aha
Consulting & Solutions

# Language at work unit 15 Training

**2** Aleksander is giving Natalia advice about writing a good curriculum vitae. Complete the email with *must, mustn't, should, shouldn't* or *could*.

Dear Natalia,

You asked for help with writing your CV. Here are some ideas to help you.

Obviously, you [1] *mustn't* forget your contact details (address, phone, etc.) and you [2]_____ include your education, work experience and skills. You [3]_____ add a photograph if you want, but it's not absolutely necessary.

It's a good idea to keep your CV quite short, so you [4]_____ write more than two pages. I think you [5]_____ also write short sentences, and use verbs with impact, such as, 'achieved my goals', 'improved my performance', etc.

And when you're describing your experience, don't forget that you [5]_____ start with your most recent job first.

Finally, you really [7]_____ check that you haven't made any spelling or grammar mistakes – and most importantly, you [8]_____ lie! At an interview, an employer can easily find out that you haven't told the truth.

Hope this is useful.

Best wishes,

Aleksander

LIVEWORKSHEETS