

Writing a CV



Task 1: what do you know about a CV?

Speak with a neighbour. Are these sentences true or false?

1. A CV is a document with information about you.
2. You use a CV to get a job.
3. You should put your photo on your CV.
4. Your CV should be 3 or 4 pages long.
5. It's OK to have mistakes (spelling, grammar...) on your CV.
6. All information on your CV must be in full sentences.
7. Employers usually look at a CV for about 2 minutes.

Task 2: what parts does a CV have?

a) *Write the missing letters.*

- 1 P_rs_n_l det_ils
- 2 Ed_c_t_ n and q_lific_t_ns
- 3 W_rk exp_r_nce
- 4 Sk_lls
- 5 Int_r_sts
- 6 R_f_r_nc_s

b) *Match the parts 1-6 with their meanings A-F.*

- A jobs you did before
- B things you enjoy (e.g. playing a sport)
- C your name, address, date of birth, email, phone number
- D the name of your school / college; exams you passed
- E things you can do (e.g. speak a language; drive a car; use a computer)
- 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

Task 3: Parts of Nisa's CV

Nisa Thaoto is a nurse from Thailand.

Look at the details from her CV (a-f), and write them under the right heading in her CV.



1. Personal details

DATE OF BIRTH: 30 APRIL 1992

2. Education and qualifications

3. Work experience

4. Skills

5. Interests

6. 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@beecheen.ac.uk

Now look at Nisa's CV. Check your answers to Task 3.

Task 4: Looking at Nisa's CV

Work in groups and answer these questions:

1. Why did Nisa write this CV?
2. What does Nisa do now?
3. What words are in **bold** on Nisa's CV?
4. What information did Nisa put in brackets (like this)?
5. How many full sentences (with a verb and a full stop) are there in Nisa's CV?
6. Who are Mr Hargreaves and Ms Dangda? What does Nisa need to ask them?

Nisa's CV – version 1: full version

Nisa Thaoto CV

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

2010-2011: Boromarajonani College of Nursing, Bangkok (Thailand). Diploma in Nursing

2012-present: Beechen College. ESOL course. I will take Entry 1 exams this term.

Work experience

2011-2012: nurse at Bumrungrad International Hospital, Bangkok

2013-present: volunteer assistant at Help the Aged (charity shop), 14 High Street, Beechen

Skills

Languages: Thai (fluent); English (elementary)

Computers: Microsoft Office (Word, Excel and PowerPoint)

UK driving license

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.

Nisa's CV – version 2: headings missing

Complete Nisa's CV. Write the headings in the right place on the dotted lines (...).

- | | |
|--|---------------------------|
| a. Education and qualifications | d. Interests |
| b. Personal details | e. Work experience |
| c. References | f. Skills |

Nisa Thaoto CV

I am a nurse with qualifications and experience. I am looking for a job in healthcare in Beechen.

.....
 Address: 391 Newbury Road, Beechen, BE2 3AC
 Email: nisathaoto@wow.com
 Phone: 07746 128 497
 Date of birth: 30 April 1992

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 2010-2011: Boromarajonani College of Nursing, Bangkok (Thailand). Diploma in Nursing
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.....
 Languages: Thai (fluent); English (elementary)
 Computers: Microsoft Office (Word, Excel and PowerPoint)
 UK driving license

.....
 I enjoy football and played for the women's team at school.

.....
 Mr Mark Hargreaves, ESOL Lecturer, Beechen College: mhargreaves@beecheen.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.



Blank CV – for students to complete

Task 5*Now write your CV. Write information about yourself.*..... **CV**

I am a

I am looking for

Personal details

Address: ...

Email: ...

Phone: ...

Date of birth: ...

Education and qualifications

... - ... : ...

... - ... : ...

Work experience

... - ... : ...

... - ... : ...

Skills

Languages: ...

Computers: ...

...

Interests

...

References

...

...

