

Look at the job adverts and the CV and do the exercises to improve your writing skills.

Preparation

Tick all the things that you write on a CV. Then look at the CV below and see if you were right.

- | | | | | | |
|----|--------------------------|-------------------|-----|--------------------------|------------------|
| 1. | <input type="checkbox"/> | date of birth | 8. | <input type="checkbox"/> | friends |
| 2. | <input type="checkbox"/> | address | 9. | <input type="checkbox"/> | languages spoken |
| 3. | <input type="checkbox"/> | family | 10. | <input type="checkbox"/> | references |
| 4. | <input type="checkbox"/> | pets | 11. | <input type="checkbox"/> | telephone number |
| 5. | <input type="checkbox"/> | education history | 12. | <input type="checkbox"/> | email address |
| 6. | <input type="checkbox"/> | work experience | 13. | <input type="checkbox"/> | favourite food |
| 7. | <input type="checkbox"/> | skills | | | |

Curriculum Vitae

Natasha Anne Lane
 Date of birth: 15 January 1998



Contact information

✉ 37 Cherry Road
 Liverpool
 LA12 456

💻 natashanne@myworld.com

☎ 0044 151 123456

Education

9 GCSEs including English and maths
Evesop High School, Liverpool

Work experience

Helper at **Playland Nursery School** in summer holidays — 1 month
 Waitress at **Italia Pizza restaurant** on Saturdays — 17 months

Languages

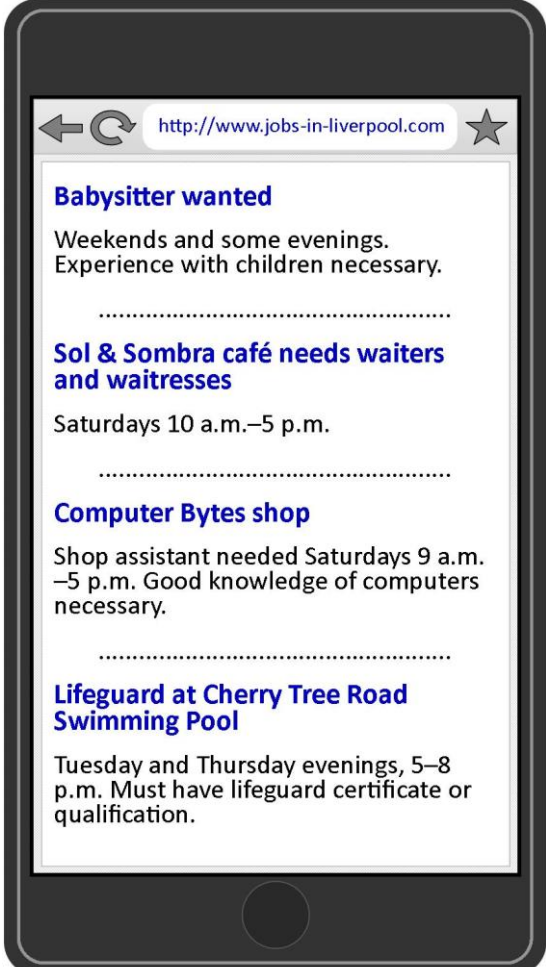
French — B1 level
 Spanish — A2 level

Skills and interests

Swimming
 Lifeguard course — Evesop Swimming Pool

References

Mrs M. Norton, Playland Nursery School, 42 Cherry Road, Liverpool



http://www.jobs-in-liverpool.com

Babysitter wanted
 Weekends and some evenings.
 Experience with children necessary.

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Sol & Sombra café needs waiters and waitresses
 Saturdays 10 a.m.–5 p.m.

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Computer Bytes shop
 Shop assistant needed Saturdays 9 a.m.–5 p.m. Good knowledge of computers necessary.

.....

Lifeguard at Cherry Tree Road Swimming Pool
 Tuesday and Thursday evenings, 5–8 p.m. Must have lifeguard certificate or qualification.

1. Check your understanding: multiple choice

Circle the best answer or answers to complete these sentences.

1. Where does Natasha live?
 - a. Liverpool
 - b. London
 - c. Leeds
2. How many of her exams did Natasha pass at school?
 - a. none
 - b. two
 - c. nine
3. Natasha doesn't have an email address.
 - a. true
 - b. false
 - c. answer not given
4. Are all the advertised jobs for weekend work?
 - a. yes
 - b. no
 - c. answer not given
5. Which two jobs are for weekday evenings?
 - a. babysitter
 - b. waiters and waitresses
 - c. computer shop assistant
 - d. lifeguard
6. Which three jobs could Natasha apply for?
 - a. babysitter
 - b. waitress
 - c. computer shop assistant
 - d. lifeguard

2. Check your writing: gap fill – completing a CV

Use the headings in the box to complete the CV.

Languages	References	Email	Education	Address
Date of birth	Work experience	Skills and interests		Mobile

CV – Martin Luke Moore	
1	_____ : 26 August 1997
2	_____ : 94 Albion Street, Birmingham, B23 2TF
3	_____ : Mooro@myworld.com
4	_____ : 0778 445 288
5	_____ : 7 GCSEs including English, maths and science
6	_____ : Cashier at a large supermarket
7	_____ : French – A2, German – A2
8	_____ : Mountain biking, drawing and computer programming
9	_____ : Mr Williams, Albion High School, Park Drive, Birmingham

Discussion

Have you ever had a part-time job? Do you think it's a good idea for students to do part-time work?