

## WRITING A CV

CV stands for *curriculum vitae* - a Latin expression meaning 'life story'. (In American English it is called a *resume*.) It summarises your *education*, *achievements* and *job history* for prospective employers and so it should be carefully prepared. A CV is usually sent with a covering letter.

### 1. Put the words in order to form stages in the preparation of a CV:

- 1) about the involves. Think job what
- 2) sort of chosen about Think it. be what person would to do
- 3) job that Identify match skills description. the your
- 4) a Decide on layout.
- 5) previous your experience review
- 6) describe Find language your suitable to experience.
- 7) the CV. version first of Draft your
- 8) for your CV Check mistakes.

### 2. CV includes the following parts. Can you match them with the definitions?

<i>Education</i>	<i>Referees</i>	<i>Personal Details</i>	<i>Profile</i>
<i>Additional Skills</i>	<i>Interests</i>	<i>Professional Experience</i>	

1. \_\_\_\_\_ nationality, age etc.
2. \_\_\_\_\_ a few lines summarizing who you are, what you're good at and what makes you special
3. \_\_\_\_\_ schools, university, other training and qualifications
4. \_\_\_\_\_ previous jobs and what your role was;
5. \_\_\_\_\_ do you like reading, dancing, football, etc?
6. \_\_\_\_\_ things you can do that weren't part of your formal training, such as languages, computer skills etc.
7. \_\_\_\_\_ former bosses, teachers or other people who would be willing to confirm that you are a good candidate.

### 3. In which part of the CV will you include the following information?

- Fluent in English:
- Nationality - German:
- Concept AG - Assistant Project Manager:
- Excellent communication skills:
- Full driving license:
- Diploma in English with Business Studies:
- Skiing and windsurfing:
- Computer literate:
- Able to work on own initiative and under pressure:
- Responsible for customer service:
- Dr H. Mayer, University of Bath:

### 4. Read an example CV and write yours. Choose an imaginary position to apply for.



# Carmen Lopez Duran

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Grenada 18 752 Spain  
Tel 123 456 789  
Email Carmello@ etc.com  
Date of birth 25 Nov 1980

## Profile

I am keen to follow a career in Tourism or Hotel Management. I am well-organised, highly motivated and have excellent communication skills. In addition I am reliable, flexible, and quick to learn.

## Education

1998 - 2000 Universidad de Granada Diploma in Business Studies with Tourism  
1990 - 1998 Instituto Cervantes, Granada Bachillerato (A Level equivalent) Grade B

## Professional Experience

2000 - present Hotel Xyz, Notown  
Assistant to Conference Manager  
Responsible for providing administrative support, answering enquiries, taking bookings, arranging catering.  
Employee of the Year, 2001.

Summer 2000 Company Xyz. Notown  
Social/Sports Officer  
In charge of escorting groups of foreign students,  
Arranging schedules, planning social events,  
Organising sports activities, managing a budget.

## Interests

Yoga, swimming, skiing, classical music, theatre, current affairs

## Additional Skills

- Fluent English - IELTS score 6.5
- Working knowledge of French
- Clean driving licence
- Computer literate (Word, Excel, Powerpoint)

## Referees

Antonio Palma Plazas, Conference Manager, Primavera Hotels

Mercedes Garrido Vazquez, Regional Director, Eurostudy Ltd