

Should I include this in my CV?

COMMUNICATION

LEVEL
Upper-intermediate

NUMBER
EN_BE_3A05X

LANGUAGE
English

lingoda






Goals

- Can understand in detail what information to include and what information to avoid in a CV
- Can use the past simple to clearly describe my own professional and academic history





Admit it: you're a **superstar**. You've studied, worked, learned languages and volunteered. But how do you showcase this to potential employers?

A **curriculum vitae**, or **CV**, is the document that helps you highlight all the wonderful things you've done.



Should I include this in my CV?

- Your CV is a **snapshot** of your experience and shows potential employers what skills you can offer. The question is: what should you include?

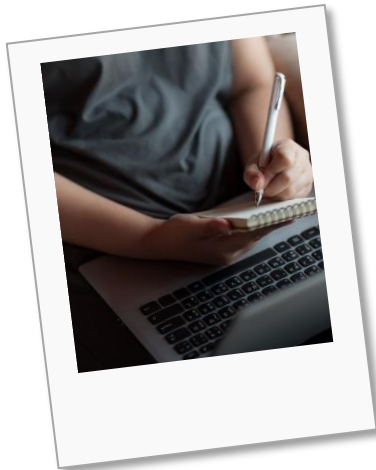


Aside from your **work history**, what else should your CV include?



Brainstorming

**You're writing your
CV from scratch:
what do you
include?**



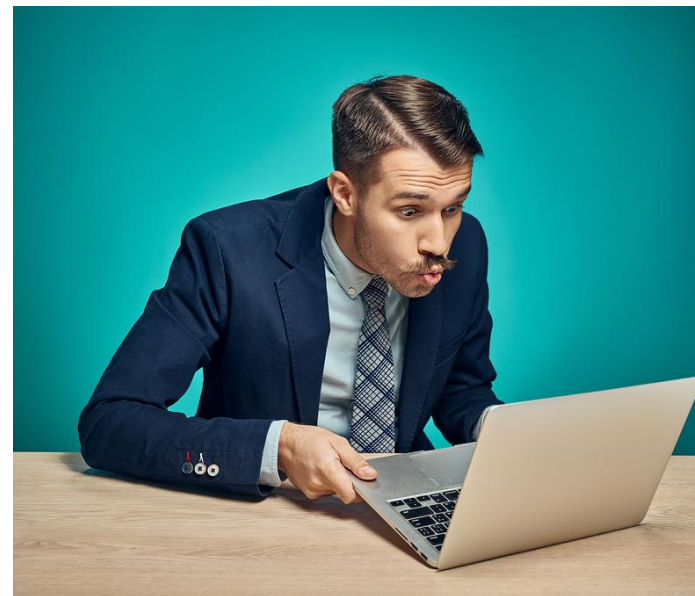
**What do you want
your CV to say
about you?**



CV necessities

- Before you dive into the individual content that makes your CV yours, make sure you include the following **essentials**.

Don't forget:	Why?
your contact details	Potential employers need to be able to get in touch with you.
work experience (reverse chronological order)	A CV is primarily a professional document.
education (reverse chronological order)	Show what you've studied.
skills	Highlight how you stand out from the crowd.





What skills do you have?

- *I am an accountant and am also really good at knitting. I can run a seven-minute mile, cook a soufflé and can speak Mandarin.*
- Are all of these things really necessary for a CV?
- Let's find out what skills should be included.

