

WRITING RESUMES (CVs)

This page includes interactive exercises to help you with compiling a resume and improve your writing skills



EXERCISE 1

The following sentences represent the different stages of compiling a CV. Re-arrange the sentences putting the words in the correct order.

Note!!!

CV (*curriculum vitae*) is a Latin expression meaning 'life story'. In American English it is called a *resume*. It summarizes your education and job history.

1.

what

Think

the job

about

involves

2.

your

the job

Identify

that

skills

description

match

3.

a

Decide

on

layout

4.

previous

your

experience

Review

5.

describe

Find

language

your

suitable

experience

to

6.

the

CV

version

first

of

Draft

your

7.

for

CV

your

Check

mistakes

EXERCISE 2

Learn some rules of writing a resume. Choose the right options.

CVs: Organizing Information

Writing a successful resume depends on many factors. Although there are different views on how to organize a CV, most prospective employers would expect to see the following headings:

- Education
- Referees
- Personal Details
- Profile
- Additional Skills
- Interests
- Professional Experience

Jasper Bergfeld is compiling his CV. He has collected the relevant details but now he must organize them. Look at the following points and decide which heading Jasper should put them under.

Example:

University of Stuttgart - degree in Business Information

Management: 'Education'

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: _____

Vocabulary

education

schools, university, other training and qualifications

referees

former bosses, teachers or other people who would be willing to confirm that you are a good candidate

personal details

nationality, age etc.

profile

a few lines summarizing who you are, what you're good at and what makes you special

additional skills

things you can do that weren't part of your formal training, such as languages, computer skills etc.

interests

do you like reading, dancing, football, etc.

professional experience

previous jobs and what your role was

EXERCISE 3

Look through Michael's CV and then answer the questions about Michael and his experience.

Michael Hayes | Mechanic

Location: London

Telephone: 01234 567890

Email: michaelhayes@example.com

PROFILE

A mechanic with over 20 years' experience in the delivery of effective mechanical and technical support to service, troubleshoot and repair various vehicles.

Well-organised, highly motivated, with good communication skills and a solid history in collaborating with technical teams and in the delivery of excellent customer service.

EDUCATION

Diploma	Automotive Technology <i>Open University (2014)</i>
Diploma	Diagnostic Techniques <i>City and Guilds (2004)</i>
GCSEs	X7 Including English and Mathematics <i>Heybridge Comprehensive, London (2000)</i>

PROFESSIONAL EXPERIENCE

Sep 2015 – Present **Mechanic**
ABC Vehicle Solutions Ltd, London

Work within a team of 3 mechanics to conduct inspections into vehicle engines and mechanical and electrical components to diagnose issues accurately.

Responsibilities

- Perform inspections, identify and diagnose any malfunctions.
- Perform the repair of engines, transmissions, brakes, suspension and steering, fuel and ignition, electrical systems.
- Troubleshoot steering systems, cooling systems, auto-electrical systems, and air-conditioning systems.
- Assist customers with the upkeep of service work to ensure compliance with service agreements.

Achievements

Led the service and repair shop in the achievement of 2 nationally recognized Service Excellence awards for quality of work and commitment to customer service.

Oct 2004 – Sep 2015 **Mechanic / Lead Technician**
123 Bus Group, London

Supervised 3 full-time mechanics and 2 apprentices in troubleshooting, diagnosing, and repairing a wide variety of vehicle makes and models; reported to the Garage Owner.

Responsibilities

- Performed safety and courtesy inspections, and mechanical maintenance repairs including preventative maintenance, balancing, welding, equipment repair, battery checks, oil changes.
- Delivered service advice and labour estimates, and performed other duties as assigned by the Garage Owner.

Dec 2000 – Sep 2004 **Mechanic assistant**
Arlington Motors, London

ADDITIONAL SKILLS

Computerised diagnostic tools, Microsoft Office including Word and Excel, clean driving licence

INTERESTS

Swimming, skiing, rock music, current affairs

REFERENCES

are available on request

1. Michael lives in London. _____
2. He is married. _____
3. His job history is not very large. _____
4. He started working full-time when he left school. _____
5. He was not very successful at ABC Vehicle Solutions. _____
6. He isn't interested in politics. _____
7. He has never committed a driving offence. _____
8. He is computer literate. _____