

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 | | |



Curriculum Vitae

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

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