**PROFESSIONAL ENGLISH: APPLYING FOR A JOB**

**I. Writing up your résumé or CV**

*1. What should a CV or résumé in English include?*

*2. How should you introduce your past / ongoing work experiences and education?*

*3. What is the best organisation for a CV?*

*4. Write down words and expressions you may find useful when writing up* ***your*** *CV. A list of verbs is available to help you.*

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*5. Can you think of other useful tips?*

*6. Work in pairs. Swap CVs with your partner, correct his/her CV and suggest how it could be improved using the advice discussed in class.*

**II. Writing up a cover letter**

*1. What do you know about the salutation and complimentary close a cover letter should include?*

*2. What is the structure of a cover letter?*

*3. Work in pairs. Swap letters with your partner, correct his/her letter and suggest how it could be improved.*