Use the word given in capitals to form a word that fits the gap.

CREATING THE PERFECT CV



The **(1)** _____ [GROW] of online job **(2)** _____ [HUNT] has increased the importance of having a good CV. Many **(3)** _____ [EMPLOY] now search for CV databases for potential candidates, and a great CV which highlights your skills and experience will boost your chances of getting an interview **(4)** _____ [CONSIDER]. On average, a **(5)** _____ [RECRUIT] will spend just eight seconds reviewing each CV, so it is important to get it right. If you follow a **(6)** _____ [BASE] structure, you can present the **(7)** _____ [INFORM] in a clear, concise and **(8)** _____ [PERSUADE] way. Your CV should look clean and tidy with no frills or fancy **(9)** _____ [ATTACH], with all the information **(10)** _____ [CLEAR] signposted, and should not exceed two pages. Include your name, address and contact details, but information about your **(11)** _____ [NATION], age and hobbies is not **(12)** _____ [ESSENCE].

Any **(13)** _____ [PROSPECT] employer will be interested in your work experience. List the most recent first, describing your previous jobs in short sentences using **(14)** _____ [STRAIGHT], positive language which highlights all your key **(15)** _____ [ACHIEVE]. Similarly, list brief details of your **(16)** _____ [ACADEMY] and professional **(17)** _____ [QUALIFY] along with the grades attained. Include specific skills such as IT **(18)** _____ [PACK] or languages, and state whether you are at a basic, intermediate or advanced level. **(19)** _____ [APPLY] looking for their first job since leaving full-time education are **(20)** _____ [LIKE] to have much relevant work experience, so should put information about their academic record and they skills first.

Adapted from *CAE Practice Tests Plus with Key*

LIVEWORKSHEETS