

## Language at work unit 15 Training

- 2** Aleksander is giving Natalia advice about writing a good curriculum vitae. Complete the email with *must*, *mustn't*, *should*, *shouldn't* or *could*.



Dear Natalia,

You asked for help with writing your CV. Here are some ideas to help you.

Obviously, you <sup>1</sup> mustn't forget your contact details (address, phone, etc.) and you <sup>2</sup> \_\_\_\_\_ include your education, work experience and skills. You <sup>3</sup> \_\_\_\_\_ add a photograph if you want, but it's not absolutely necessary.

It's a good idea to keep your CV quite short, so you <sup>4</sup> \_\_\_\_\_ write more than two pages. I think you <sup>5</sup> \_\_\_\_\_ also write short sentences, and use verbs with impact, such as, 'achieved my goals', 'improved my performance', etc.

And when you're describing your experience, don't forget that you <sup>6</sup> \_\_\_\_\_ start with your most recent job first.

Finally, you really <sup>7</sup> \_\_\_\_\_ check that you haven't made any spelling or grammar mistakes – and most importantly, you <sup>8</sup> \_\_\_\_\_ lie! At an interview, an employer can easily find out that you haven't told the truth.

Hope this is useful.

Best wishes,

Aleksander