

## Unit 6: Writing a CV in English

### Warm-up

#### Answer these questions.

- Have you ever written a CV?
- Why is a CV important?
- What should your CV include?

### Reading

#### Read about the Europass CV.

The information on your English-language CV should be organized under several basic **headings**.

The first of these is **Personal information**. This should include your name, date of birth and contact details. Then you can add your **Desired employment or occupational field**. Then comes **Work experience**.

Here you should give details of all the jobs you have had. This should include the names of the companies you have worked for, their addresses and how long you worked there. You should start with the job you have now or your last job, then the job you had before that and so on.



Next is **Education and training** where you should include details of the universities, colleges and schools you went to, when you went there and the qualifications you received. Again you should start with the most recent first.

Now comes **Personal skills and competences**.

This is for other bits of information which do not fit under Education or Work experience. This may include things like the foreign languages you speak and your social, organizational or computer skills. If you have a driving license, you can also include this here.

Finally, you can add **Additional information and annexes**, e.g. information about your personal interests or your publications.

### Over to you

#### Are the statements about the text true or false?

- 1 The first section on your CV is Personal information.
- 2 You should include your address under Personal information.
- 3 In the Work experience section, you should start with the oldest job.
- 4 The Education and training section of your CV includes all foreign languages you speak.
- 5 The Personal skills and competences section of your CV includes your computer skills.

Key: 1 T, 2 T, 3 F, 4 F, 5 T

**Match the information from a CV (a-i) with the correct headings (1-5).**

- 1 Personal information .....
- 2 Work experience .....
- 3 Education and training .....
- 4 Personal skills and competences .....
- 5 Additional information and annexes .....

- a member of the local football team
- b marketing manager with Norway Kitchen Systems Ltd.
- c employed between June 2001 and October 2007
- d Parkway Secondary School – 1998 to 2003
- e 6/8/64
- f Higher National Certificate in Business Studies
- g 14 Leamington Way, Sudford, SU4 6TE
- h driving licence
- i MS Office

Key: 1 e and f; 2 b and c; 3 d and f; 4 h and i; 5 a

**Discussion**

**Do you agree with these statements? Why? / Why not?**

*'CVs should be short. Nobody wants to read more than two A4 pages.'*

*'The most important parts of your CV are foreign languages and computer skills.'*

*'Personal interests and hobbies are irrelevant. Nobody is really interested in your free time activities.'*

**Webquest**

**Go to the following website to create your Europass CV online and download it. It's easy!**

<http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV.csp>

**You can also view examples of the Europass CV in English here:**

<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVExamples.csp>

## Glossary

additional information [ə,dɪʃənəl ɪnfə'meɪʃən]

annex ['æneks]

bits [bɪts]

CV [ˌsi:'vi:] (curriculum vitae [kə,rɪkjələm'vi:tai])

desired employment [dɪ,zɑɪəd ɪm'plɔɪmənt]

driving licence ['draɪvɪŋ ˌlaɪsəns]

Europass ['juərəpɑ:s]

fit under sth [fɪt-]

heading ['hedɪŋ]

include [ɪn'klu:d]

irrelevant [ɪ'reləvənt]

occupational field [ˌɒkjəpeɪʃənəl 'fi:ld]

recent ['ri:sənt]

skill [skɪl]

*dodatečné informace*

*příloha (dokumentu)*

*části, kusy*

*životopis (profesní)*

*požadované zaměstnání*

*řidičský průkaz*

*Europass (iniciativa EU, jejímž cílem je*

*pomoci občanům, aby jejich dovednosti*

*a kvalifikace byly v Evropě jasně*

*srozumitelné a aby se mohli v rámci*

*Evropy snadno pohybovat; skládá se z pěti*

*dokumentů: životopis, jazykový pas,*

*dodatek k osvědčení, dodatek k diplomu*

*a mobilita)*

*spadat pod co, patřit kam*

*nadpis*

*zahrnovat, obsahovat*

*nepodstatný, irrelevantní*

*obor (v zaměstnání)*

*nedávný, poslední*

*dovednost*