

## 4.5 Writing A CV

**Discussion**

**1** Discuss why you agree or disagree with the following statements about writing CVs or résumés.

- 1 You should always state your career objective.
- 2 You should list five or six people who can be contacted for a reference.
- 3 You should never use more than one page.
- 4 You should describe your experience first, then your qualifications.

**Skim reading**

**2** Decide in what order you expect the following categories to occur in a CV. Then read the CV below to check.

- work experience    references    personal details    qualifications  
 voluntary roles / positions of responsibility    general / additional skills

**Robert Khan**

Date of birth      29 April 1985  
 Nationality        British  
 Current address    27 Keats Road, London SE4 3KL  
 (until 30 June)    Tel: 020 8088 8965  
 Permanent address 247 Newmarket Road, Norwich NR4 1ET  
                             Tel: 01603 443143

**EDUCATION**

2004–2007      BA in Business Studies at Chelsea School of Business  
                             (Exam results to date 2:2; Expected final grade 2:1)  
 2001–2003      Norwich School: 3 'A' levels: Economics (A), Maths (B), History (C)  
 1997–2001      Norwich School: 10 GCSEs, including Maths and English

**WORK HISTORY**

Jan–June 2006    *Work placement, Atherton Consultants*  
                             I played an integral part in a team of consultants working on IS projects. This position required familiarity with networking solutions and Web design and involved liaising with a client's parent company in Germany.  
 July–Sept 2005    *Vacation Trainee, Jardine, White & Partners*  
                             I coordinated an office reorganization project.  
 2003–2004        *Sales Assistant, Kaufhaus des Westens, Berlin*  
                             I was responsible for managing the outdoor exhibition of camping equipment. I ran a language training programme for members of the department.

**POSITIONS OF RESPONSIBILITY**

2005–2006        *President of CSB Students' Union*  
                             I represented over 400 members in faculty meetings and organized and chaired conferences with visiting speakers.  
 2005 to present    *Captain of CSB Squash Team*  
                             I run training sessions and am responsible for organizing matches and motivating the team.

**OTHER**

Fluent German  
 Advanced computer literacy: Office software, networking and Web design  
 3rd trombone in the London Students' Jazz Orchestra  
 Clean driving licence

**REFERENCES**

See next page

## Internet research

Search for the keywords *résumé style* to find out about different *résumé* styles to consider, including *functional*, *skills* and *chronological* styles.

## Reading for detail

**3** Read the CV again. How has Robert formulated the following information in more appropriate language?

- 1 I sometimes phoned people in Germany.
- 2 I'm good with computers.
- 3 I was the contact for the removal company for the transfer to new offices.
- 4 I gave some colleagues some English lessons.
- 5 I spoke on behalf of 400 students in meetings with teachers.
- 6 I was the general assistant to the computer consultants.
- 7 I sold tents.
- 8 I had to learn how to set up a LAN.
- 9 I'm the only member of the team who believes we can win.
- 10 My job was to introduce the speakers and thank them at the end.

## Ordering and reformulating

**4** Using the headings in Robert Khan's CV as a model, decide where to put each piece of information below. Then write the CV, presenting the information appropriately and using relevant language and expressions.

- Voluntary work since 2005 - OUTLOOK, charity for disabled children - parties, visits, etc.
- Play violin in string quartet
- University basketball team - my job to bring drinks
- 2002-2004 Northern High School 'A' level Maths (A), Economics (B), French (B)
- Secretary, Newcastle Junior Chamber of Commerce in 2006 - minutes of meetings, monthly newsletter, etc. Sometimes phoned VIPs to invite to receptions, etc.
- June-Sept 2004 Holiday job, Newcastle Social Security; entered personnel data into new HR management software. Confidential, very boring. Visitor from Spanish government, three days.
- References - tutor, Mr. Bowers, Newcastle University, Mrs Broadbent, Principal, Northern High School
- Typing speed 90 wpm
- Justine Dominga Collier
- 14 Green Street, Newcastle NE13 8BH Tel: 01879 122 7789
- Oct-Mar 2005 Internship Arbol Oil: finance department, small jobs, learned accounts software, email from S America
- Bilingual Spanish
- 4/11/86, Auckland NZ
- 2004-2007 BA Economics, Newcastle University (maybe 2:1 if I'm lucky)

**5** Write (or update) your own CV.