

When was the last time you updated your CV?

What do you think are the most important things to bear in mind when writing a CV?

What do you think January is a peak time for workers to do?

Read the first part of the article and check your ideas.

Telegraph

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Is your CV failing you?

January is a peak time for workers to consider seeking out a new job, with back-to-work blues driving many of us to start polishing up our CVs.

But is your résumé letting you down? According to research carried out by

recruitment firm Michael Page, there's often a pronounced divide between what jobseekers think is important in a CV, and what employers are looking for.

A survey of 2,000 members of the public and 480 recruiters, conducted by Mortar London for Michael Page, has compared what each group thinks is vital.

For a comprehensive view of the survey's findings, Michael Page has put together the following infographic:



How do you think what jobseekers think is important in a CV differs from what employers are looking for?

Discuss which of the following things you think jobseekers overestimate the importance of on a CV and which you think employers say jobseekers underestimate the importance of. Then complete the infographic on page 2 with the points.



Having volunteering experience

Listing all job titles at the same company

Using industry terms

Detailing your achievements

Not having typos

Right formatting and font

Writing in a professional tone

Detailing your responsibilities

Having enough experience

Not having grammatical errors

Listing all skills

Adding soft skills

Using job ad keywords

Detailing all qualifications

Including personal statement

Having all qualifications

Having worked abroad

Putting education or experience first

Listing personal interests

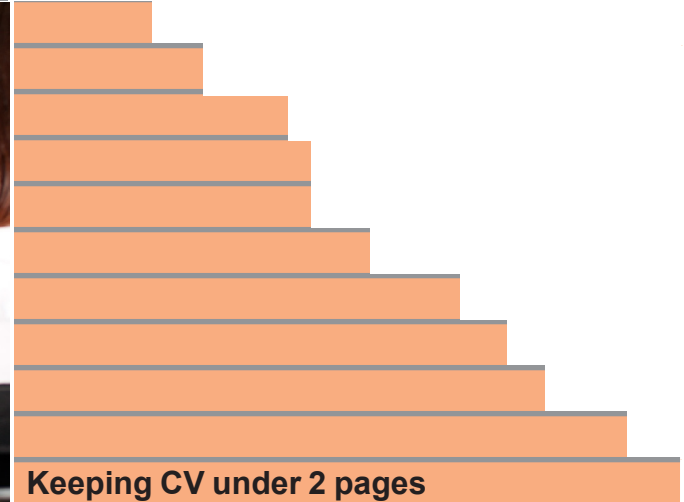
Keeping CV under 2 pages

What the public underestimate

Listing all job titles at the same company



What the public overestimate



Which of the points do you think are the most important when writing a CV?

Find phrasal verbs in the article that mean the following:

- 1 make something appear better
- 2 make someone or something less likely to be successful or effective
- 3 do a particular piece of work, research, etc.
- 4 try to find
- 5 create

Complete these sentences with the phrasal verbs:

- 1 The car has a great engine, but the interior _____ it _____. It's all plastic and quite ugly.
- 2 I need to _____ my presentation before I give it on Friday.
- 3 Scientists in CERN _____ research using the Large Hadron Collider.
- 4 We _____ the report in a day because it was urgent.
- 5 Most people use the internet when _____ a new job.

What does the highlighted expression in this extract from the article mean?

January is a peak time for workers to consider seeking out a new job, with back-to-work **blues** driving many of us to start polishing up our CVs.

There are other expressions with **blue** in English. Do you know any?

What do you think these mean?



 Match the idioms to these explanations:

- _____ at the point of extreme exasperation
- _____ suddenly and unexpectedly
- _____ very rarely
- _____ relating to manual workers
- _____ denoting companies considered to be a reliable investment
- _____ a sudden surprise

 Complete these sentences with the idioms above:

- 1** I don't like going to the cinema, I only go _____.
- 2** Google, Microsoft and IBM are all _____ companies and safe to invest in.
- 3** His resignation came _____. No one expected it.
- 4** The new factory will create a thousand _____ jobs in the area.
- 5** Their marriage was _____. They had only met a week earlier.
- 6** I told him not to invest in the pyramid scheme until I was _____.

 Write a CV using the tips you read about in the article.