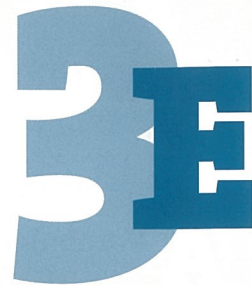


Writing A CV



A Vocabulary review

- 1 Put these words in the correct column. Add two or more words about you in each column. You can use your dictionary. Be honest!

bad at maths cycling drawing faculty geography
hard-working lazy manager self-employed

education	work	personality	interests
		hard-working	

- 2 Underline any negative ideas in exercise 1. Would you include these in a job application? Discuss with a partner.

B Read a CV

- 3 Look at Patricia's CV. Find four pieces of information which you think she should cut from it.
- 4 Which of these careers would fit with Patricia's CV? Discuss with a partner.
accountant computer technician English teacher
French teacher reporter tour guide web designer
- 5 Underline the best description of the CV from each pair. Why do you think it is like this?
- brief/conversational the reader wants a quick idea if the applicant is suitable
 - full sentences/phrases
 - opinions/facts
 - informative/entertaining
 - quick notes/carefully written and checked

C Text building

- 6 Find the section in the CV where Patricia puts all this information in one brief bullet point. With a partner, write the information in 1-3 in brief bullet points.
I'm ambitious. I'm hard-working. I'm a school leaver. I've got good computer skills. I've got good language skills.
- I'm reliable. I'm punctual. I'm a graduate. I've got a driving licence. I've got a car.
 - I'm qualified. I'm experienced. I'm a flight attendant. I've got good first-aid skills.
 - I'm trained. I'm highly skilled. I'm a computer technician. I've got good qualifications. I've got good references.
- 7 Write two Personal Profile bullet points for you. Use your information in exercise 1.

Curriculum Vitae

Personal Details

Name Patricia Leahy
Address 28 Coldhall Lane,
Accrington, Lancs
Telephone 829 882 8887
Email pleahy@telcom.net
Date of Birth 14/09/89



Personal Profile

- An ambitious, hard-working school leaver with good computer and language skills
- Good attitude and creative ideas
- Not very communicative in the mornings

Education

2006 to 2008 Nelson 6th Form College
16 Ribblesdale Road, Nelson, Lancs
A-levels • IT A • French B • Economics C
2001 to 2006 Accrington Comprehensive
190 Kelvin Street, Accrington, Lancs
GCSEs • Maths A • History C
• Science A • English Literature C
• French B • English Language C
• IT B • Geography Fail

Work Experience

2008 to present Unemployed
Summer 2007 Technical assistant Computers R Us
Summer 2006 Shop assistant Carlin's Books

Interests

- Website design
- Singing
- Basketball
- Graffiti painting
- Clarinet

Referees

ABC Put it all together

- Think of a job you would like to have. Write a list of qualifications, skills, and experience you would need. Compare your ideas with a partner.
- Write a CV to go with your application for the job.
- Check your spelling and punctuation.
- Read your partner's CV. Do you think he/she will get the job?