

## A CURRICULUM VITAE OR CV

### 1. 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.

### 2. Parts of a CV. Match the parts with their meaning.

- |                                |  |
|--------------------------------|--|
| 1 Personal details             | A. jobs you did before   |
|                                | B. things you enjoy (e.g. playing a sport)   |
| 2 Education and qualifications | C. your name, address, date of birth, email, phone number  |
|                                | D. the name of your school / college; exams you passed   |
| 3 Work experience              | E. things you can do (e.g. speak a language; drive a car; use a computer)                                    |
| 4 Skills                       | 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 |
| 5 Interests                    |  |
| 6 References                   |  |

**3. Nisa's CV.** Nisa Thaoto is a nurse from Thailand. Look at the details from her CV (a-f), and match them under the right heading in her CV.



1. Personal details
2. Education and qualifications
3. Work experience
4. Skills
5. Interests
6. References

Date of birth: 30 April 1992

2011-2012 nurse at Bumrungrad International Hospital, Bangkok

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

Languages: Thai (fluent); English (elementary). UK driving license

2010-2011 Boromarajonani College of Nursing, Bangkok (Thailand). Diploma in Nursing

Mr Mark Hargreaves, ESOL lecturer, Beechen College [mhargreaves@beechen.ac.uk](mailto:mhargreaves@beechen.ac.uk)

**4. Reading comprehension and Speaking.** Work in groups and answer 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 CV**

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](mailto:nisathaoto@wow.com)

Phone: 07746 128 497

Date of birth: 30 April 1992

#### **Education and qualifications**

2010-2011: Boromarajonani College of Nursing, Bangkok (Thailand). Diploma in Nursing

2012-present: Beechen College. ESOL course. I will take Entry 1 exams this term.

#### **Work experience**

2011-2012: nurse at Bumrungrad International Hospital, Bangkok

2013-present: volunteer assistant at Help the Aged (charity shop), 14 High Street, Beechen

#### **Skills**

Languages: Thai (fluent); English (elementary)

Computers: Microsoft Office (Word, Excel and PowerPoint)

UK driving license

#### **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](mailto:mhargreaves@beechen.ac.uk)

Ms Pikul Dangda, Head of Nursing, Bumrungrad International Hospital, Bangkok:  
[pikul\\_dangda@bumrungrad.com](mailto:pikul_dangda@bumrungrad.com). Ms Dangda was my supervisor when I worked at Bumrungrad Hospital.

**5. Now write your CV.** Write information about yourself.

..... **CV**

I am a

I am looking for

**Personal details**

Address:

Email:

Phone:

Date of birth:

**Education and qualifications**

**Work experience**

**Skills**

**Interests**

**References**