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
- 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.

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

LIVEWORKSHEETS

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



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

confident
~~works well under pressure~~
good with details
patient
team player
well-organized

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 _____.

LIVEWORKSHEETS