

Writing file 6

Writing a CV

- 1 Work with a partner and discuss the following questions.**
 - 1 Have you ever written a CV in English?
 - 2 What information should be included in a CV?
 - 3 How long should a CV be?
- 2 Read the CV on this page quickly. Is there enough information in it?**
- 3 Read the CV again. Match section headings a–f to sections 1–6 in the CV.**
 - a Education
 - b Additional personal skills
 - c Personal information
 - d Objective
 - e References
 - f Work experience
- 4 Work with a partner and discuss these questions.**
 - 1 Do you think the sections are in the correct order? Why? / Why not?
 - 2 What else might you include?
- 5 Look at this advice about writing a CV. Which statements do you agree with?**
 - 1 Include all of your employment history, even summer jobs or part-time jobs.
 - 2 List all of your qualifications.
 - 3 Don't be afraid to exaggerate your achievements.
 - 4 Keep it short, easy to read, and attractive.
 - 5 Keep everything in chronological order.
 - 6 Try to keep it all on one sheet of paper.
 - 7 Make sure you put the heading *CV* or *Curriculum Vitae* at the top.
 - 8 Have different CVs for different types of jobs.
 - 9 Include a photograph.
- 6 Write down the headings in 3 and make notes about yourself under each heading. Exchange notes with a partner and give each other feedback on what information to keep and what to leave out of the CV.**
- 7 Write your CV.**
- 8 Exchange CVs with a partner. Read each other's CV and give feedback.**

1 _____
Experienced and ambitious business professional seeking a challenging new project management role.

2 _____
First name: Tyler
Surname: Jones
Address: 4 Impasse Guéménée
Ile de France
Paris
Phone number: +33 1 53 09 20 21
Mobile: +33 735 68 00 42

3 _____
September 1999 – June 2000
Executive MBA, Graduate School of Business, Prague
Principle studies included: Financial Accounting, Business Ethics and Public Policy, Risk Management, Economic Analysis for Managerial Decisions, Global Human Resource Management, IT and Business, Cost Management Strategies, Negotiating
September 1996 – June 2000
BA Economics and Law, University of Leicester, UK
Modules studied: Economics of Law, Constitutional and Administrative Law, Company Law, Macroeconomics, International Finance and Trade, Economics of Human Resources.

4 _____
October 2006 – present
Project Director, GAS Holdings, Rue d'Alembert, Paris
Responsible for designing and implementing projects for company development within central-Europe.
July 2001 – October 2006
Assistant Management Consultant, CM Training LTD, London
Responsible for selection of new marketing suppliers.
August 2000 – July 2001
Entry Level Consultant, CM Training LTD, London
Responsible for the development of all competency-based performance tools and responsible for the recruitment of internal candidates.

5 _____
Languages spoken: French (C1 level, both speaking and writing), Czech (B2 for speaking, A2 for writing).
Advanced proficiency with the Microsoft Office Suite (Word, Excel, Outlook Express, PowerPoint, and Access).
European Driving licence – clean.

6 _____
Available upon request.