



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 ⁶ _____ 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