

A) Put the parts of the CV in order and complete with the information.

REFERENCES WORK EXPERIENCE EDUCATION SKILLS INTEREST PERSONAL DETAILS

- Mr. Mark Smith, Professor of English, Beechen College mhargreaves@beechen.ac.uk
- Date of birth: 30 April 1992
- 2011-2012 nurse at 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 AFR University of Nursing, Bangkok. Diploma in nursing
- Honors in high school. Best grades.
- 2013 – 2014 nurse in Regional Clinic.
- 35th street 586, Bangkok, Thailand
- Nationality: Thai
- I like looking after children.
- 2014 – actually nurse in Hospital of Bangkok
- I can use Word and Excel.
- Dr. Anne Jones, Administrator of Regional Clinic. ajones@lmail.com

B) Write TRUE or FALSE.

- You should put a photo on your CV. _____
- In Education you should write all the courses and degrees you have. _____
- You use a CV to get a job. _____
- A CV is a document with information about you. _____
- You should write your parents name on the CV. _____
- In work experience you should write all the jobs you have had. _____
- The CV should be 4 pages long. _____
- In references you can write your parents name _____
- In Skills you should write the things you can do. _____
- In Personal Details you should write your parents and grandparents name. _____
- You should write the name of your school in Interests. _____
- You can have any email address. _____