

Name: _____

J07 EXTRA PRACTICE 5

1. MATCH THE WORDS TO THE PARTS OF THE CV

Curriculum Vitae

Aldo Peterson

Nationality Swiss and British

¹ _____ 17 September, 1987

² _____ Flat 3A, 85 Cadogan
Gardens, London SW1

Email a_peterson@swisstel.com

³ _____ 0207 685 74653

Mobile 07759 856 746

⁴ _____

2008–2009 MA in Events Management, London College of
Catering and Hotel Management

2005–2008 BSc in Geography and Economics, London University

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2011–present Assistant manager: Managed a medium-sized hotel,
supervised staff, assisted the general manager in all
areas of hotel activities

2009–2011 Hotel receptionist: Received international guests,
collaborated as team member, translated hotel
correspondence in French, German and English.

Summer 2010 Camp counsellor on summer camp in USA:
Co-ordinated groups of teenagers and planned events.

⁶ _____

Languages: English and German (bilingual), French (fluent)

Computing: Word, Excel, web design

⁷ _____

Captain of local hockey team, most winter sports, theatre

⁸ _____

Dr Miles Keeping, Dept of Hotel Management, 15 Gower Street, London
Alessandra Delfs, Mattenstrasse 7, Reinach, 4153, Switzerland

Address Date of birth Education Home telephone Interests
References Skills Work experience