

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 Nc	orthampton 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 achi</u>	evements
6. When you talk about your work experience <u>start wit</u>	h the most recent job
7. In the U.K. a CV does not have <u>a picture but you</u>	can have one if you like
8. It is important that you includethe contact details	of your references (supervisor, teacher)
at the end of your CV.	employment (sugget a mission position planning O Dek il 18
9. Never ever <u>lie</u> in your CV	Vitae resume
10. Once you have finished your CV, you should	ble management in the property of the property
check the spelling and the grammar	interview goals
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