

C.V. Preparation

1. What are the different sections of a C.V.?

2. Decide whether these are good or bad ideas:

A good C.V. should

- Not have a clear personal profile.
- Have a clear career objective.
- Highlight your weak points for your job target.
- Highlight your most relevant work experience.
- Highlight the most useless aspects of your education and training.
- Highlight your worst achievements at work.
- Stand out from the others to show that you are the best person for the job.
- Discourage the employer from wanting to meet you.
- Be over 4 pages long.
- Contain as many lies as possible.
- Be easy to understand.
- Include your salary.

3. Now change the bad ideas into positive ideas. Write full sentences. Add your own ideas.

A good C.V. should have a clear personal profile.

4. Below are section headings that often appear in a C.V. Put them in order. What would you write under each section heading?

- Interests and hobbies
- Educational History
- Personal Details
- References
- Additional Information
- Employment History

1	2	3	4	5	6
	Educational History				References

5. Put the following ideas in the correct section of the table above:

- duties and responsibilities
- dates
- telephone numbers
- schools
- languages
- name of previous employer