

A curriculum vitae

■ Read a CV

■ Vocabulary:

- qualifications
- jobs and employment

Discussion: job applications

1 Work in pairs or groups. Discuss these questions.

- What do you need to send to an employer before a job interview?
- What information about you does an employer need to have?

past jobs details of qualifications present job
personal information list of illnesses foreign languages
parents' jobs copies of letters from previous employers
marital status hobbies copy of driving licence
plans for having children age

CURRICULUM VITAE

Personal Information

Name: Rachel Tyson
Address: 44 Grange Road, Henley, OX20 2JE
Telephone: (01734) 299610
Age: 25 Date of Birth: 18th March 1974
Male/Female: Female

Educational Qualifications

Summer 1995: Diploma in French Studies. Sorbonne, Paris
1995: BA (Media Studies). Northern University
1992: A levels in English, Mathematics and Economics
1990: GCSE: English Language (A) English Literature (A)
Mathematics (A) Economics (A) French (B) History (B) Chemistry (C) Biology
(C) Drama (C) Spanish (C)

Career History

- Present position (since Oct 1997): Sales Manager, Playhouse Theatre, Cambridge
- August 1996 – September 1997: Marketing Assistant, Byron Books, Barcelona, Spain
- September 1995 – July 1996: Administrative Assistant, Marsh Advertising, London.

Skills

- fluent French
- conversational Spanish
- full driving licence

Hobbies and Interests

I enjoy travelling, music and sports. I play the violin and piano and I belong to a tennis and squash club. I also ski and I am learning to fly.

Referees

R.G. Jones, Director, Playhouse Theatre, Bridge Street, Cambridge CB1 2XL
J. Lluch, Marketing Manager, Byron Books, 85 Carrer Calabria, Barcelona

Reading a CV

2 Look at this curriculum vitae.

- Which information from your list in Exercise 1 does it contain? Does it contain any other information?
- Which short forms mean:
 - a Bachelor of Arts degree from a university?
 - the General Certificate of Secondary Education?
- Look at Rachel's school subjects. Write the subjects in two lists:
 - science subjects: mathematics
 - arts subjects: English Language
- Add other school subjects to your lists. Use a dictionary to help you.
- What does *referee* mean in this context? Someone who:
 - is a past employer.
 - controls some sports (e.g. football, boxing).
 - can tell you about a person's character and skills.

Vocabulary: qualifications

- 3 Look at these British academic qualifications. Are qualifications similar in your country?

UNIVERSITY DEGREES

FIRST DEGREES:

BA (Bachelor of Arts) BSc (Bachelor of Science)

HIGHER DEGREES:

MA (Master of Arts) MSc (Master of Science)

PGCE (Postgraduate Certificate in Education)

MBA (Master of Business Administration)

MEd (Master of Education)

PhD (Doctor of Philosophy)

SECONDARY SCHOOL QUALIFICATIONS

Secondary school (at age 16): GCSEs, usually in six or more subjects.

Secondary school (at age 18): A levels, usually in three subjects.

Vocabulary: jobs and employment

- 4 Use words from this list to complete the sentences below. Use a dictionary to help you.

job career occupation temporary
permanent unemployed unskilled
manual work skilled professional full-time
self-employed part-time

- a Jane has got a temporary job. She's working for two weeks while the receptionist is on holiday.
- b Ralph has been since he lost his job last year. He just can't find any work.
- c He's got a job. He only works ten hours a week.
- d I have plenty of work and I can do most of it at home. I'm, so I'm my own boss.
- e Margaret decided that she couldn't work after she had children. She decided to work two days a week.
- f I'm hoping to have a in medicine. I want to become a surgeon.
- g 'What do you do?' means 'What's your?' or 'What's your?'
- h You've had six employers in the last two years. It's time you found a job!

- 5 Put the jobs below into three categories:

carpenter lawyer labourer teacher
accountant plumber telephone engineer
cleaner doctor journalist

- a unskilled manual worker
b skilled manual worker
c professional
- 6 Work in pairs. Find words from Exercises 4 and 5 to describe these jobs.
- a 40 hours a week July–September cleaning in a factory
full-time temporary cleaner
- b 8 hours a week all year, teaching children
- c 40 hours a week all year, putting in new telephone lines
- d 40 hours a week, checking financial accounts (working for yourself)

Speaking: describing jobs

- 7 Describe the jobs of people you know to your partner. Don't say the name of the job. Can your partner guess the job?

EXAMPLE: *My friend works 35 hours a week in an office.*

Is she a full-time secretary?

Optional