

My first CV in English

COMMUNICATION

LEVEL
Lower-intermediate

NUMBER
EN_BE_2322X

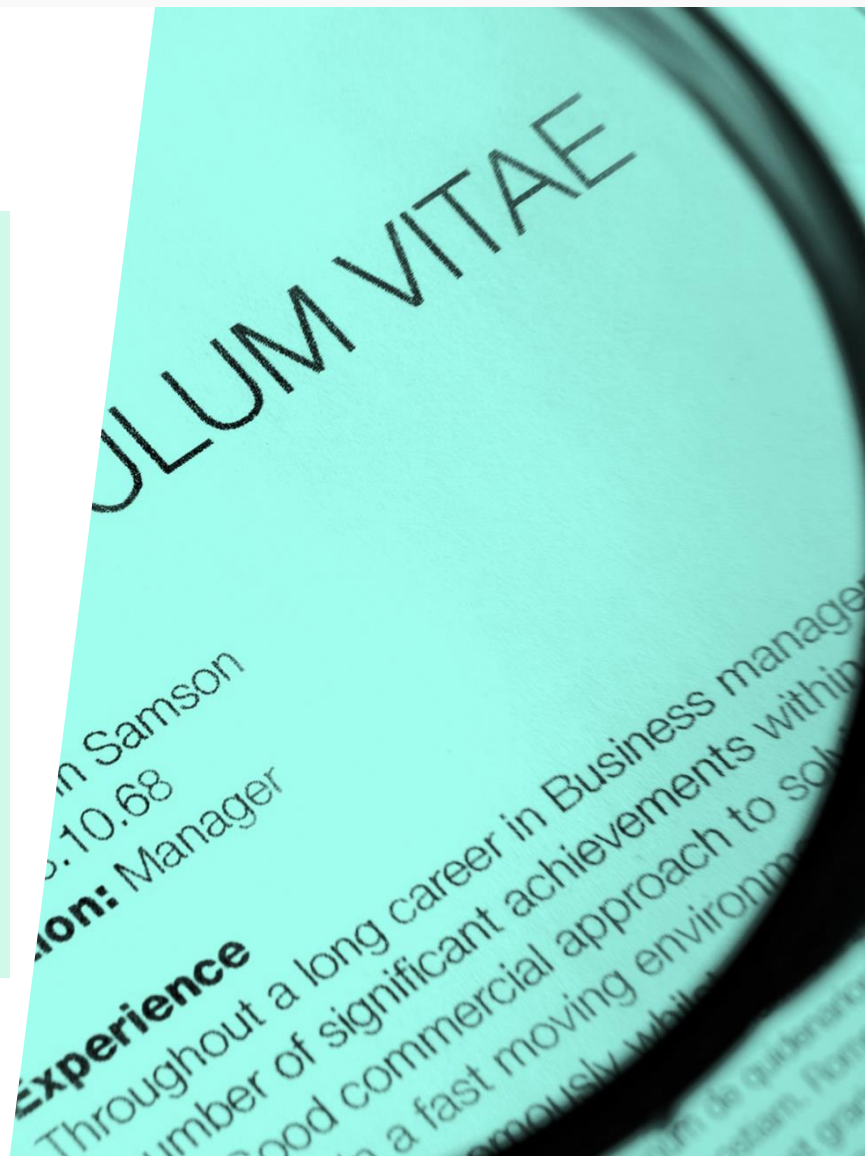
LANGUAGE
English





Goals

- Can identify and understand the sections of a CV.
- Can construct short sentences to describe roles, responsibilities, and achievements.

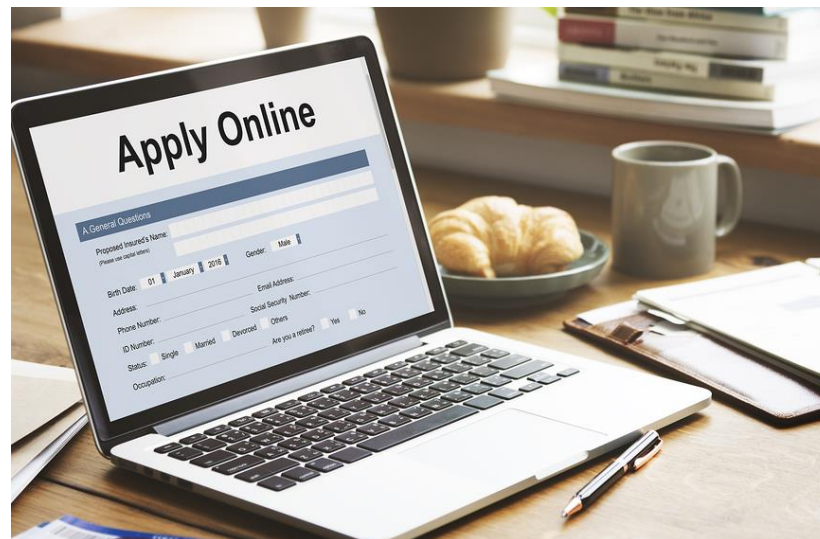






Preview and warm-up

In this lesson you will learn how to write your first CV in English.



