

Lessons 9–10 **You're hired!**

- What do you think are the most common mistakes people make in their CV?

Grammar mistakes

Reading

words

styles

reference

sentences

1 Read this article from a student careers service about how to write a CV. Then complete Ali's notes about writing a CV.

- Avoid using different colours or unprofessional-looking _____.
- Avoid writing long _____ or whole paragraphs.
- Use a spell check and show your CV to someone else to check for _____.
- You can give the name of your teacher as a _____.
- Use positive _____ when describing yourself and your achievements.

DO	DON'T
✓ The layout must be clear. You can do this by separating information into sections with its own heading and by using keywords that are relevant to the job. To make a good impression, it's also important to be consistent and use professional fonts. For example, Times New Roman or Arial are commonly used. ✓ Your CV needs to be concise and to the point. So make sure you say what you have to say in as few words as possible. ✓ When listing your experience and qualifications, you must follow a very precise order: most recent always come first. ✓ Check your CV for spelling and grammar mistakes before you send it; use spell check, show it to your friends or teacher. Good grammar and spelling are as important as the content of your CV. ✓ References are very important and often checked by potential employers. You should list only professional referees and make sure the contact details are correct. If you don't have any work experience, ask the company if you can list a character reference, this can be a teacher or professional who knows you in a personal capacity but can vouch for your suitability for the job. ✓ Your CV is your chance to showcase your achievements and allows you to stand out from the crowd so be positive! Promote yourself and your accomplishments by using interesting adjectives, action verbs and words that make your skills and qualifications stand out. Make sure to include what you did, how you did it and what positive results you brought about.	✗ Be careful with the formatting. Too many different styles (for example bold, <u>underlining</u>, <i>italics</i>) or colours can actually be distracting and look unprofessional. ✗ Long-winded explanations and sentences have no place in a CV. Keep these for essays or your autobiography! ✗ Don't leave gaps or jump around with your dates. A CV has to be easy to read and the reader needs to find information easily. ✗ Why would you use Arabic if you're applying for a job where you must speak English? Your CV is your chance to display your excellent language skills. ✗ Do NOT use your best friend or a family member as a referee. Also avoid incomplete or inaccurate contact details. ✗ This is not the time to be modest. That doesn't mean you should stretch the truth in your CV, but don't be shy or undersell yourself!