**Instructions:**

Complete the tasks about writing CVs below. Bring your homework to the next lesson.

1. What is the purpose of a CV? Why do we need one? Write your answer in 2-3 sentences below.

2. What different sections do you **need to** include on a CV or resume? Which sections are **optional**? One example answer has been given for you. Write your answers below.

Necessary

* Personal details

Optional



3. A **personal profile** is often included on most contemporary CVs. It is usually a 2-3 sentence self-introduction that emphasises your positive personal qualities and also the professional qualities you possess that make you suitable for the job. Here are three examples:

* Adaptable and ambitious business studies undergraduate with proven customer service skills and an excellent understanding of business finance, keen to take on the daily challenges and rewards of working for Innovate Car Hire.
* An organized and logical thinker who enjoys interacting with other people. A keen learner who is looking for an opportunity in commerce and administration.
* An energetic individual with a passion for sport, who enjoys encouraging others to develop their own skills, seeks to develop a career as a sports coach.

Now write a personal profile for yourself. Remember to include it in the full CV you write for part 5.

4. Put the action verbs below into the correct categories of the table.

**Arranged**

**Managed**

**Wrote**

**Organized**

**Created**

**Invented**

**Planned**

**Achieved**

**Acquired**

**Marketed**

**Attained**

**Obtained**

**Introduced**

**Redesigned**

**Assisted**

**Improved**

**Identified**

**Headed**

**Assessed**

**Represented**

**Trained**

**Coordinated**

**Maintained**

**Designed**

**Consulted**

**Promoted**

**Negotiated**

**Solved**

**Facilitated**

**Collaborated with**

**Took an active role in…**

**Translated**

|  |  |
| --- | --- |
| Achievements / qualifications |  |
| Things you made |  |
| Things you changed / made better |  |
| Things you were in charge of |  |
| Work experience |  |
| Working as part of a team |  |

5. Write a full one or two page CV for yourself. You should include all the sections you mentioned in part 2 and your personal profile from part 3. Use some of the action verbs from part 4 when outlining your relevant skills and experience for the role. You may write your CV either in this document or in a separate document. You are applying for the position advertised below:

“EF Academic Partnerships is looking to hire a dedicated student for the position of **administrative assistant** of the teachers’ office at ShanghaiTech University. A successful applicant must possess good command of **English**, be **well-organized** and have basic **computer skills.** Previous experience preferred but not required.**”**