

Look at the job adverts and the CV and do the exercises to improve your writing skills.

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		

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

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<http://www.jobs-in-liverpool.com>

Babysitter wanted
 Weekends and some evenings.
 Experience with children necessary.

Sol & Sombra café needs waiters and waitresses
 Saturdays 10 a.m.–5 p.m.

Computer Bytes shop
 Shop assistant needed Saturdays 9 a.m.–5 p.m. Good knowledge of computers necessary.

Lifeguard at Cherry Tree Road Swimming Pool
 Tuesday and Thursday evenings, 5–8 p.m. Must have lifeguard certificate or qualification.

1. Check your understanding: multiple choice

Circle the best answer or answers to complete these sentences.

1. Where does Natasha live?
a. Liverpool b. London c. Leeds
2. How many of her exams did Natasha pass at school?
a. none b. two c. nine
3. Natasha doesn't have an email address.
a. true b. false c. answer not given
4. Are all the advertised jobs for weekend work?
a. yes b. no c. answer not given
5. Which two jobs are for weekday evenings?
a. babysitter b. waiters and waitresses c. computer shop assistant d. lifeguard
6. Which three jobs could Natasha apply for?
a. babysitter b. waitress c. computer shop assistant d. 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

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

Discussion

Have you ever had a part-time job? Do you think it's a good idea for students to do part-time work?

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