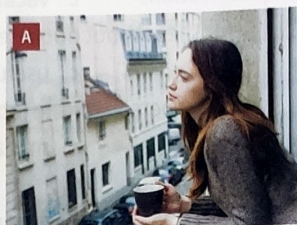


8.3 Professional profiles

Lesson outcome

Learners can write a simple profile for a professional website.

Lead-in 1 Which of these photos would be best for 1) a social media website, 2) a professional website? Why?



Reading 2 Label the online parts of the online profile with the words and phrases in the box.

Current job Full name Job title Location Past positions Qualifications Skills summary

1 Full name



Elsa Hernández García

Human Resources Manager
Birmingham, UK

2

3

Motivated, organised and creative HR Manager. I **have worked** in large organisations across different industries. I am friendly, a team worker and have excellent communication skills.

I **have designed** HR strategies, **organised** staff recruitment and **managed** HR teams for companies. I **have also worked** on projects with other departments and **planned** training programmes.

4

Specialties and interests: HR Strategy • Recruitment • Talent Management • Employee Relations

5

Experience



Human Resources Manager

Danotex Chemicals
Birmingham, UK
Feb 2019–present date

I am responsible for HR operations across the UK. I design HR strategy, organise recruitment and staff-training programmes. I work on projects with other department managers.



HR Officer

CUG Engineering Group
Leicester, UK
Jan 2016–Feb 2019

I **worked** for CUG Engineering **for three years**. I **was** responsible for recruitment in the UK. I **designed** the company's internship programme **in 2017** and **trained** interns. I **managed** a small HR team.



Recruitment Specialist

Oscar Lane Recruitment International
London, UK
Sept 2013–Dec 2015

I **was** responsible for recruiting across Europe. I **advertised** vacancies and **interviewed** and **recruited** candidates for our clients.

6

Education



Master's in Human Resources Management
Filton Business School
2015–2018



BA (Hons) Degree in Psychology
Drumford University
2009–2012

7

TALKING ABOUT EXPERIENCES AND COMPLETED PAST EVENTS

→ Grammar reference: page 113

+ Experiences

I **have worked** in large organisations across different industries.

I **have organised** staff recruitment for companies.

+ Completed past events

I **worked** for CUG Engineering for **three years**.

I **designed** the company's internship programme **last year**.

→ page 101 See Pronunciation bank: Silent letters

3 Choose the correct option to complete the sentences.

1 She **has worked** / *worked* for several companies in this industry. She **has started** / *started* working for this company two years ago.

2 He **has been** / *was* a Project Manager with Danotex Chemicals from 2017 to 2020. He **had** / *has had* a lot of management experience.

3 I **have studied** / *studied* web design in 2018. I **have designed** / *designed* e-commerce websites for over fifty corporate clients.

4 She **has been** / *went* to Germany on business many times. She **has been** / *went there* again last month to visit clients.

5 I **have managed** / *managed* many international teams in my career. I **have worked** / *worked* on a difficult project last year.

4 Complete the sentences with the correct form of the verbs in brackets.

1 She finished (finish) her degree two years ago. Then she have spent (spend) a year working in France.

2 I haven written (write) marketing materials for different companies. In 2018 I started (start) my own marketing blog.

3 Susan has worked (work) on many projects. She produced (produce) many creative solutions on the last project.

4 He has organised (organise) several events. Last year he helped (help) to prepare the annual sales conference.

T Teacher's resources:
extra activities

5 Complete the parts of a profile with the correct form of the verbs in brackets.


I am a confident, experienced Retail Sales Manager with excellent customer service skills.

I ¹ have worked (work) for several companies in the retail industry. I ² have managed (manage) and ³ motivated (motivate) large teams of sales staff. I ⁴ have trained (train) staff to give excellent customer service.

From 2016 to 2019 I ⁵ was (be) the Assistant Manager in a large department store. I ⁶ interviewed (interview) and ⁷ recruited (recruit) sales staff during the time I was there. I also ⁸ helped (help) staff when they ⁹ had (have) questions and problems. I ¹⁰ prepared (prepare) training sessions. I ¹¹ analysed (analyse) sales data and ¹² wrote (write) monthly reports.

Writing

6 Choose an option. Either: Imagine yourself in five years' time. Use the form below to write a profile. You can invent information. Or: Imagine you are Jay Peters. Look at page 127.

 <p>Your photo</p>	FULL NAME	_____
	JOB TITLE (you have or want)	_____
	LOCATION	_____
	EXPERIENCE (current job)	_____
	EXPERIENCE (past positions)	_____
	EDUCATION	_____

