

Week 6

Part 2

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 **cell phones** 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 **interests** and hobbies?
- How can these recruiting agents expect you to have **experience** when you've just graduated from school?
- I'm terribly sorry, but my **landline** 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 **proficient** 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

Compiling a CV

- an achievement
- something important that you've managed to do
accomplissement/ réalisation
- job history
- a list of the different jobs you've done antécédents
professionnels
- a layout
- the way you've arranged information disposition
- to draft something
- to write something that you will improve on and finish
later on faire le brouillon de

Compiling a CV

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

What makes a good CV

- With CVs, first impressions are everything. For some vacancies, employers receive an enormous number of applications, so it's important that your CV stands out from the crowd.
- Firstly, it should look good, well-presented with a clear layout and lots of white space so that the information can be located easily.
- Secondly, you should select your points carefully so that your CV is concise and relevant. Try to keep it to one page if you can. Use the spell check on your computer. Use appropriate phrases, perhaps from the job advertisements to express your achievements and abilities.
- To sum up then, key words are clarity and impact. A good CV can go a long way to getting you that all important interview.

What makes a good CV

- Employers don't care what CVs look like. (True / False)
- *The consultant says CVs should look good.*
- Companies only receive a few applications for each position. (True / False)
- *The consultant says For some vacancies, employers receive an enormous number of (a lot of) applications.*
- You should spread your points out on the page. (True / False)
- *It should have a clear layout and lots of white space.*
- You should include as much information as possible. (True / False)
- *You should select information carefully.*
- It is better to focus on key facts. (True / False)
- *Your CV should be 'concise and 'relevant' - only put in information which you think is important for the job.*
- The most important features are that it is easy to read and looks good. (True / False)
- *Clarity and impact are very important.*
- A good CV will guarantee a good job. (True / False)
- *It won't guarantee a good job, but it could help you get an interview.*

What makes a good CV

- **a recruitment consultant**
someone who helps people to find jobs and companies to find staff
- **first impressions**
the immediate views and feelings that people have about you
- **to stand out from the crowd**
to be more noticeable than other people
- **concise**
short and to the point because it has only necessary words and information
- **relevant**
directly relating to the job you're applying for
- **clarity**
the quality of being clear and easy to understand
- **impact**
to have an important or noticeable effect on someone

Organising information

- **education**
schools, university, other training and qualifications
- **referees**
former bosses, teachers or other people who would be willing to confirm that you are a good candidate
- **personal details**
nationality, age etc.
- **profile**
a few lines summarising who you are, what you're good at and what makes you special
- **additional skills**
things you can do that weren't part of your formal training, such as languages, computer skills etc.
- **interests**
do you like reading, dancing, football, etc?
- **professional experience**
previous jobs and what your role was

Organising information

Fluent in English: : Additional Skills

Nationality - German: Personal Details

Concept AG - Assistant Project Manager: Professional Experience

Excellent communication skills: Profile

Full driving license: Additional Skills

Diploma in English with Business Studies: Education

Skiing and windsurfing: Interests

Computer literate: Additional Skills

Able to work on own initiative and under pressure: Profile

Responsible for customer service: Professional Experience

Dr H. Mayer, University of Bath: Referees

A sample CV

- **to be keen to do something**
to want to do it a lot
- **communication skills**
the ability to interact well with other people
- **reliable**
dependable, trustworthy
- **vacations**
American-English for holidays or time off work
- **managing a budget**
making sure that an agreed amount of money is spent wisely to complete a task or project
- **current affairs**
news about what's happening around the world at the moment
- **to have committed a driving offence**
to have done something illegal while driving
- **to have a clean driving licence**
to have a driving licence that doesn't contain any record of illegal driving
- **to have a working knowledge of something**
to have a basic understanding of a topic

A Sample CV

- She is married: **False** *section two says her marital status is 'single'*
- She started working full-time when she left school: **False** *section 3 shows she went to university after school*
- She was not very successful at Hotel Primavera **False** *section 4 says she was 'Employee of the Year' there*
- She worked during her vacations: **True** *section 4 shows she worked during two summers*
- She had financial responsibility when she worked for Eurostudy: **True** *section 4 says her work included 'managing a budget'*
- She isn't interested in politics: **False** *section 6 says she's interested in 'current affairs'*
- She has never committed a driving offence: **True** *section 6 says she has a 'clean driving licence'*
- She speaks French better than English: **False** *section 6 says she has 'fluent English', but only 'working knowledge' of French*