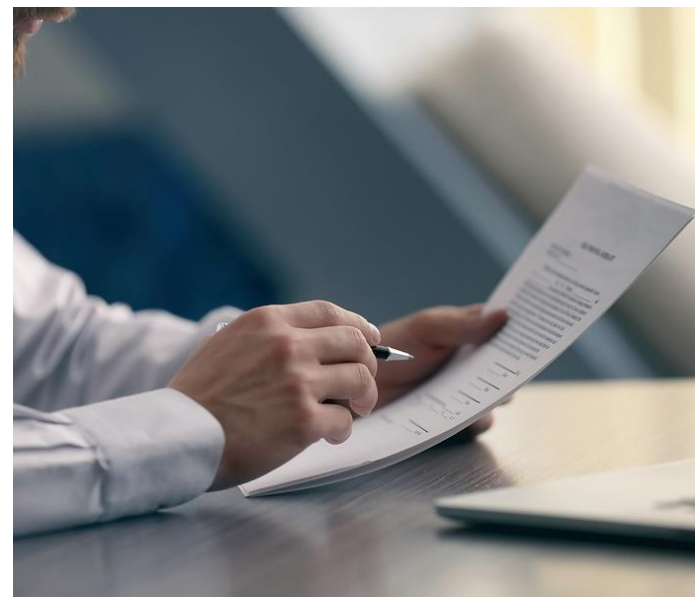
skills to consider for your CV

languages and levels of proficiency

IT skills, including specific programs

academic skills, such as specific research experience

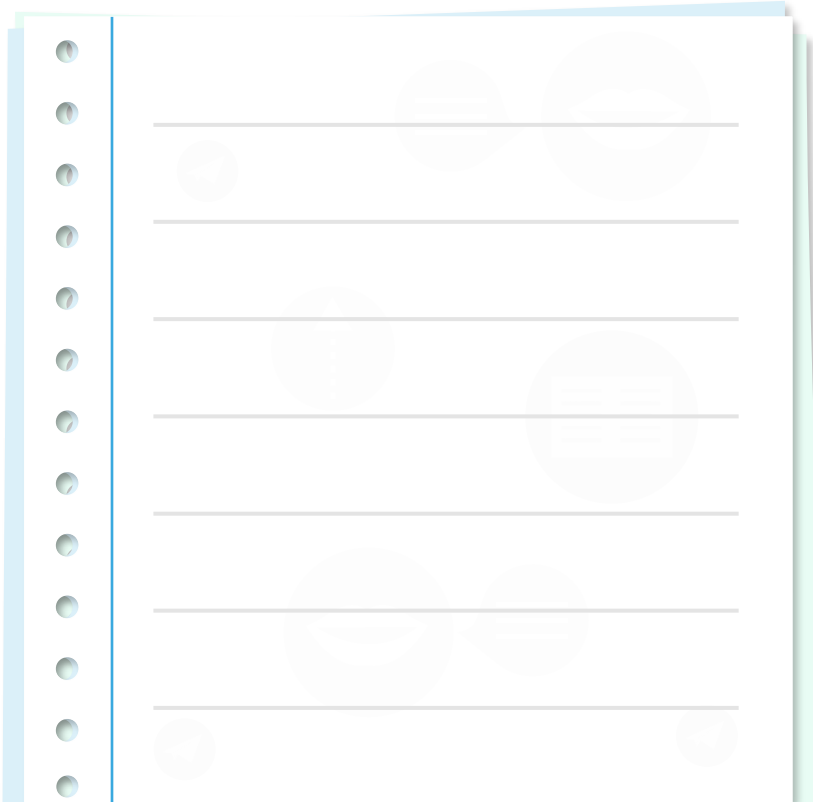
people and organisational skills, such as facilitating meetings or planning events





What skills do you have?

**Think about the skills that you have.
Make a list of the ones you might include in your CV.**





Personal statements

- Some CVs include a short **personal statement** at the beginning which summarises who you are and what your goals are.
- You may have a **general** one or you may choose to **tailor** it to the job you are applying for.
- The aim is to **concisely** and **vividly** present who you are.

- I graduated two years ago with a degree in Art History.
- I did independent research on stained glass in cathedrals.
- I taught English to primary school students in China for one year.
- I want to work in an art gallery.

Passionate, driven and **outgoing** graduate in Art History with an eye for detail and design. A **people person** with teaching experience and the ability to **communicate** across cultures and languages. An **independent self-starter** who doesn't shy away from **challenges**, I am seeking opportunities where I can apply my **enthusiasm** for art and education.



