

7D | The recruitment agency

CURRICULUM VITAE

1 Match the phrases in **bold** to the definitions 1–6.

Lying and Applying

A new survey shows that many British workers have lied on their CVs:

- 47% have lied about **personal interests**: photography, opera and paragliding are incredibly popular!
- 19% have lied about **skills**: languages and qualities (eg 'honesty') they did not have.
- The most common lies were about **professional experience**: responsibilities, titles, dates and unemployment.
- The most dangerous lies were about **education and qualifications** because these are easy to check.
- 'The only thing I believe when I get a CV,' says one employer, 'are **personal details**.'
- 'The worst liar I've ever interviewed,' says one manager, 'wrote the **referee's** details on his CV. But guess who answered when I called!'

- 1 previous jobs _____
- 2 abilities _____
- 3 free time activities _____
- 4 schooling and exam results _____
- 5 someone who gives information about an applicant's abilities and work experience _____
- 6 name, address, email, telephone number _____

ADVICE

2 Make requests for advice beginning with the words given.

- 1 You're not sure if you should apply for this job.
Should I *apply for this job*?
- 2 You're not sure if you should have a haircut.
Should _____?
- 3 You don't know which suit to wear.
Which _____?
- 4 You don't know what to say about your skills.
What _____?
- 5 You don't know who to include as a referee.
Who _____?

3 Complete the sentences 1–6 with the phrases a–f.

- | | |
|---------------------|---------------------------------|
| A | B |
| 1 If I were you, | a you take a course in Spanish? |
| 2 I don't think you | b giving them a call? |
| 3 What about | c make the letter too long. |
| 4 You should | d should wear those shoes. |
| 5 You shouldn't | e I'd take a day off. |
| 6 Why don't | f smile when you say 'hello'. |

4 Give your friend some advice using the words in brackets.



- 1 Your friend wants to wear jeans for the job interview.
(wear a suit)
You *should wear a suit* to the job interview.
- 2 Your sister's unemployed. You see a good job ad.
Why _____ this job?
(apply for)
- 3 You don't think your brother looks good in green.
I don't think you _____
green. (wear)
- 4 You think your friend should see a careers advisor.
What _____ a careers
advisor? (see)
- 5 You don't think the job your friend wants to apply
for is good.
If I _____
that job. (not / apply for)