

## Writing a resume

At some point in your life, you'll have to \_\_\_\_\_ of bed, put on some clean \_\_\_\_\_ and get a job. Sad, we know, but hey, you may not look so hot in \_\_\_\_\_ we can help you look good on \_\_\_\_\_. First you will need a word \_\_\_\_\_, a laser printer, \_\_\_\_\_ resume paper and a friend to \_\_\_\_\_ your work.

### Step 1 Contact

List your contact information starting with your name, home \_\_\_\_\_, telephone number and \_\_\_\_\_.

### Step 2 State objectives

These are your objectives for \_\_\_\_\_. More simply, say what kind of \_\_\_\_\_ you are looking for.

### Step 3 Write your work history

Create a section to list your work experiences in \_\_\_\_\_ chronological history, giving dates, \_\_\_\_\_ names, occupation and brief description of \_\_\_\_\_. Use an active tense, writing in first person with I-me-my \_\_\_\_\_. Don't say I supervised a cast of thousands, say supervised cast of thousands.

### Step 4 List education

List your educational \_\_\_\_\_, training courses and any accolades \_\_\_\_\_. Tell them about professional \_\_\_\_\_ you have such as word processing or \_\_\_\_\_ spreadsheets. Leave out bar tricks.

### Step 5 No jibber jabber

A resume should be tightly \_\_\_\_\_. No flowery extra words. Keep the resume clean-looking. Keep some white \_\_\_\_\_ and avoid using multiple fonts. Image isn't everything but it \_\_\_\_\_.

### Step 6

Before you send a resume have someone \_\_\_\_\_ your resume to check grammar, spelling and \_\_\_\_\_ style. Find someone you can \_\_\_\_\_ to offer honest, constructive \_\_\_\_\_. Everyone needs an \_\_\_\_\_. Revise.

### Step 7 Print and send

Print with a laser \_\_\_\_\_ and some high-end paper. \_\_\_\_\_ it up along with a \_\_\_\_\_ letter to introduce yourself and \_\_\_\_\_ it in the mail. Wow ! Don't forget \_\_\_\_\_ ! Done ! Now, with your skills and a killer resume, just \_\_\_\_\_ and wait for the interview \_\_\_\_\_ to come.

## Vocabulary

jibber-jabber
flowery
font
high-end
killer resume

excellent CV
set of computer letters
talking too much
elaborate, ornate
top quality

## Say whether the following statements are right or wrong and justify with a quote from the text

It's necessary to use Word 2010. Right/ Wrong

You can print your resume on any sort of page. Right/ Wrong

You will mention the last job you had before the first. Right/ Wrong

Don't forget to mention who hugged you.	Right/ Wrong
Always start a sentence with I.	Right/ Wrong
It's advisable to ask someone you know well to control what you wrote.	Right/ Wrong
Send the resume and cover letter in two separate envelopes.	Right/ Wrong

**William's resume : You are William's friend and he asked you to proofread his resume** (spot the mistakes he made and make the necessary changes)

William Bailey  
113 Westfield ct W Apt D  
Indianapolis IN, 46220

(317) 765-9987  
[wbailey@gmail.com](mailto:wbailey@gmail.com)

EXPERIENCE : 8/2005 - Present

Stein Electronics  
Noblesville, TN  
**Home Theater Installer/ Sales Professional**

Responsible with customer service in a high-paced retail environment. Communication skills with customers and fellow employees are crucial. Leadership and coaching skills are also focus on while assisting employees with job development.

2/2002-7/2002 and 5/2005-7/2005  
Calcutta Video Movie Club  
Nashville, TN

**Customer service associate**

Primary responsibilities include assisting customers, operating cash register, returning movies to shelves. Communication skills were at the forefront of skills needed for that position, as interaction with people from various backgrounds occurred everyday. Organizational, leadership and decision-making skills were also critical as employees frequently worked alone or in small groups without managerial assistance. I supervised a cast of thousands.

EDUCATION    Graduated 05/1999  
Ball State University

HOBBIES

**I love puppets !!**

**Translation**

Si vous voulez travailler dans le service comptabilité, vous devrez être capable de créer des feuilles de calcul.

Même si vous êtes expert en tours de passe-passe, inutile de le signaler sur votre CV : Cela n'intéresse en rien votre futur employeur.