Improving your CV with vivid language

responsible

I was **responsible** for editing a newsletter that reached an audience of over 1,500 professionals.

proficient

Language skills: fluent in Spanish, **proficient** in Portuguese.

experienced

Experienced event planner with a record of success.

motivated

A hard-working and **motivated** student, I work in the library, tutor local children and am a student council representative.



Improve this CV with new vocabulary

Use active, vivid vocabulary to make this CV stand out more.

motivated

proficient

experienced

responsible

1. _____ in qualitative and quantitative research skills, including data management software.
2. Trusted lifeguard _____ for up to 30 swimmers at a time. Trained in first aid techniques.
3. _____ event planner with a specialisation in weddings.
4. _____ to pursue career opportunities in the field of international development.

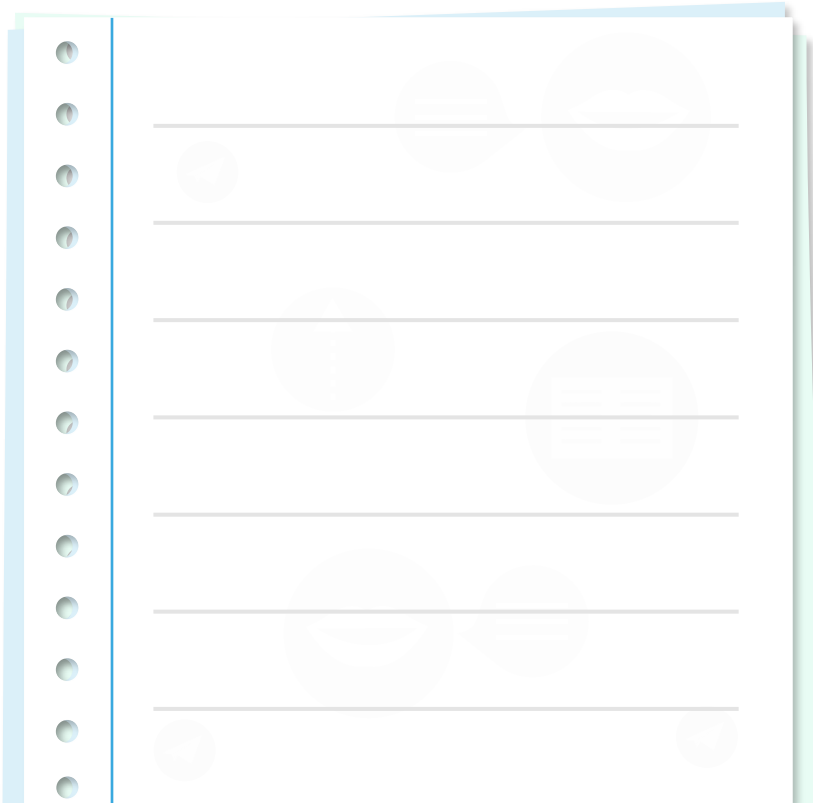




Present your personal statement

Think about the skills you noted down on p. 8. Use your notes to help you write your own personal statement.

Try to include some of the vocabulary that you've learnt today.





What should I leave out?

- Your CV should showcase the **best and most positive version of your professional self**.
- You don't need to include **every detail**. Leave out information that is **irrelevant** or **inappropriate**.

■ You have been working in corporate finance for five years. Your summer job at an ice cream shop from 10 years ago doesn't need to be on your CV.

■ You enjoy playing saxophone in a youth orchestra, but you also love drinking beer with your mates. Include the first hobby but definitely lose the second.

■ Your private e-mail address is LondonHottie@mail.co.uk. It might be time to get a more professional e-mail address.

- Use **good judgement**. Ask yourself: does this information show employers that I'm a **polished professional**?

