BRITISH COUNCIL

LearnEnglish Teens

Writing skills practice: A CV – exercises

Look at the job adverts and the CV and do the exercises to improve your writing skills.

Preparation

Tick all the things that you write on a CV. Then look at the CV below and see if you were right.

1.	☐	date of birth	8.	☐	friends
2.	☐	address	9.	☐	languages spoken
3.	☐	family	10.	☐	references
4.	☐	pets	11.	☐	telephone number
5.	☐	education history	12.	☐	email address
6.	☐	work experience	13.	☐	favourite food
7.	☐	skills			

Curriculum Vitae

Natasha Anne Lane

Date of birth: 15 January 1998

Contact information

37 Cherry Road
Liverpool
LA12 456

natashanne@myworld.com

0044 151 123456

Education

9 GCSEs including English and maths
Evesop High School, Liverpool

Work experience

Helper at **Playland Nursery School** in summer holidays — 1 month
Waitress at **Italia Pizza restaurant** on Saturdays — 17 months

Languages

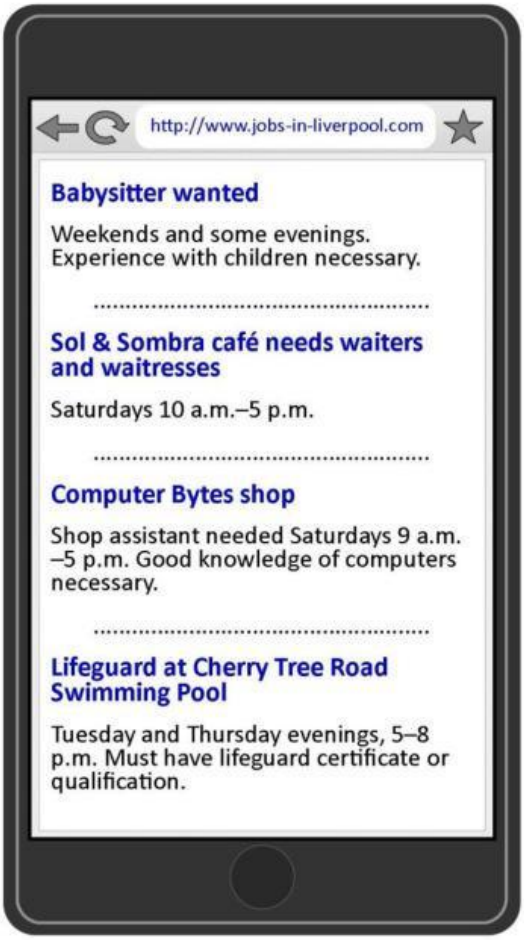
French — B1 level
Spanish — A2 level

Skills and interests

Swimming
Lifeguard course — Evesop Swimming Pool

References

Mrs M. Norton, Playland Nursery School, 42 Cherry Road, Liverpool



www.britishcouncil.org/learnenglishteens

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LIVEWORKSHEETS

1. Check your understanding: multiple choice

Circle the best answer or answers to complete these sentences.

1. Where does Natasha live?
   a. Liverpool b. London c. Leeds
2. How many of her exams did Natasha pass at school?
   a. none b. two c. nine
3. Natasha doesn't have an email address.
   a. true b. false c. answer not given
4. Are all the advertised jobs for weekend work?
   a. yes b. no c. answer not given
5. Which two jobs are for weekday evenings?
   a. babysitter b. waiters and waitresses c. computer shop assistant d. lifeguard
6. Which three jobs could Natasha apply for?
   a. babysitter b. waitress c. computer shop assistant d. lifeguard

2. Check your writing: gap fill – completing a CV

Use the headings in the box to complete the CV.

Languages	References	Email	Education	Address
Date of birth	Work experience	Skills and interests	Mobile	

CV – Martin Luke Moore	
1 _____	26 August 1997
2 _____	94 Albion Street, Birmingham, B23 2TF
3 _____	Mooro@myworld.com
4 _____	0778 445 288
5 _____	7 GCSEs including English, maths and science
6 _____	Cashier at a large supermarket
7 _____	French – A2, German – A2
8 _____	Mountain biking, drawing and computer programming
9 _____	Mr Williams, Albion High School, Park Drive, Birmingham

Discussion
Have you ever had a part-time job? Do you think it's a good idea for students to do part-time work?

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LIVEWORKSHEETS