Preparing a CV

USEFUL RULES FOR WRITING A CV

Tips for writing a CV

> **Layout:** Use headings to make your CV easy to read. Include the following: Personal details, Personal statement, Work experience, Education, Languages, Skills. Use bullet points for the information under each heading.

> **Personal details:** Include your name, home address, phone number and e-mail address. Don't include your gender, age or marital status. The only social media you should add is your LinkedIn profile.

> **Personal statement:** Write one or two sentences describing what your career objectives are and how you can benefit a company.

> **Work experience:** Write your most recent place of work first. Say what your duties were but don't just write a job description. You should say what your achievements in that role were. You can also include any part-time work that you have done.

> **Education:** Say where you studied. Always start with the most recent place you studied. Include relevant courses and the marks you received.

> **Languages:** Mention any foreign languages you speak and how well you speak them.

> **Skills:** List computer skills or any other skills (from work or outside work) that are relevant to the job.

> **Check:** Use the spell-check on your computer and ask someone else to read your CV to check for mistakes.

> **References:** Don't include your references on your CV, but ask two people if they would be prepared to give you references. One should be from a place where you studied, the other should be from a place where you worked. You shouldn't have a family member as your reference.

ARE YOU LOOKING FOR A JOB?

CONNECTED.JOBS

Human Resources Assistant
Endless Choice Department Store

Job description:
- organising meetings
- keeping records of applicants

Skills needed:
- negotiation
- working in a team

Send CV and cover letter to:
Suzanne Wiley swiley@jobs.network.co.nett

Senior Administrative Assistant
The Chateau Wine Company

Job description:
- accounting
- handling mail
- managing office supplies

Skills needed:
- problem-solving
- organisation

Send CV and cover letter to:
Darrell Rogers drogers@chateauwineco.co.nett

Part-time Sales Clerk
Johanssen's Bikes

Experience of dealing with customers necessary

Job description:
- serving customers
- some accounting

Skills needed:
- working in a team
- communication
- initiative

Send CV and cover letter to:
Simon Johanssen sj@johanssensbi.co.nett

Receptionist
Linda's Cake Factory

Experience preferred

Job description:
- welcoming visitors
- answering the phone

Skills needed:
- communication
- working under pressure
- initiative

Send CV and cover letter to:
Tanya Young ty@lindascakes.co.nett

Your Turn
Work in pairs. Swap your CVs and cover letters. Tell your partner what you like about their CV and cover letter and what they can change to make it better.

WORD LIST → *Workbook*, page 42

LIVEWORKSHEETS

1 WRITE A CV WITH GENIALLY. YOU HAVE A MODEL HERE BELOW

Christopher
Morgan

Contact

Address:
177 Great Portland Street, London
W5W 6PQ

Phone:
+44 (0)20 7666 8555

Email:
christoper.m@gmail.com

LinkedIn:
linkedin.com/christopher.morgan

Languages

Spanish – C2
Chinese – A1
German – A2

Hobbies

- Writing
- Sketching
- Photography
- Design

Summary

Senior Web Developer specializing in front end development. Experienced with all stages of the development cycle for dynamic web projects. Well-versed in numerous programming languages including HTML5, PHP OOP, JavaScript, CSS, MySQL. Strong background in project management and customer relations.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver

- Creative design
- Innovative
- Service-focused

Experience

Web Developer - 09/2015 to 05/2019
Luna Web Design, New York

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Develop project concepts and maintain optimal workflow.
- Work with senior developer to manage large, complex design projects for corporate clients.
- Complete detailed programming and development tasks for front end public and internal websites as well as challenging back-end server code.
- Carry out quality assurance tests to discover errors and optimize usability.

Education

Bachelor of Science: **Computer Information Systems** - 2014
Columbia University, NY

Certifications

PHP Framework (certificate): **Zend, Codeigniter, Symfony.**
Programming Languages: **JavaScript, HTML5, PHP OOP, CSS, SQL, MySQL.**

COOLFREE**CV**