I need to prepare my **CV** to find a job.



Do you remember these parts of a CV?





A good CV has...



Your **personal information** includes your name, address and contact info.

A **profile** contains a summary and an objective.



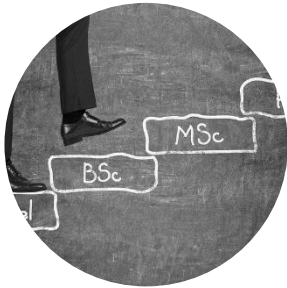
A **summary** describes what you have accomplished.

An **objective** describes what you are seeking to accomplish



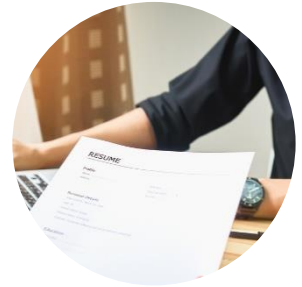


A good CV has...



The **education** section includes any degrees you have earned.

Your **professional experience** is a list of your complete job history.



A list of **skills** on your CV will show your professional talents.

A section for **other interests** is optional.



Describing your work history

The professional experience section of your CV should be **a list of your current and previous jobs**, with your most recent job listed first.

Under each job title, there should be **short statements** that describe **what you did** in that job.



We use action verbs to describe roles, responsibilities, and achievements.



Using action verbs

- You should use action verbs to describe your work experience.
- Action verbs are verbs that show physical or mental action.
- Below are some common action verbs to use on your CV.

to manage

to lead

to supervise

to deliver

to work with

to achieve





Brainstorm

Work with your teacher to think of as many actions verbs as possible





Complete the sentences using action verbs

Remember to use the correct tense!

to explain

to hire

to close

to write

to complete

1. HR _____ the policy.
2. The manager _____ a new employee.
3. The team will _____ the project.
4. Please _____ the door to your office.
5. I will _____ a new CV and cover letter.





Discuss

**What is the best
thing you achieved
in a previous job?**



Past simple or present perfect?

Remember, when talking about our **professional experience** we can use either of these tenses.

Discuss with the difference in meaning of the phrases below:

Simple Past	Present Perfect
I led...	I have led...
You won an award...	You have won an award...
She managed...	She has managed...



Change the sentences to present perfect

1. He worked for the company for 10 years.



2. I travelled internationally.



3. She earned a master's degree.



4. The team won an award.



5. The employee received a promotion.



6. You earned a raise.



7. We had a meeting.



8. The office closed.





Complete the dialogue



meet

Have you _____ the team?

Yes. I _____ the team 20 minutes ago.

meet

manage

Your CV shows that you _____ a project in your last job.

I _____ a project before .

manage

work

Have you _____ internationally?

Yes, I _____ abroad last year.

work

schedule

Great! I would like to _____ a second interview!



What have you done?

Use the words and phrases below to share with your teacher or classmates some things you have done in your career.

Did you use the simple past or present perfect?

Last week at
work I...

earned a degree

managed

promotion



New vocabulary

my duties included

My duties included answering the phone, greeting customers, and setting appointments.

to involve

This job **involves** making sales every day.

to be responsible for

The assistant **is responsible for** managing the calendar.

to coordinate a project

The team **coordinated a project** to install new software.

to lead a team of

I **led a team of** 5 employees.



New vocabulary

to manage a task

The project manager has **to manage all of the tasks**.

to achieve

We all hope **to achieve** career success.

to win an award

Fredric **won an award** for outstanding customer service.

to be named

She **was named** supervisor at her current job.

**to handle a large
volume of requests**

Be prepared **to handle a large volume of requests**.



