

WARM-UP

1. What is a CV? Watch the video and do the tasks.



- What does CV mean?

- Why do people need a CV?

- Where can you use a CV?

- What information can an employer find in a CV?

Put CV common sections in a logical order

- INTERESTS
- EDUCATION
- PERSONAL DETAILS
- WORK EXPERIENCE
- SKILLS
- LANGUAGES
- CONTACT DETAILS

VOCABULARY

2. Match the words with their meanings.

- | | |
|-------------------------|---|
| 1. qualification | a. a person who fixes vehicles or machines |
| 2. mechanic | b. a document showing that you completed a course or training |
| 3. workshop | c. a person/company that gives you a job |
| 4. certificate | d. a place where vehicles are repaired |
| 5. employer | e. able to do a job carefully and correctly |
| 6. responsible | f. training, education or skill that makes you suitable for a job |
| 7. repair | g. to fix something that is damaged |
| 8. diagnostic equipment | h. tools used to identify problems in a vehicle |

3. Complete the CV phrases.

1. I have two years of work _____. 2. I studied automotive technology at a vocational _____.
3. I have good communication and teamwork _____. 4 I have a professional _____ in auto mechanics. 5. I worked in an automotive _____. 6. I am _____ and punctual.

READING

4. Read the text. Observe the information Alex includes in each section of his CV.

Alex's CV

Alex Popescu is 18 years old and is looking for his first full-time job as an auto mechanic. He has recently completed a vocational education programme in automotive repair. During his studies, he learned about vehicle maintenance, engine systems, brakes, electrical systems and basic vehicle diagnostics.

Alex's CV begins with his **contact details**. He includes his full name, telephone number and email address. He does not include unnecessary personal information. His CV also contains a short personal profile. Alex describes himself as a responsible, punctual and hardworking young person who enjoys working with cars.

The next section is **Education**. Alex writes the name of his vocational school and the programme he completed. He also mentions a certificate in basic automotive repair.

Alex has limited **professional experience**, but he has practical experience from school. During his training, he spent several weeks in a local automotive workshop. He helped mechanics with basic maintenance tasks, checked tyre pressure, changed engine oil under supervision and used simple diagnostic equipment. He also learned how important safety is in a workshop.

Another important section is **Skills**. Alex lists technical skills such as basic vehicle diagnostics, oil changes and brake maintenance. He also includes soft skills. He says that he can work in a team, communicate with customers and follow instructions carefully.

Alex speaks Romanian and Russian **languages** and has basic English. He believes English is useful because modern cars often have English instructions, diagnostic software and technical manuals.

At the end of his CV, Alex writes that he is motivated to learn new skills and develop his career in the automotive industry. His CV is simple, clear and focused on information that is relevant to the job.

5. Choose the correct answer.

1. What job is Alex looking for?
 - A. Electrician
 - B. Auto mechanic
 - C. Teacher
 - D. Sales manager
2. Where did Alex get practical experience?
 - A. At a hotel
 - B. At a school office
 - C. At an automotive workshop
 - D. At a supermarket
3. Which of these is one of Alex's technical skills?
 - A. Cooking
 - B. Vehicle diagnostics
 - C. Photography
 - D. Graphic design
4. Why does Alex think English is useful?
 - A. He wants to travel.
 - B. Cars and diagnostic software often use English.
 - C. He wants to become a teacher.
 - D. His friends speak English.
5. What kind of person does Alex describe himself as?
 - A. Responsible and hardworking
 - B. Quiet and nervous
 - C. Creative and artistic
 - D. Competitive and aggressive



6. Find information in the text to complete the table.

CV Section	Information about Alex
Education	
Practical experience	
Technical skills	
Soft skills	
Languages	

LISTENING

7. Listen to the podcast: "A CV for an Automotive Job" and complete the notes.

1. Daniel is applying for a job as an _____. 2. He completed a vocational programme in _____ systems. 3. He worked in a workshop for _____ months. 4. He learned about batteries, lighting systems and electrical _____. 5. He speaks Romanian and and Russian languages, and has _____ English.

8. True or False?

1. Daniel already has ten years of professional experience.
2. He has practical workshop experience.
3. He used diagnostic equipment with a qualified technician.
4. He mentions only technical skills.
5. He wants to continue learning.

9. What Section?

Information	CV Section
Phone number	
Vocational certificate	
Battery testing	
Teamwork	
Intermediate English	

SPEAKING

10. Work in pairs. Student A is an employer. He may ask questions. Student B is a job applicant. He presents his Professional Profile. Then change the roles.

as an Applicant
choose one
position

-  Auto Mechanic
-  Autobody Repair Technician
-  Auto Electrician

as an employer ask questions

- What is your strongest skill?
- Where did you get your practical experience?
- What type of automotive job are you looking for?
- Why should an employer choose you?

My Professional Profile

My name is _____.
 I am studying _____.
 I am interested in _____.
 I have practical experience in _____.
 My technical skills are _____ and _____.
 My soft skills are _____ and _____.
 I speak _____.
 I would like to work as a _____.

make notes



WRITING

11. Create your CV for a real entry-level automotive vacancy. Use a template.



PERSONAL DETAILS

PROFILE

I am a _____

student. I am interested in _____

I am _____

and _____

PRACTICAL EXPERIENCE

Place

Tasks

Period

Place

Tasks

Period

CONTACTS

 _____

 _____

 _____

 _____

EDUCATION

Vocational Institution

Speciality

Qualification

SKILLS

TECHNICAL

SOFT

LANGUAGE
