**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.

The purpose of CV is to introduce our selves to strangers especially , when we are looking for the jobs , running for a vote . We need one because we need to let strangers know ourselvs and decide to meeting us so that we can have futher chance to introduce ourselves and persuide them to do the things we want .

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
* Personal experience
* Personal skills and abilities

Optional

* Personal character
* The family background
* The reason to choose the job
* The expection for future develpment

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.

Adaptable and strong-minded physics studies undergraduate with solid science baisic knowledge and experiment skills , keen to take on the daily challenges and make academic achievement .

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 | **Achieved Acquired Attained Obtained** |
| Things you made | **Wrote Created Invented Improved Identified Designed Consulted Solved** |
| Things you changed / made better | **Introduced Redesigned Assessed Maintained Promoted Facilitated** |
| Things you were in charge of | **Arranged Managed Organized Planned Headed** |
| Work experience | **Marketed Trained Translated** |
| Working as part of a team | **Assisted Represented Coordinated Negotiated Collaborated with Took an active role in…** |

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.**”**

Curriculum Vitae

Name : Jialin Chen

Gender : Male

Hometown : Zhejiang Province

Age : 18

Major in : Physics

Grade : One

Cell phone number : 173173\*\*\*\*\*

E-mail adress : chenjl@shanghaitech.edu.cn

Personal Ability & Character:

Good command of English

Expertise computur using skills

Easy to communicated and get along with Others

Well oganized

Devoted , delicated & hard-working

Personal experirnce:

2014—2017 working as vice monitor in high school class

2017 admitted into Shanghai Technology University

Adaptable and strong-minded physics studies undergraduate with solid science baisic knowledge and experiment skills , keen to take on the daily challenges and make academic achievement .