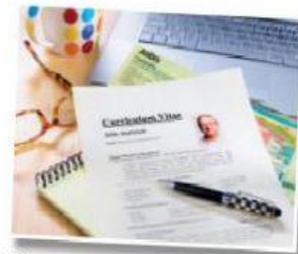# Lessons 9–10 You're hired!

1 Look at the article on page 9 in the Coursebook. Find a word for each definition. **1**

A font style used to make letters stand out. _____

2 Not very long ago. _____

3 The way a document is organised on a page. _____

4 The title of each section of a CV. _____

5 Using too many words. _____

6 A selected number of people who are considered for a job. _____

7 When you describe something or someone with less value than they are worth. _____

DO	DON'T
✓ The layout must be clear. You can do this by separating information into sections with its own heading and by using keywords that are relevant to the job. To make a good impression, it's also important to be consistent and use professional fonts. For example, Times New Roman or Arial are commonly used.	✗ Be careful with the formatting. Too many different styles (for example **bold**, underlining, *italics*) or colours can actually be distracting and look unprofessional.
✓ Your CV needs to be concise and to the point. So make sure you say what you have to say in as few words as possible.	✗ Long-winded explanations and sentences have no place in a CV. Keep these for essays or your autobiography!
✓ When listing your experience and qualifications, you must follow are very precise order: most recent always come first.	✗ Don't leave gaps or jump around with your dates. A CV has to be easy to read and the reader needs to find information easily.
✓ Check your CV for spelling and grammar mistakes before you send it; use spell check, show it to your friends or teacher. Good grammar and spelling are as important as the content of your CV.	✗ Why would you use Arabic if you're applying for a job where you must speak English? Your CV is your chance to display your excellent language skills.
✓ References are very important and often checked by potential employers. You should list only professional referees and make sure the contact details are correct. If you don't have any work experience, ask the company if you can list a character reference, this can be a teacher or professional who knows you in a personal capacity but can vouch for your suitability for the job.	✗ Do NOT use your best friend or a family member as a referee. Also avoid incomplete or inaccurate contact details.
✓ Your CV is your chance to showcase your achievements and allows you to stand out from the crowd so be positive! Promote yourself and your accomplishments by using interesting adjectives, action verbs and words that make your skills and qualifications stand out. Make sure to include what you did, how you did it and what positive results you brought about.	✗ This is not the time to be modest. That doesn't mean you should stretch the truth in your CV, but don't be shy or undersell yourself!