

Look at the job adverts and the CV and do the exercises to improve your writing skills.

Preparation

Tick all the things that you write on a CV. Then look at the CV below and see if you were right.

- | | | | | | |
|----|--------------------------|-------------------|-----|--------------------------|------------------|
| 1. | <input type="checkbox"/> | date of birth | 8. | <input type="checkbox"/> | friends |
| 2. | <input type="checkbox"/> | address | 9. | <input type="checkbox"/> | languages spoken |
| 3. | <input type="checkbox"/> | family | 10. | <input type="checkbox"/> | references |
| 4. | <input type="checkbox"/> | pets | 11. | <input type="checkbox"/> | telephone number |
| 5. | <input type="checkbox"/> | education history | 12. | <input type="checkbox"/> | email address |
| 6. | <input type="checkbox"/> | work experience | 13. | <input type="checkbox"/> | favourite food |
| 7. | <input type="checkbox"/> | skills | | | |

Curriculum Vitae

Natasha Anne Lane

Date of birth: 15 January 1998



Contact information

✉ 37 Cherry Road
Liverpool
LA12 456

💻 natashanne@myworld.com

☎ 0044 151 123456

Education

9 GCSEs including English and maths
Evesop High School, Liverpool

Work experience

Helper at **Playland Nursery School** in summer holidays — 1 month
Waitress at **Italia Pizza restaurant** on Saturdays — 17 months

Languages

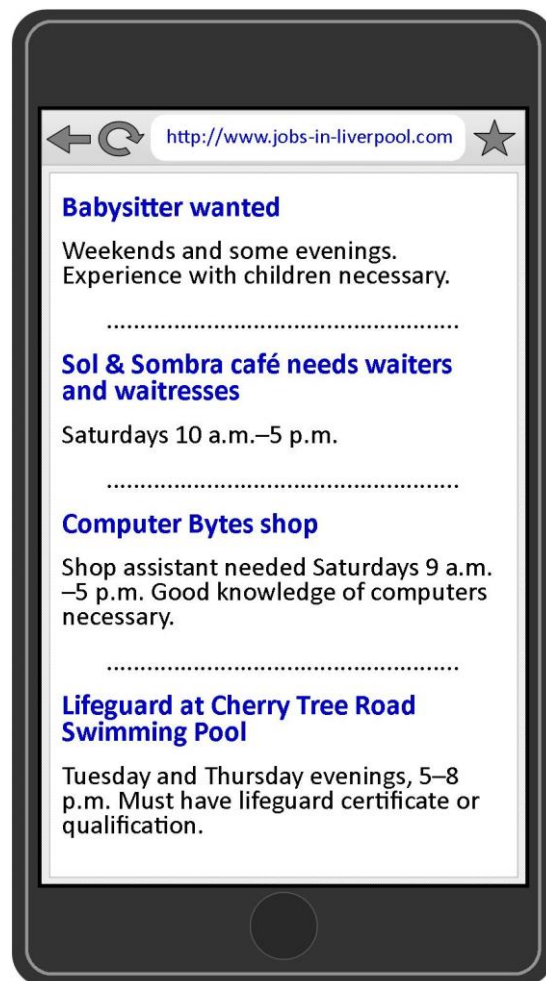
French — B1 level
Spanish — A2 level

Skills and interests

Swimming
Lifeguard course — Evesop Swimming Pool

References

Mrs M. Norton, Playland Nursery School, 42 Cherry Road, Liverpool



1. Check your understanding: multiple choice

Circle the best answer or answers to complete these sentences.

1. Where does Natasha live?
 a. **Liverpool** b. London c. Leeds
2. How many of her exams did Natasha pass at school?
 a. none b. two c. **nine**
3. Natasha doesn't have an email address.
 a. true b. **false** c. answer not given
4. Are all the advertised jobs for weekend work?
 a. yes b. **no** c. answer not given
5. Which two jobs are for weekday evenings?
 a. babysitter b. waiters and waitresses c. **computer shop assistant** d. lifeguard
6. Which three jobs could Natasha apply for?
 a. **babysitter** b. waitress c. computer shop assistant d. lifeguard

2. Check your writing: gap fill – completing a CV

Use the headings in the box to complete the CV.

Languages	References	Email	Education	Address
Date of birth	Work experience	Skills and interests		Mobile

CV – Martin Luke Moore

- 1 Date of birth : 26 August 1997
- 2 Address : 94 Albion Street, Birmingham, B23 2TF
- 3 Email : Mooro@myworld.com
- 4 mobile : 0778 445 288
- 5 Education : 7 GCSEs including English, maths and science
- 6 Work experience : Cashier at a large supermarket
- 7 languages : French – A2, German – A2
- 8 Skills and interests : Mountain biking, drawing and computer programming
- 9 References : Mr Williams, Albion High School, Park Drive, Birmingham

Discussion

Have you ever had a part-time job? Do you think it's a good idea for students to do part-time work?