

Resume/ CV : Part 2

1) Harry Hopeful's CV

Harry Hopeful
30 expectation
Baton Rouge, La 33453
Tel : landline : (372) 555-1212
Cell phone : (372) 555-1144
E-mail : HH@gmail.com

Education

2003_2007 B.S. in Engineering from Louisian State University

Professional experience

February 2010 Johnson and Smith Engineers
June 2009 Paid Internship, Smith and Wesson
June 2006 Louis and Clark, Inc.
September 2006 Paid Internship, Louis and Clark, Inc.

Languages

English: native language
French: upper intermediate oral and written
Creole: rudimentary knowledge

Computer skills

Proficient in Microsoft Office (Word, Access, Excel, PowerPoint)
Knowledge of Apple systems

Interests

Theatre, music, literature, skiing, surfing, models.

2) What did you understand?

Where does the man live?

- a) At the university b) in Louisiana
c) by the sea d) with his parents

How many professional positions has he held?

- a) 1 b) 2 c) 3 d) 4

How long did he prepare for his degree?

- a) 1 year b) 2 years c) 3 years d) 4 years

Which languages could he use efficiently?

- a) French and Creole b) Creole and English
c) English and French d) All of the above

What is not listed among his interests?

- a) Drama b) jazz c) skating d) miniatures

3) Fill in the blanks using the following terms: proficient – cell phones – experience – interests – landline

I really don't know how we survived without _____ in the past. Now you can call from just about anywhere.

Now that you've told us a little something about yourself, could you tell us about your _____ and hobbies?

How can these recruiting agents expect you to have _____ when you've just graduated from school?

I'm terribly sorry, but my _____ is not working because the power lines in the neighbourhood have gone down, could you please call me at work?

It says in the advert that I have to be _____ in French, but I only took two years of the language at school.

4) Right or wrong?

Harry Hopeful has no experience as a lawyer. Right/Wrong _____

Harry Hopeful has only one contact number. Right/Wrong _____

French is Harry Hopeful's native language. Right/Wrong _____

Harry Hopeful is knowledgeable in various computer programmes. Right/Wrong _____

He went to school in the United States. Right/Wrong _____

5) Compiling a CV: The following sentences represent the different stages of compiling a CV, but in each sentence the words are in the wrong order. Re-arrange the sentences putting the words in the correct order.

Make sure you understand the following words first:

an achievement _____

job history _____

a layout _____

to draft something _____

1. about the involves. Think what job _____

→ It's important to get a good idea of the kind of work you would be doing so that you can include relevant information in your application.

2. sort of chosen about Think it. be what person would to do _____
3. your job Identify the that skills description. match _____
→ Don't forget skills such as teamwork, creativity and leadership.
4. a Decide on layout. _____
→ Make sure the layout is clear, with plenty of space.
5. previous your experience. Review _____
→ Think about the things you've done in the past which might help you with this job.
6. describe Find language your suitable to experience. _____
→ Use strong, positive words. Be truthful, but don't be afraid to show off your talents!
7. the CV. version first of Draft your _____
→ Try to keep it short - many employers prefer CVs to be two pages maximum.
8. for your CV Check mistakes. _____
→ Employers won't be interested in you if your CV is full of errors!

6) What makes a good CV

Decide whether the following sentences are true or false based on the audio.

- Employers don't care what CVs look like. Right/Wrong _____
- Companies only receive a few applications for each position. Right/Wrong _____
- You should spread your points out on the page. Right/Wrong _____
- You should include as much information as possible. Right/Wrong _____
- It is better to focus on key facts. Right/Wrong _____
- The most important features are that it is easy to read and looks good. Right/Wrong _____
- A good CV will guarantee a good job. Right/Wrong _____

Make sure you understand the meaning of the following words

- a recruitment consultant _____
- first impressions _____
- to stand out from the crowd _____
- concise _____
- relevant _____
- clarity _____
- impact _____

7) Organising Information

Although there are different views on how to organise a CV, most prospective employers would expect to see the following headings : Education Referees / Personal Details / Profile Additional Skills Interests / Professional Experience

Jasper Bergfeld, a German graduate, is compiling his CV. He has collected the relevant details but now he must organise them. Look at the following points and decide which heading Jasper should put them under.

- Fluent in English: _____ Nationality - German: _____
- Concept AG - Assistant Project Manager: _____ Excellent communication skills: _____
- Full driving license: _____ Diploma in English with Business Studies: _____
- Skiing and windsurfing: _____ Computer literate: _____
- Able to work on own initiative and under pressure: _____
- Responsible for customer service: _____ Dr H. Mayer, University of Bath: _____

Make sure you understand what you need to put in those different categories:

- Referees _____
- personal details _____
- profile _____
- additional skills _____
- interests _____
- professional experience _____

8) A sample CV: Decide whether the following sentences are true or false based on Carmen's CV.

- She is married. Right/Wrong _____
- She started working full-time when she left school. Right/Wrong _____
- She was not very successful at Hotel Primavera. Right/Wrong _____
- She worked during her vacations. Right/Wrong _____
- She had financial responsibility when she worked for Eurostudy. Right/Wrong _____
- She isn't interested in politics. Right/Wrong _____
- She has never committed a driving offence. Right/Wrong _____
- She speaks French better than English. Right/Wrong _____