

6B WRITING A CV

- 1 What is a curriculum vitae (CV)? Do you have an up-to-date one? What information is on it?
- 2 **A▶6.1** Listen to a personnel officer talking about the dos and don'ts of writing CVs. Make notes on the following points. Do you agree with what she says?

Topic	Do	Don't
Personal details		
Education		
Qualifications		
Work experience		
Photographs		

- 3 These are headings and categories commonly used in CVs.

marital status referees employment history
 permanent address educational history skills
 title personal details hobbies and interests
 surname qualifications date of birth

Which one means:

- 1 basic facts about you? _____
 - 2 practical abilities? _____
 - 3 where you live most of the time? _____
 - 4 what you do in your free time? _____
 - 5 when you were born? _____
 - 6 Mr, Mrs, Ms, or Dr? _____
 - 7 details about your working life? _____
 - 8 whether you are married or single? _____
 - 9 people who can tell the employer about your qualities and character? _____
 - 10 proof that you have successfully completed a course? _____
 - 11 schools and colleges? _____
 - 12 family name? _____
- 4 Which information is not usually asked for in your country? Should you give any information that is not mentioned here?
- 5 Read the CV. Complete a-h with appropriate headings or categories from the list in 3.

Toni Carter

a _____
 Full name: Toni (Antonella) Carter
 b _____: 14/02/78
 Permanent address: Linden Cottage, 88 Whitecross Road,
 Rickmansworth, Herts, WD3 8KY
 Tel: 01923 0845841
 Mobile: 07897 765782
 Personal email: CarterToni@gratisserve.co.uk

c _____
 I am currently following a part-time MBA programme in international business at Randolph Business School.
 1997–2000: University of Nottingham
 BSc Business Studies (2:1).
 1994–1996: Dr Chalmer's Sixth Form College
 A-levels in Italian (A), Mathematics (B), Biology (B).

d _____
 Word-processing. Excel. PowerPoint.
 Languages: Bilingual (English / Italian).

e _____
 September 2002–present
 Farinelli Fashions: Marketing Executive with responsibility for customer services. I regularly visit sales outlets in the south of England and our suppliers' factories in Malta and Morocco.
 January 2001–September 2002
 Kilt Corner: Shop Assistant, then Deputy Manager.
 August–December 2000
 La Sorpresa Italian Restaurant: Part-time Waitress.

f _____
 Football: At university I was captain of the women's football team.
 Playing the cello: Member of SN Chamber Orchestra.
 Travel: In my gap year, I travelled round Australia and South East Asia. I developed a broader awareness of other cultures.

g _____
 Catriona Flynn
 Manager, Kilt Corner
 Gorton Street
 London, W8 7AT
 Professor K. Pradesh
 Randolph Business School
 32 City Road
 London, EC1A 7HG

- 6 Read the CV again and answer these questions.
- 1 Does Toni follow all the advice?
 - 2 What details does she give of her personal achievements?
 - 3 What does she hope to prove by giving details of her interests and hobbies?
- 7 Create your own CV using Toni's as a guide.