

Use the word given in capitals to form a word that fits the gap.

CREATING THE PERFECT CV



The (1) _____ [GROW] of online job (2) _____ [HUNT] has increased the importance of having a good CV. Many (3) _____ [EMPLOY] now search for CV databases for potential candidates, and a great CV which highlights your skills and experience will boost your chances of getting an interview (4) _____ [CONSIDER]. On average, a (5) _____ [RECRUIT] will spend just eight seconds reviewing each CV, so it is important to get it right. If you follow a (6) _____ [BASE] structure, you can present the (7) _____ [INFORM] in a clear, concise and (8) _____ [PERSUADE] way. Your CV should look clean and tidy with no frills or fancy (9) _____ [ATTACH], with all the information (10) _____ [CLEAR] signposted, and should not exceed two pages. Include your name, address and contact details, but information about your (11) _____ [NATION], age and hobbies is not (12) _____ [ESSENCE].

Any (13) _____ [PROSPECT] employer will be interested in your work experience. List the most recent first, describing your previous jobs in short sentences using (14) _____ [STRAIGHT], positive language which highlights all your key (15) _____ [ACHIEVE]. Similarly, list brief details of your (16) _____ [ACADEMY] and professional (17) _____ [QUALIFY] along with the grades attained. Include specific skills such as IT (18) _____ [PACK] or languages, and state whether you are at a basic, intermediate or advanced level. (19) _____ [APPLY] looking for their first job since leaving full-time education are (20) _____ [LIKE] to have much relevant work experience, so should put information about their academic record and their skills first.

Adapted from CAE Practice Tests Plus with Key