

### Resume/ CV: part 3

#### **1) Complete this text about a CV using the words listed below:**

Education – experience – font – margins – bold letters – contact numbers – interests – languages – surname – forename – attractive – useless

This is probably one of the worst CVs I've ever seen. It's completely \_\_\_\_\_. There is nothing that makes this candidate \_\_\_\_\_. First of all the \_\_\_\_\_ are wrong; they should be one inch wide, not 1.5 inches. The typing style or \_\_\_\_\_ should be Arial or Times New Roman. Moreover, the candidate uses \_\_\_\_\_ everywhere as if he were advertising a product. The section that deals with his \_\_\_\_\_ doesn't indicate the date of his graduation and he never gives the names of the companies that he worked for when describing his \_\_\_\_\_. How can we reach him when he hasn't even left a \_\_\_\_\_? He seems to have forgotten that in English your \_\_\_\_\_ comes first, and your \_\_\_\_\_ comes second when you present yourself. His name is Franz Liszt, not Liszt Franz. He indicates that he speaks \_\_\_\_\_ but he omits his level. The only thing that he seems to have developed are his \_\_\_\_\_ but the fact that he's a soccer fan won't get him very far in this company.

#### **2) Sort out the letters to find one word to replace the definition**

Your strengths are your .....	TESASS	
A resume is also known as a ....	MUULRIRCCU TIVEA	
Your D.O.B. is your .....	EATD FO RIBHT	
Someone who interviews you is also known as a ...	OBJ RRCERETIU	
Someone who sends a recommendation .....	EEEEERRFNC	
The letter that is attached to your resume ....	REVOC RETTEL	
When you meet with someone at a set time you have an	TENMIONPAPT	
Your first name is also known as your ....	MFNOAEER	
A form that you will fill out with your name, address, D.O.B., experience is known as an...	LICAPPTNOIA	

#### **3) Match the questions to the relevant answers:**

- 1) Should I place Education above Experience or vice versa?
- 2) Do the looks of a resume matter?
- 3) How important is the format?
- 4) How long do employers typically look at a resume?
- 5) Should I use complete sentences when describing jobs?

- a) Less than 30 seconds. Employers often receive hundreds of resumes for a single position. They do not have time to pour over every word on each one. This increases the importance of the smallest details.
- b) Most high school and college students include the Education section directly after the objective. However, if you have experience that relates directly to the job you are applying for, you should place the Experience section above Education.
- c) The importance of the format lies in its consistency. There is no one best resume format. Remember to stick to one format. It shows off your organizational abilities.
- d) Not usually. Use action phrases instead. Leave out unnecessary words. Try to match your skills and experience with the employer's needs
- e) Absolutely! When sending a resume to an employer or college, don't skimp. Use white or off-white professional weight paper and black ink. Avoid using colored paper or fancy graphics in your resume. Always print resumes using a quality laser printer.

#### **4) Resume worksheet**

##### **PERSONAL INFORMATION:**

Full Name:			
Address:			
Telephone Number:			
Social Security #:		Date of Birth:	
Emergency Contact:		Telephone Number:	
Do you have a driver's license?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

### EDUCATIONAL BACKGROUND

School Name:		School Address:	
Course of Study (Honors, Tech Prep, etc.):		Dates of Attendance:	From: To:
Degree/Diploma Received or Grade Level Completed:			

School Name:		School Address:	
Course of Study (Honors, Tech Prep, etc.):		Dates of Attendance:	From: To:
Degree/Diploma Received or Grade Level Completed:			

Extracurricular Activities (teams, clubs, volunteer work, etc.): \_\_\_\_\_

Honors and Awards Received: \_\_\_\_\_

Computer Skills (hardware and software you can use): \_\_\_\_\_

Machine Skills (include machines you can operate): \_\_\_\_\_

Specialized Skills (foreign language spoken, auto repair, etc.) \_\_\_\_\_

### WORK EXPERIENCE (List Most Recent Position First)

Employer:		Dates Employed:	From: To:
Address:			
Telephone Number:		Position Held:	
Starting Pay:	per	Ending Pay:	per
Supervisor's Name:		Supervisor's Title:	
Duties and Responsibilities:	1. _____ 2. _____ 3. _____		
Reason for leaving:			

Employer:		Dates Employed:	From: To:
Address:			
Telephone Number:		Position Held:	
Starting Pay:	per	Ending Pay:	per
Supervisor's Name:		Supervisor's Title:	
Duties and Responsibilities:	1. _____ 2. _____ 3. _____		
Reason for leaving:			

### REFERENCES (List At Least 2)

Name: Job Title:		Employer:	
Home Phone #:		Work Phone #:	
Home Address:		Work Address:	
How long has this person known you?			
Has this person given permission to be used as a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Why can this person recommend you for employment? _____			