Fill in the gaps

Read the job description of an information technology support agent and complete it with the correct vocabulary words.

clients

repair

software

create

large volume of requests

- Respond to requests for _____ updates
- _____ broken computers and equipment
- _____ reports to analyse data
- Meet with _____ to manage projects
- Handle a _____ daily





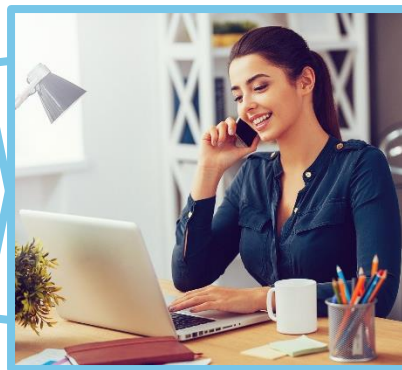
Describing job duties

Use the images and words below to describe what Lisa did at her job.

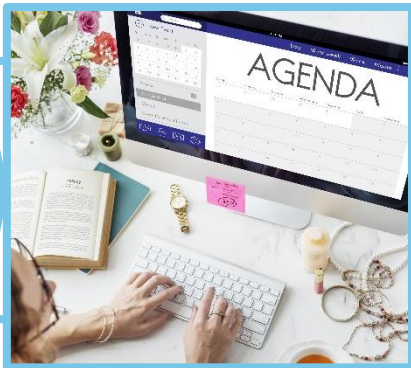
meetings



call clients



schedule



promotion





Use the words in the list to create description statements

1. project



2. team



3. involved



4. resolve



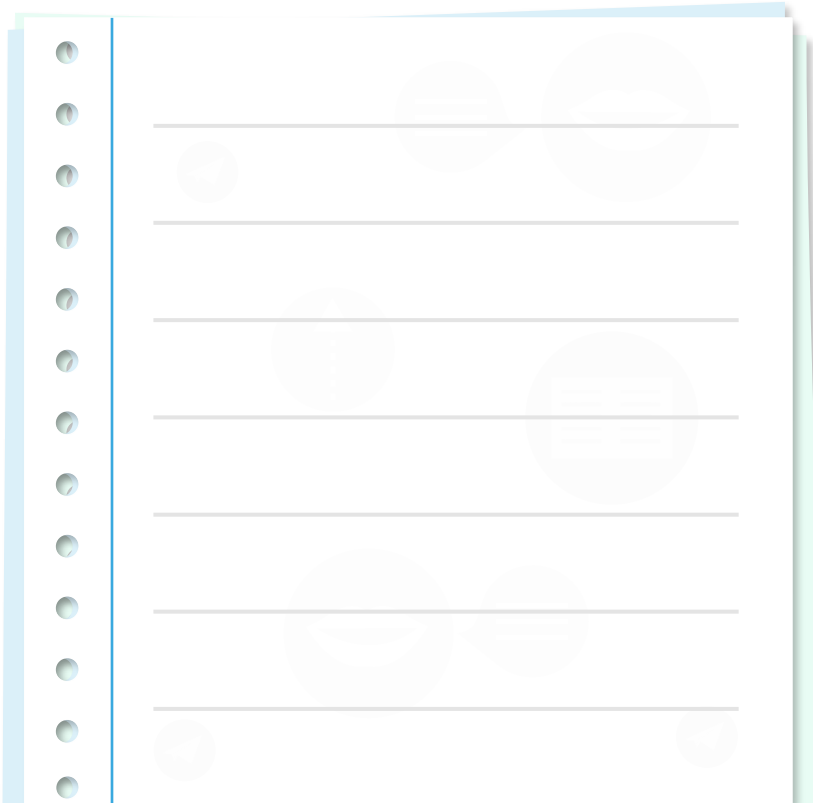
5. make





Write about your most recent job

Create description for your most recent job that you could include in the professional experience section of your CV. Remember to use action verbs!





Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer Key

p.11

1-explained; 2-hired; 3- complete; 4-close; 5-write

p.14

1-He has worked for the company for 10 years; 2-I have travelled internationally; 3-She has earned a master degree; 4-The team has won an award; 5-The employee has received a promotion; 6-You have earned a raise; 7-We have had a meeting; 8-The office has closed

p.15

met, met, managed, have managed, worked, have worked, schedule

p.19

software; repair; create; clients; large volume of requests





How many action verbs can you remember?

Use an action verb to complete each sentence below.

1. I _____ the client.

2. You _____ a project.

3. We _____ the office

4. She _____ her CV.

5. He _____ to work

6. They _____ the candidate.



Your first CV

Write a first draft of your CV. Remember to use the correct structure and plenty of action verbs to describe your professional experience

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