

## WRITING A CURRICULUM VITAE (CV)

### NISA THAOTO

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

- 2012-present: Beechen College. ESOL course. I will take Entry 1 exams this term.
- 2010-2011: Boromarajonani College of Nursing, Bangkok (Thailand). Diploma in Nursing

#### Work experience

- 2013-present: volunteer assistant at Help the Aged (charity shop), 14 High Street, Beechen
- 2011-2012: nurse at Bumrungrad International Hospital, Bangkok

#### Skills

- Languages: Thai (native); English (elementary)
- Computers: Microsoft Office (Word, Excel and PowerPoint) UK driving license

#### Personal skills:

- Organized and responsible
- Sociable. I enjoy team work
- Creative and open-minded

#### 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](mailto:mhargreaves@beechen.ac.uk)
- Ms Pikul Dangda, Head of Nursing, Bumrungrad International Hospital, Bangkok: [pikul\\_dangda@bumrungrad.com](mailto:pikul_dangda@bumrungrad.com). Ms Dangda was my supervisor when I worked at Bumrungrad Hospital.

#### Task 2: what parts does a CV have? Match the parts with their meaning:

1- Personal details (...)	A. jobs you did before
2- Education and qualifications (...)	B. things you enjoy (e.g. playing a sport)
3- Work Experience (...)	C. your name, address, date of birth, email, phone number
4- Skills (...)	D. the name of your school / college; exams you passed
5- Personal Skills (...)	E. things you can do (e.g. speak a language; drive a car; use a computer)
6- 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
7- References (...)	G. Personal characteristics which make you a good candidate

**Task 3: Parts of Nisa's CV-** Nisa Thaoto is a nurse from Thailand.

Look at the details from her CV (a-f), and match them with the correct heading



1. Personal details (...)	A. Date of birth: 30 April 1992
2. Education and qualifications (...)	B. 2011-2012 nurse at Bumrungrad International Hospital, Bangkok
3. Work experience (...)	C. I enjoy football and played for the women's team at school.
4. Skills (...)	D. Languages: Thai (fluent); English (elementary). UK driving license
5. Personal Skills (.....)	E. 2010-2011 Boromarajonani College of Nursing, Bangkok (Thailand). Diploma in Nursing
6. Interests (...)	F. Mr Mark Hargreaves, ESOL lecturer, Beechen College <a href="mailto:mhargreaves@beechen.ac.uk">mhargreaves@beechen.ac.uk</a>
7. References (...)	G. organized- eye for detail- team player

**Task 4. Read about hard and soft skills, answer the activity and analyze your personal skills and strengths, reflect on your experiences and achievements and write your own Curriculum Vitae.**

Hard skills      **vs**      Soft skills



Specific competencies, skills, knowledge, and abilities needed to perform a specific task or role.

**Hard Skills:**

- Microsoft office
- Interpreting data
- Financial planning
- Copywriting
- Troubleshooting
- Project management
- Spoken languages

Personality traits, social competencies and skills, knowledge, and abilities used to perform interpersonal activities and unique tasks.

**Soft Skills:**

- Communication skills
- Timekeeping
- Critical thinking
- Leadership skills
- Motivation
- Ambition
- Negotiating

**Word Builder** **Discuss the worker characteristics in the box.** Then, complete the sentences.

1. The office is always busy, but Sharon works well under pressure.
2. Sharon sometimes needs to repeat information, but she is always \_\_\_\_\_.
3. Everyone knows the responsibilities and schedule, so it is a \_\_\_\_\_ office.
4. Sharon knows how to run the office. She feels \_\_\_\_\_ in her abilities.
5. Sharon manages all the supplies and orders. She's \_\_\_\_\_.
6. Sharon works well with others. She is a good \_\_\_\_\_.

confident

works well under pressure

good with details

patient

team player

well-organized