Activity 2:

A résumé is a piece of paper that tells a possible employer who you are, what you've done, and why they should hire you. Another name for resume is CV or 'Curriculum Vitae'.

The résumé is a necessary part of an application. Resumes should be about the job you're applying for. Good resume clearly outlines your relevant work experience, education and training as well as personal attributes and skills that show you are suitable for the job. Present your qualifications, skills, knowledge, and personality traits in a way that the employer can quickly and easily decide whether to invite you for an interview or not.

Before writing a resume, prepare a resume outline to organize a list of your qualifications, your abilities, qualities, accomplishments, skills, and your work history.

Some tips for writing a resume:

a. Start with work history unless you have none, then start with your educational background.
b. Start with present or your most recent experience job or education and work backwards.
c. Don't write in the third person but don't overuse "I".
d. Include dates.
e. Do not include your age.
f. If hobbies or leisure activities directly tie to your job objective, use them.
g. Be honest.
h. Brief is best. Try to keep your résumé to one.
i. Proofread two to three times (Ask a friend to proofread if possible)
j. Make the résumé pleasing to look at but don't let its appearance overshadow the content.
k. Do not include personal references directly in the résumé.

LIVEWORKSHEETS

Activity 2:

Read the following write 'True' or 'False'.

1. Your first job should be at the top of your list of past jobs. _____
2. It is important to include all your experiences so employers can learn a lot about you. _____
3. You can make a resume even if you don't have past job experience. _____
4. Include your full name, age, and education on your resume. _____
5. It is good to keep your resume short and concise. _____
6. It is good to include why you left your job in your resume. _____

LIVEWORKSHEETS