**relevant work
experience**

**irrelevant work
experience**

You should **tailor your CV** to the kind of job you are applying for, highlighting **responsibility, leadership** and **skills**.

The decision about which experience is **irrelevant** depends on where you are in your career.

If you're just starting out, a job at a cafe might show that you are **responsible, can handle money** and are a **people person**. Once you've moved into a different **career field** and have more experience, you can probably leave this out of your CV.

As you reflect on all the work you've done, think about your **responsibilities** and **what you learnt** from each position.



Is it relevant?

- Imagine you are applying for a position as a legal secretary. You want to emphasise that you're **motivated**, **detail-orientated** and can handle **administrative** tasks.
- Consider the three jobs described below.

experience	relevance
I babysat my neighbour's children while I was at school.	This is intermittent work and probably doesn't add much to your CV.
I helped organise an annual school carnival to raise money.	This shows motivation and event planning skills. It might belong in the volunteer section.
I did face-painting at the school carnival and occasionally at children's birthdays.	This isn't very relevant, but you could maybe mention this if you're asked about organising the carnival.

- You might choose to pick out certain **skills** and **experiences** from your past work or volunteer activities. You can also choose to leave off the things that don't represent your whole career, such as babysitting or face-painting.



Does this belong in a CV?

**Read the statements and information in the boxes below.
Decide whether it is appropriate for a CV or not.**

a. animal shelter
volunteer

b. politically very
conservative

c. bank information
for direct deposit

d. degree in
Mathematics

e. IT Skills: familiar
with the internet

f. trained mediator

g. hobbies:
watching TV

h. IT Skills:
proficient with
statistical software

appropriate

inappropriate



What's inappropriate?



Discuss the list of inappropriate items that you just made.
Why are they inappropriate?

Can you think of any other things that should not be included in a CV?



Writing a CV

**You are helping your friend write her CV.
Describe how she might talk about the things below, and discuss
whether any of these items should be left out.**



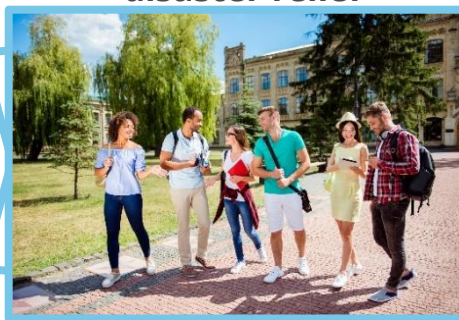
**lifeguard at the local pool
since the age of 16**



**organised a bake sale with
housemates to raise money for
disaster relief**



**spent one year working as a
marketing intern**



**university tour guide for
potential students**



Improving your CV with active verbs

- Move away from simply saying **I did this** or **I worked here** by using verbs such as the ones below.



I **led** an afterschool tutoring program for at-risk children.

I **managed** our company budget and oversaw all contract management.



After reviewing our employee training processes, I **implemented** a new onboarding program.

I **organised** focus groups to assess the impact of our policies.





What tense should I use?

- The verbs highlighted on the previous page are all in the **past simple**. You'll use this tense quite often, as a CV normally includes activities and roles that took place in the past.
- If you're currently involved in a project, job or activity, you'll use the **present simple**.
- To highlight an **accomplishment** or **achievement** in a current role, you might use the **present perfect**.

CV item:	Tense:	Why?
I managed a team of three interns for the summer.	past simple	This was a prior job that is now over.
I update and edit our website and social media regularly.	present simple	This responsibility is ongoing.
I have increased website traffic by 25%.	present perfect	This process began in the past and is ongoing.



