

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 <u>be longer than 2 pages</u>	
3. Make sure that you use good quality paper	
4. Never send your CV without a covering letter	
5. The CV is used to <u>highlight the strengths and ac</u>	hievements
6. When you talk about your work experience <u>start v</u>	vith the most recent job
7. In the U.K. a CV does not have <u>a picture but yo</u> u	u can have one if you like
8. It is important that you includethe contact deta	ils of your references (supervisor, teacher)
at the end of your CV.	employment position of positio
9. Never ever <u>lie</u> in your C	VI resume
10. Once you have finished your CV, you should	management work of time employerseyonary process
check the spelling and the grammar	interview goals
	-search

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