

Read Aisha's email and help her write her CV.

From	ahabtoor@newmail.com
To	info@careershelp.co
Subject	CV help

Hi,

My name's Aisha Habtoor and I want to write my CV but I don't know how! I live in Ras Al Khaimah with my parents and 3 brothers. I'm in Grade 11 at Fatma High School and I love travelling. I even learned some Chinese so I can visit China one day! I'm very good at school and last year I won a poetry competition. I'm also a very good swimmer and last summer I taught young girls how to swim at our local sports club. It was just volunteer work but it was a great experience.

So, can you help me write my CV?

Thanks a million!

Aisha

Aisha Habtoor

Personal details _____

Education _____

Experience _____

Achievements _____

Skills _____

Interests _____

Referees _____

Try writing your own CV!
Use the layout and headings
above to help you.

Writing tip

CVs are different from essays. For example, you can use bullets and short phrases with no subject. For example:

Hobbies and Interests

Like Reading about web and graphic design