Writing a CV

Task 1: what do you know about a CV?
Are these sentences True or false?

1. A CV is a document with information about you. (…)
2. You use a CV to get a job. (…)
3. You should put your photo on your CV. (…)
4. Your CV should be 3 or 4 pages long. (…)
5. It's OK to have mistakes (spelling, grammar…) on your CV. (…)
6. All information on your CV must be in full sentences. (…)
7. Employers usually look at a CV for about 2 minutes. (…)

Task 2: what parts does a CV have? Match the parts with their meaning:

1- Personal details (…) 2- Education and qualifications (…) 3- Work Experience (…) 4- Skills (…) 5- Personal Skills (…) 6- Interests (…) 7- References (…)	A. jobs you did before B. things you enjoy (e.g. playing a sport) C. your name, address, date of birth, email, phone number D. the name of your school / college; exams you passed E. things you can do (e.g. speak a language; drive a car; use a computer) F. names of people who know you (e.g. your teacher or your boss), and who can say that you're good for a job G. Personal characteristics which make you a good candidate

Task 3: Parts of Nisa's CV- Nisa Thaoto is a nurse from Thailand.

Look at the details from her CV (a-f), and match them with the correct heading

1. Personal details (…) 2. Education and qualifications (…) 3. Work experience (…) 4. Skills (…) 5- Personal Skills (…..) 6. Interests (…) 7. References (…)	A. Date of birth: 30 April 1992 B. 2011-2012 nurse at Bumrungrad International Hospital, Bangkok C. I enjoy football and played for the women's team at school. D. Languages: Thai (fluent); English (elementary). UK driving license E. 2010-2011 Boromarajonani College of Nursing, Bangkok (Thailand). Diploma in Nursing F . Mr Mark Hargreaves, ESOL lecturer, Beechen College mhargreaves@beechen.ac.uk G. organized- eye for detail- team player

LIVEWORKSHEETS

Task 4: Looking at Nisa's CV . A*nswer these questions:*

1. Why did Nisa write this CV?

2. What does Nisa do now?

3. What words are in bold on Nisa's CV?

4. What information did Nisa put in brackets (like this)?

5. How many full sentences (with a verb and a full stop) are there in Nisa's CV?

6. Who are Mr Hargreaves and Ms Dangda? What does Nisa need to ask them?

NISA THAOTO

I am a nurse with qualifications and experience. I am looking for a job in healthcare in Beechen.

Personal details

Address: 391 Newbury Road, Beechen, BE2 3AC
Email: nisathaoto@wow.com
Phone: 07746 128 497
Date of birth: 30 April 1992

Education and qualifications

- 2012-present: Beechen College. ESOL course. I will take Entry 1 exams this term.
- 2010-2011: Boromarajonani College of Nursing, Bangkok (Thailand). Diploma in Nursing

Work experience

- 2013-present: volunteer assistant at Help the Aged (charity shop), 14 High Street, Beechen
- 2011-2012: nurse at Bumrungrad International Hospital, Bangkok

Skills

- Languages: Thai (native); English (elementary)
- Computers: Microsoft Office (Word, Excel and PowerPoint) UK driving license

Personal skills:

- Organized and responsible
- Sociable. I enjoy team work
- Creative and open-minded

Interests

I enjoy football and played for the women's team at school.

References

- Mr Mark Hargreaves, ESOL Lecturer, Beechen College: mhargreaves@beechen.ac.uk
- Ms Pikul Dangda, Head of Nursing, Bumrungrad International Hospital, Bangkok: pikul_dangda@bumrungrad.com. Ms Dangda was my supervisor when I worked at Bumrungrad Hospital.

LIVEWORKSHEETS