

## Section A – Key Vocabulary

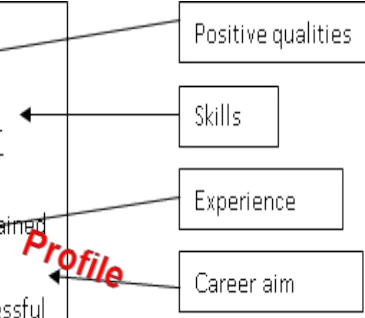
<b>CV (Curriculum Vitae)</b>	summary of your professional experience and educational background, along with other relevant information when applying for job/college/university, etc.
<b>Personal Profile</b>	4-5 lines including a positive statement about yourself with key skills/qualities and possibly a career aim. Sell yourself to the employer.
<b>Personal Details</b>	full name, address, mobile phone/home phone number, email address, D.O.B
<b>Education and Qualifications</b>	educations and qualifications: certificates, diplomas, GCSE GRADES
<b>Skills/Attributes</b>	the ability to do something well; expertise/qualities
<b>Work Experience</b>	any work experience you did at school and any other part time or full time work you have had.
<b>Cover Letter</b>	document sent alongside your CV when applying for jobs. it gives you the chance to explain to an employer why you're the best candidate for the job.
<b>Referee</b>	a person who knows you and can say why you are suitable for a job (former employer, your teacher, your manager)
<b>Hobbies/Interests</b>	what you enjoy in your spare time especially any sports or creative activities

**Curriculum Vitae (Latin)  
'Course of Life'**

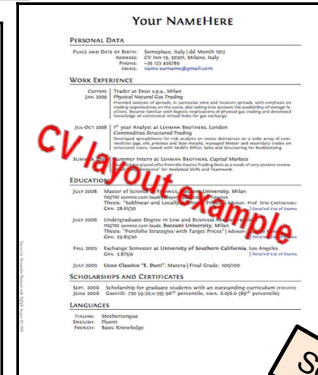
## Section B – Parts of a CV

### Personal Profile:

A hard-working, reliable and well-organised individual with excellent communication and IT skills. Looking for new challenges and the opportunity to build on skills and experience gained from working in a diverse range of office environments and establish a career as a successful



- |   |   |
|---|---|
| <input type="checkbox"/> Communication              | <input type="checkbox"/> Commercial Awareness     |
| <input type="checkbox"/> I.T. Awareness             | <input type="checkbox"/> Financial Awareness      |
| <input type="checkbox"/> Time & Personal Management | <input type="checkbox"/> Organising/Co-ordinating |
| <input type="checkbox"/> Team Work                  | <input type="checkbox"/> Initiative               |
| <input type="checkbox"/> Supervising                | <input type="checkbox"/> Problem Solving          |
| <input type="checkbox"/> Flexibility                | <input type="checkbox"/> Promoting /              |



**References**

Dr Thomas Anderson (Tutor)  
Lecturer in Engineering  
University of Manchester  
Hartford Road, Manchester  
M13 9PA  
Tel: 0161 224 3071  
Email: [t.anderson@manchester.ac.uk](mailto:t.anderson@manchester.ac.uk)

Mr. Smith Rodriguez (Employer)  
Business Team Leader  
Star Finder Ltd.  
Milky Lane, London  
WC2E 7PR  
Tel: 0020 323 7319  
Email: [smith.rz@starfinder.co.uk](mailto:smith.rz@starfinder.co.uk)


**References**

## Section D – Homework

1. Read/cover/write and self mark the meaning of words in **Section A**.
2. Look at **Section B** and answer the following question: What are the top 3 skills that represent you best? When did you use/prove these skills last time?
3. Translate the words in **Section A** in your first language. Use your bilingual dictionary.
4. Use the key vocabulary in **Section A** to start collecting information for your own CV.
5. Write the details of the people who will be your referees: names, job title, email address, phone number.

**Section C – Useful Tips**

**Employers spend only 10 seconds to read CVs**



Try to make sure your CV fits on one A4 sheet. Jiggle the formatting until it fits. You can change font: you'll find that switching from Arial to Calibri will save space, or change from font size 12 to 11. Avoid **Times New Roman** – a boring old fashioned font. Go for simplicity and clarity. **Don't forget to do a spellcheck.**

✓ Never lie on a CV, it can only lead to trouble.