SENATI

A CURRICULUM VITAE OR CV

1. Are these sentences true or false?

1. A CV is a document with information about you.
2. You use a CV to get a job.
3. You should put your photo on your CV.
4. Your CV should be 3 or 4 pages long.
5. It's OK to have mistakes (spelling, grammar…) on your CV.
6. All information on your CV must be in full sentences.
7. Employers usually look at a CV for about 2 minutes.

2. Parts of a CV. Match the parts with their meaning.

1 Personal details	A. jobs you did before
	B. things you enjoy (e.g. playing a sport)
2 Education and qualifications	C. your name, address, date of birth, email, phone number
3 Work experience	D. the name of your school / college; exams you passed
4 Skills	E. things you can do (e.g. speak a language; drive a car; use a computer)
5 Interests	F. names of people who know you (e.g. your teacher or your boss), and who can say that you're good for a job
6 References	

LIVEWORKSHEETS

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3. Nisa's CV. Nisa Thaoto is a nurse from Thailand. Look at the details from her CV (a-f), and match them under the right heading in her CV.

1. Personal details

2. Education and qualifications

3. Work experience

4. Skills

5. Interests

6. References

Date of birth: 30 April 1992

2011-2012 nurse at Bumrungrad International Hospital, Bangkok

I enjoy football and played for the women's team at school.

Languages: Thai (fluent); English (elementary). UK driving license

2010-2011 Boromarajonani College of Nursing, Bangkok (Thailand). Diploma in Nursing

Mr Mark Hargreaves, ESOL lecturer, Beechen College mhargreaves@beechen.ac.uk

LIVEWORKSHEETS

4. Reading comprehension and Speaking. Work in groups and answer these questions:

1. Why did Nisa write this CV?
2. What does Nisa do now?
3. What words are in **bold** on Nisa's CV?
4. What information did Nisa put in brackets (like this)?
5. How many full sentences (with a verb and a full stop) are there in Nisa's CV?
6. Who are Mr Hargreaves and Ms Dangda? What does Nisa need to ask them?

Nisa Thaoto CV

I am a nurse with qualifications and experience. I am looking for a job in healthcare in Beechen.

Personal details

Address: 391 Newbury Road, Beechen, BE2 3AC

Email: nisathaoto@wow.com

Phone: 07746 128 497

Date of birth: 30 April 1992

Education and qualifications

2010-2011: Boromarajonani College of Nursing, Bangkok (Thailand). Diploma in Nursing

2012-present: Beechen College. ESOL course. I will take Entry 1 exams this term.

Work experience

2011-2012: nurse at Bumrungrad International Hospital, Bangkok

2013-present: volunteer assistant at Help the Aged (charity shop), 14 High Street, Beechen

Skills

Languages: Thai (fluent); English (elementary)

Computers: Microsoft Office (Word, Excel and PowerPoint)

UK driving license

Interests

I enjoy football and played for the women's team at school.

References

Mr Mark Hargreaves, ESOL Lecturer, Beechen College: mhargreaves@beechen.ac.uk

Ms Pikul Dangda, Head of Nursing, Bumrungrad International Hospital, Bangkok: pikul_dangda@bumrungrad.com. Ms Dangda was my supervisor when I worked at Bumrungrad Hospital.

LIVEWORKSHEETS

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5. Now write your CV. Write information about yourself.

…….. CV

I am a

I am looking for

Personal details

Address:

Email:

Phone:

Date of birth:

Education and qualifications

Work experience

Skills

Interests

References

LIVEWORKSHEETS