

YOUR INFO

When you're writing a(n) (1) ____ to apply for a job, there are some points to remember. You must show all your (2) ____ very clearly, starting with the first (3) ____ you got at school and listing them in order of date right through to your (4) ____ at 16 and the A levels you (5) ____ before leaving school (or the (6) ____ Baccalaureate if this is what you took). It's also important to indicate whether you received any (7) ____ over the years, for example for excellent results or a special project. You must also include, obviously, any exceptional results such as a (8) _____. If you are a university (9) _____, then write about the subjects you studied for your (10) _____ and give information about any work experience or relevant extracurricular (11) _____ too.

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|-------------------|---------------|------------------|
| 1 A story | B CV | C interview |
| 2 A life | B information | C qualifications |
| 3 A marks | B books | C certificates |
| 4 A GCSEs | B SLC | C finals |
| 5 A made | B took | C wrote |
| 6 A International | B National | C European |
| 7 A praise | B gifts | C awards |
| 8 A distinction | B pass | C star |
| 9 A ex-student | B graduate | C entrant |
| 10 A course | B level | C degree |
| 11 A activities | B actions | C acts |

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