The essentials of CV writing

	TRUE	FALSE
1. List your work history in chronological order.	<input type="checkbox"/>	<input type="checkbox"/>
2. List every job you've ever had, no matter how irrelevant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Use the past simple to describe the positions that have already ended.	<input type="checkbox"/>	<input type="checkbox"/>
4. Include your name and contact details so that employers can contact you.	<input type="checkbox"/>	<input type="checkbox"/>
5. Do not list any activities that are unrelated to formal employment.	<input type="checkbox"/>	<input type="checkbox"/>
6. Avoid describing every job with <i>I did</i> or <i>I worked</i> , and instead use verbs like <i>led</i> , <i>organised</i> and <i>implemented</i> .	<input type="checkbox"/>	<input type="checkbox"/>



Read through the CV below

Curriculum Vitae

Maya Harrington

0152 898 8574

partypuppy@webmail.co.uk

Motivated recent graduate with a degree in International Relations. I love to learn! Good at baking, event planning and making people smile. Eager to apply my diverse experience and passion for women's rights to a role in an NGO.

Employment Experience

Cheltenham Community Pool Head Lifeguard (May 2014 – March 2017):

Managed staff of four guards; hired and trained new staff; planned community events about water safety and water sports.

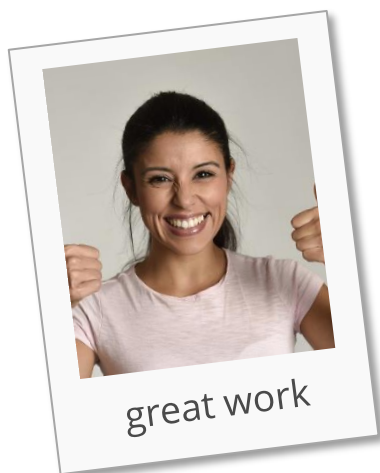
WebEx Marketing Intern (September 2017 – August 2018):

Developed social media strategy for a small tech firm; created user survey and analysed data about customer social media use.



Strengths and weaknesses

What are the strengths of Maya's CV?



What advice would you give Maya to improve her CV?



Analysing your own curriculum vitae

Think about your own academic, work and volunteer experience.



1

Have you ever had a job that you'd consider irrelevant to your current career? Explain your answer.



2

Think about your skills. Describe three that you'd include on a CV.



3

Think about what you do in your free time. Describe how you might present one of your hobbies on a CV.



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

Exercise p. 11

1. proficient, 2. responsible, 3. experienced, 4. motivated

Exercise p. 16

Appropriate: a, d, f, h
Inappropriate: b, c, e, g

Exercise p. 21

1F, 2F, 3T, 4T, 5F, 6T

Exercise p. 23

Improvements could include:

Writing *Curriculum Vitae* at top not necessary.

Use a more professional e-mail address.

Make the personal statement more professional and only include relevant

information.

Experience should be in reverse chronological order.





Answer the questions

1. Which of the following should you not include on your CV?

- | | | | |
|---------------------------------------|------------------------------|--|---------------------------|
| a. long, descriptive sentences | b. university degrees | c. software you know how to use | d. language skills |
|---------------------------------------|------------------------------|--|---------------------------|

2. Which of the following pieces of personal information would enhance your CV?

- | | | | |
|---|----------------------------|------------------------------------|---------------------------------------|
| a. Hobbies: hanging out with friends | b. Hobbies: the pub | c. Hobbies: online shopping | d. Hobbies: local running club |
|---|----------------------------|------------------------------------|---------------------------------------|

3. You haven't worked much and are including your summer job at the cinema on your CV. What might you say about this position?

- | | | | |
|-------------------------------------|--------------------------|------------------------|------------------------------|
| a. provided customer service | b. served popcorn | c. sold tickets | d. watched many films |
|-------------------------------------|--------------------------|------------------------|------------------------------|

4. What personal information does not belong on your CV?

- | | | | |
|------------------------|--------------------------|-----------------------------|-------------------------------|
| a. home address | b. e-mail address | c. religious beliefs | d. mobile phone number |
|------------------------|--------------------------|-----------------------------|-------------------------------|



Writing a strong CV

Write a personal statement for a CV based on the information below.





Homework answer key

Exercise p. 29
1a, 2d, 3a, 4c



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