

Olga wants to write her CV. Look at this information about her.

### INFORMATION ABOUT OLGA LIMTS

Olga Limts

1994-1999	Victoria Secondary School, Moscow, Russia Subjects: Russian, Mathematics, English, History, Geography, Physics, Chemistry and Biology
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101 South Circular Road, Dublin 8

2004 – present	English student at Integrate Ireland Language and Training 126 Pembroke Road, Ballsbridge, Dublin 4  FETAC Certificate: English Language Module Level 3
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Date of Birth: 16.05.1981

Languages            Russian (mother tongue)

087 9743728

2004 – present	Voluntary work 2 hours a week – befriending Mater Hospital, Dublin 7
2004 – 2005	Voluntary work – Dublin Marathon Raised money for the National Children’s Hospital in Crumlin
1999 - 2002	Receptionist in Valentino Tobacco Factory, Moscow, Russia

Interests            Jogging, yoga, gardening, walking and reading

1987 – 1994	Petrograd Primary School, Moscow, Russia
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olgalimts@hotmail.com

Computers            Microsoft Word, Internet, Equalskills Course 2005

## CURRICULUM VITAE

(NAME)

(ADDRESS)

(TELEPHONE NUMBER)

(EMAIL ADDRESS)

**Date of birth:**

### **EDUCATION**

### **FURTHER TRAINING**

### **WORK EXPERIENCE**

### **SKILLS**

### **INTERESTS**

**References available on request.**

## **CURRICULUM VITAE**

Olga Limts

101 South Circular Road  
Dublin 8

087 4433212  
olgalimts@hotmail.com

**Date of birth:** 16.05.1981

### **EDUCATION**

1987 – 1994 Petrograd Primary School, Moscow, Russia  
1994 – 1999 Victoria Secondary School, Moscow, Russia  
Subjects: Russian, Mathematics, English, History, Geography,  
Physics, Chemistry and Biology

### **FURTHER TRAINING**

2004 – present English student at Integrate Ireland Language and Training  
126 Pembroke Road, Ballsbridge, Dublin 4

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Mater Hospital, Dublin 7  
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Raised money for the National Children's Hospital in Crumlin  
1999 - 2002 Receptionist in Valentino Tobacco Factory, Moscow, Russia

### **SKILLS**

Languages Russian (mother tongue)  
Computers Microsoft Word, Internet, Equalskills Course 2005

**Interests** Jogging, yoga, gardening, walking and reading

### **References available on request**

## PREPARATION FOR CV

### A. Look at the table below and write the questions:

1. What \_\_\_\_\_ ?
2. Did \_\_\_\_\_ ?  
Where?
3. Did \_\_\_\_\_ ?  
Where?
4. Did \_\_\_\_\_ ?  
What \_\_\_\_\_ ?
5. Do \_\_\_\_\_ ?
6. Do \_\_\_\_\_ ?  
What?
7. Do \_\_\_\_\_ ?

### B. Now fill in the form about yourself:

1 NAME	2 PRIMARY SCHOOL	3 SECONDARY SCHOOL	4 THIRD LEVEL	5 SKILLS	6 WORK EXPERIENCE	7 HOBBIES
	Dates:  Country:	Dates:  Country:	Dates:  Country:  Course:	1.  2.  3.  4.	Dates:  Job:  Company:	1.  2.  3.  4.

**Now interview other students and complete the table:**

1 NAME	2 PRIMARY SCHOOL	3 SECONDARY SCHOOL	4 THIRD LEVEL	5 SKILLS	6 WORK EXPERIENCE	7 HOBBIES
	Dates:  Country:	Dates:  Country:	Dates:  Country:  Course:	1.  2.  3.  4.	Dates:  Job:  Company:	1.  2.  3.  4.
1 NAME	2 PRIMARY SCHOOL	3 SECONDARY SCHOOL	4 THIRD LEVEL	5 SKILLS	6 WORK EXPERIENCE	7 HOBBIES
	Dates:  Country:	Dates:  Country:	Dates:  Country:  Course:	1.  2.  3.  4.	Dates:  Job:  Company:	1.  2.  3.  4.
1 NAME	2 PRIMARY SCHOOL	3 SECONDARY SCHOOL	4 THIRD LEVEL	5 SKILLS	6 WORK EXPERIENCE	7 HOBBIES
	Dates:  Country:	Dates:  Country:	Dates:  Country:  Course:	1.  2.  3.  4.	Dates:  Job:  Company:	1.  2.  3.  4.

## TEACHERS' NOTES

1. Tell students that today you are going to talk about CVs. Elicit typical items on CVs, and write them on the whiteboard. Now try to group the items under headings elicited or prompted by T. Make sure the following words appear: Personal Details / Information, Education, Training, Work Experience, Skills, Hobbies / Interests.
2. Now put students in pairs (strong/weak) and hand out the information about Olga Limts. Explain that she wants to write her CV, and she has the basic information. Can they help to organise the information under headings? Go around helping/checking. When most pairs have finished, check around class that everything is OK. Now give out the blank CV and get students to fill in the information for Olga Limts.
3. When students have finished, hand out the finished Olga Limts CV photocopy and get them to check in pairs.
4. If students have access to computers, they could now copy the Olga Limts CV. This reinforces the above activity, and is great preparation for the following activity of writing their own CVs.
5. The next step is for students to write their own CVs. First of all, elicit the questions to be asked. This should be fairly straightforward. Prompt if necessary. These are the questions: What is your name? Did you go to primary school? Where? Did you go to secondary school? Where? Did you go to university/third level college? What did you study? Do you have any skills? Do you have any work experience? Do you have any hobbies?
6. Now get students to fill in the form about themselves, going around helping, suggesting, checking. When strong students have finished, get them to help their weaker classmates.
7. Now students should interview each other in pairs. Student A should ask Student B all the questions and fill in their form. When finished, it is Student B's turn. Now get Students A to stand up and move around the class, and interview the new Student B. Finally, repeat the process one more time. Students now should be very familiar with the headings, and their own answers to the questions.
8. Now hand out a blank CV to each student. This time, students have to write their own information on the CV. Go around helping, suggesting, correcting as usual. When strong students have finished get them to help their weaker classmates.
9. As in 4 above, if students have access to computers, they can now write their CVs on the computer using the Olga Limts CV as a guideline.