

Writing a CV

- 1) Structuring your CV
- 2) Avoiding common CV mistakes
- 3) Creating a strong first impression
- 4) Writing eye-catching headings
- 5) Identifying your key skills
- 6) Highlighting your work experience
- 7) Detailing your education and qualifications
- 8) Demonstrating your interests
- 9) Providing references

■ Structuring your CV

You've researched yourself and identified your dream job. You've researched the market and found a vacancy. So how do you put together a CV that will guarantee you an interview?

1 a In pairs, discuss the following questions.

- 1 What does CV stand for?
- 2 What is a CV commonly called in American English?
- 3 What is the main purpose of a CV?
- 4 What are the key qualities of a successful CV?
- 5 How many sections are there in a typical CV? What are they?
- 6 What is the best way to structure the contents of your CV?

b ▶21 Listen to Silvia and her friend, Sophie, discussing CVs. In pairs, discuss the following questions.

- 1 What are the two most popular ways of structuring a CV?
- 2 What are the key differences between the two most popular ways of structuring CVs?
- 3 Does any of Sophie's advice surprise you?

c ▶21 Listen again and complete the following CV structures.

Chronological CV

- 1 Your name in large letters
- 2 _____ details
- 3 (_____)
- 4 _____ / Academic qualifications
- 5 _____
- 6 Activities and _____
- 7 Additional _____
- 8 _____

Skills-based CV

- 9 _____ in large letters
- 10 _____
- 11 _____ / Career profile
- 12 Key _____
- 13 _____ details
- 14 _____ / Professional qualifications
- 15 _____
- 16 _____



