Listening Comprehension: Application + CV

Andrea Wagner is doing an apprenticeship at an IT company in Nuremberg. She wants to apply for an internship/work placement in her company's branch in the U.K. That is why she asks David, an intern from the U.K., for advice. Listen to their conversation and complete the sentences below.

1. Andrea wants to apply for a 3-month internship in Northampton Branch.
2. The CV should not be longer than 2 pages.
3. Make sure that you use good quality paper.
4. Never send your CV without a covering letter.
5. The CV is used to highlight the strengths and achievements.
6. When you talk about your work experience start with the most recent job.
7. In the U.K. a CV does not have a picture but you can have one if you like.
8. It is important that you include the contact details of your references (supervisor, teacher) at the end of your CV.
9. Never ever lie in your CV!
10. Once you have finished your CV, you should check the spelling and the grammar.

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1. Andrea wants to apply for a _-month internship in _____.
2. The CV should not _____.
3. Make sure that you _____.
4. Never send your CV _____.
5. The CV is used to _____.
6. When you talk about your work experience _____.
7. In the U.K. a CV does not have _____.
8. It is important that you include _____ at the end of your CV.
9. Never ever _____ in your CV!
10. Once you have finished your CV, you should _____.