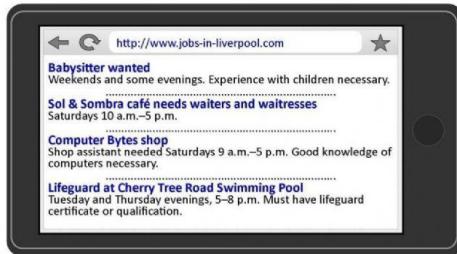


The CV

Preparation

Tick all the things that you write on a CV. Then look at the CV below and see if you were right.

1. <input type="checkbox"/>	date of birth	8. <input type="checkbox"/>	friends
2. <input type="checkbox"/>	address	9. <input type="checkbox"/>	languages spoken
3. <input type="checkbox"/>	family	10. <input type="checkbox"/>	references
4. <input type="checkbox"/>	pets	11. <input type="checkbox"/>	telephone number
5. <input type="checkbox"/>	education history	12. <input type="checkbox"/>	email address
6. <input type="checkbox"/>	work experience	13. <input type="checkbox"/>	favourite food
7. <input type="checkbox"/>	skills		



Natasha Anne Lane

Date of birth: 15 January 1998



Contact information

37 Cherry Road
 Liverpool
 LA12 456
 natashanne@myworld.com
 0044 151 123456

Education

9 GCSEs including English and maths
 Evesop High School, Liverpool

Work experience

Helper at Playland Nursery School in summer holidays — 1 month
 Waitress at Italia Pizza restaurant on Saturdays — 17 months

Languages

French — B1 level
 Spanish — A2 level

Skills and interests

Swimming
 Lifeguard course — Evesop Swimming Pool

References

Mrs N. Norton, Playland Nursery School, 42 Cherry Road, Liverpool

1. Check your understanding: multiple choice

Circle the best answer or answers to complete these sentences.

- Where does Natasha live?
 a. Liverpool b. London c. Leeds
- How many of her exams did Natasha pass at school?
 a. none b. two c. nine
- Natasha doesn't have an email address.
 a. true b. false c. answer not given
- Are all the advertised jobs for weekend work?
 a. yes b. no c. answer not given
- Which two jobs are for weekday evenings?
 a. babysitter b. waiters and waitresses c. computer shop assistant d. lifeguard
- Which three jobs could Natasha apply for?
 a. babysitter b. waitress c. computer shop assistant d. lifeguard

2. Check your writing: gap fill – completing a CV

Use the headings in the box to complete the CV.

Languages	References	Email	Education	Address
Date of birth	Work experience	Skills and interests	Mobile	

CV – Martin Luke Moore

1	:	26 August 1997
2	:	94 Albion Street, Birmingham, B23 2TF
3	:	Mooro@myworld.com
4	:	0778 445 288
5	:	7 GCSEs including English, maths and science
6	:	Cashier at a large supermarket
7	:	French – A2, German – A2
8	:	Mountain biking, drawing and computer programming
9	:	Mr Williams, Albion High School, Park Drive, Birmingham