

Complete the CV (curriculum vitae) with these headings.

Address Date of birth Education Home telephone Interests
References Skills Work experience

Curriculum Vitae

Aldo Peterson

Nationality Swiss and British
1 17 September, 1987
2 Flat 3A, 85 Cadogan
 Gardens, London SW1
Email a_peterson@swisstel.com
3 0207 685 74653
Mobile 07759 856 746



4
2008–2009 MA in Events Management, London College of
 Catering and Hotel Management
2005–2008 BSc in Geography and Economics, London University
5
2011–present Assistant manager: Managed a medium-sized hotel,
 supervised staff, assisted the general manager in all
 areas of hotel activities
2009–2011 Hotel receptionist: Received international guests,
 collaborated as team member, translated hotel
 correspondence in French, German and English.
Summer 2010 Camp counsellor on summer camp in USA:
 Co-ordinated groups of teenagers and planned events.

6
Languages: English and German (bilingual), French (fluent)
Computing: Word, Excel, web design

7
Captain of local hockey team, most winter sports, theatre

8
Dr Miles Keeping, Dept of Hotel Management, 15 Gower Street, London
Alessandra Delfs, Mattenstrasse 7, Reinach, 4153, Switzerland

Replace the words in *italics* with these action verbs to make them suitable for a CV

advised ~~assisted~~ designed planned and organised represented supervised

1 I often *had to help* the manager with office duties.

Assisted the manager with office duties.



2 As a student counsellor, one of my roles was to talk to students and *help* students on future career paths.



3 Because I'd made some websites at home, I was put in charge of *making* a new website for the company.



4 The company had lots of staff who travelled so had to book plane tickets and hotels – anything to do with travel arrangements.



5 The company did lots of trade fairs so sometimes I had to be there for the company at trade fair events.



6 I was never officially the team leader but my job included *managing* a team of four.