

How to write a CV

Learn how to write a curriculum vitae, often called a CV in the UK or *résumé* in American English, to practice and improve your writing skills.

1. Preparation task: Put the phrases in the correct groups.

Photography	Business Development Manager	Certificate in Presentation Skills	Degree in Marketing
Taekwondo	Professional blogger	Research Assistant	Sales Executive
Class B driving licence	Proficient knowledge of analytics software	Masters in Public Relations and Digital Marketing	Diploma in Innovation Design

Work experience	Education	Skills and Interests

Tips

- Start with a short profile to show who you are and what you offer.
- List your employment history, starting with the present.
- Explain any gaps, for example time spent travelling or having children.
- Use bullet points for your main responsibilities and experience in each role. Choose the aspects of your previous jobs that are most relevant to the new job you are applying for.
- Then give your educational background. List the relevant qualifications that you have, starting with the most recent. Include the title of your qualification, where you studied and the date you successfully completed it.
- Consider putting Education above Employment if you don't have a lot of work experience yet.
- List other experience or interests you may have if they are relevant to the job.
- If you have someone who could support your application, add their contact details or say *References available on request* at the end.

2. Tasks

Task 1

Are the sentences true or false?

	Answer	
1. It is a good idea to start with a short summary about you.	True	False
2. You should write your work history in order, with your most recent job at the end.	True	False
3. You should list all your responsibilities in detail.	True	False
4. You should give the full title of your qualifications, with the date you passed each one and the organizations that awarded them to you.	True	False

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|--------------------------------------------------------------------------|------|-------|
| 5. It is a good idea to include hobbies if they are relevant to the job. | True | False |
| 6. Include references to support your application if you can. | True | False |

Task 2

Put the words and phrases in the right order to make sentences.

- roles. I have in various experience five years'
- My involves working deadlines. role tight to
- a create ability to I have successful campaigns. proven
- digital in specialise I marketing.
- in excel I impact analysis.
- I of knowledge advanced statistics. Have

Task 3

Write the correct form of the word in brackets.

- I have a proven to deliver successful marketing campaigns. (able)
- I am a strong (collaborate)
- I have specialist of marketing. (know)
- I use my in analytics to assess the success of campaigns. (expert)
- I was for the overall social media strategy. (responsibility)
- I played a key role in campaigns. (number)
- I started to my blog through sponsored posts. (money)
- I worked on several initiatives to boost customer (engage)