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

5 _____

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, Mattenstrsse 7, Reinach, 4153, Switzerland

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

LIVEWORKSHEETS