

LISTENING ACTIVITY

LISTEN WHAT THE PEOPLE SAY ABOUT THEIR JOBS. MATCH THE DESCRIPTIONS WITH THE PICTURES, THEN COMPLETE THE CHART



SPEAKER	PICTURE	WHAT IS THE JOB LIKE?
SPEAKER 1		
SPEAKER 2		
SPEAKER 3		
SPEAKER 4		

LISTEN TO THE AUDIO AND PUT THE SENTENCES IN ORDER.

Pierre wants to apply for one of these jobs but first he needs to write a CV and he is going to ask for some information about how to write it.

If you got a degree from a different country, you can say Degree Equivalent to UK Bachelor's Degree in Economics - Lima, Peru.

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date of birth, race, sex, political affiliation, names and ages of children, spouse's occupation, and any other personal information that is not relevant to your job qualifications.

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Any personal information should be left out also for example:

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If you have higher education, you don't have to include the high school you attended on your resume.

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In order to use the page most effectively, consider carefully the information you put on your resume.

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Photos are not necessary and are usually considered inappropriate by British standards of business.

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Provide enough information for the employer to understand your abilities and qualifications for the position without overdoing it.

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Your resume will be brief and to the point, in most cases, one full page will be enough for you to say all that you need to say.

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