

I. This is an example of a CV written by a job applicant. Fill in the headings and organize it in a correct order:

2003 – 2004	London Chamber of Commerce and Industry Diploma in Public Relations
2000 – 2003	London School of Economics and Political Sciences B.A. in Media and Communications
1993 – 2000	Fettes College, Edinburgh A-levels in English (A), German (A), History (B), and Geography (A)

environmental issues, reading, orienteering, cross-country skiing, swimming

available upon request

fluent in German
working knowledge of Italian
driver's licence (car and motorcycle)
ski instructor (grade 3)
orienteering national champion

Name: Sheila Britton
Date of birth: 2nd August, 1981
Place of birth: Edinburgh
Address: 2 Endon Drive
Chorlton, Manchester M21 7TE
Telephone: 01612477403
E-mail address: britton@aeol.com

Responsible for writing articles on the Trust's activities and for distributing them to the press.
Editing the Scottish Wildlife Magazine and educational publications and preparing the 2007 SWT calendar.
Maintaining relations with international environmental agencies.

2004 to present Scottish Wildlife Trust (SWT)
Department of Public Relations

summer 2001, 2002 Training period as assistant editor with the Guardian

II. Insert the following words in the gaps in the text below:

applicant - application - application form - apply for - candidate - CV - employment agencies - interview - job description - job vacancies - references - short-listed

Many people looking for work read the advertised in newspapers by companies and

To reply to an advertisement is to a job. (You become aor an).

You write an, or fill in the company's, and send it, along with your and a covering letter.

You often have to give the names of two people who are prepared to write for you.

If your qualifications and abilities match the, you might be, i.e., selected to attend an

Alan Turing

Home Address:

33 Union Street,
Bletchley Park,
B6 3AE.

Term Address:

6 Farthings Court, Parkwood
Canterbury
CT2 8NP

Tel. (0161) 351 4039

Nationality: British

Email: at5555@kent.ac.uk

EDUCATION AND QUALIFICATIONS

University of Kent BSc(Hons.) Computer Science 2010 - 2013**Subjects include:**

Software Engineering, Compiling Techniques, Cryptography, Digital Systems, Operating Systems and Robotics.

I obtained 62% in my 2nd year exams equivalent to a 2:1

My project involved the development of a Linux-based code breaking system and required independent research skills

Sherborne College 2008 - 2011

'A' Levels: Mathematics A, Physics C, Chemistry D.

St. John's Boys School, Hastings. 2003 - 2008

8 GCSEs including Mathematics, English and German.

WORK EXPERIENCE

Tourist Information Office, Canterbury Summer 2011

Assisting customers from all over the world with a wide variety of enquiries, working in the Bureau de Change, booking theatre and concert tickets.

Hastings City Council Summer 2009

Temporary Accounts Clerk in City Treasurer's office. Responding to customer enquiries, using computerised accounts systems.

Simple Simon's Public House, Canterbury. Sept. 2011 - present

Part-time barwork throughout the year serving customers and cashing up.

ACTIVITIES AND INTERESTS

- Secretary of the Cryptography Society, involved booking speakers.
- Helped to organise a charity fun run for Rag Week
- Have fundraised for the World Land Trust who buy and save endangered rainforests.
- With a passion for finding eye-catching images, photography has become an interest of mine. With self-motivation, I have taught myself how to use Photoshop, and I have created my own website
- Other interests include current affairs and reading sci-fi novels.
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ADDITIONAL INFORMATION

- **Computing Skills:** Knowledge of Linux and Windows 7. Programming skills in Java, Haskell and Modula 3. Good knowledge of SQL and XML.
- Good level of spoken German.
- Full, clean driving licence.

REFEREES : I am happy to supply these on request.

downloaded from: <http://www.kent.ac.uk/careers/cv/cv1.htm>

CURRICULUM VITAE

Names: Michael Woods
Address: Flat 5, 20 Park Road,
London N4 3JY
Tel: 0208 545 4965
Email: MWoods@aol.com
Date of Birth: 6-6-77
Qualifications: Higher National Diploma in Computer Studies,
University of North West London (1998)
A Levels: Maths (C), English (E) (1995)
O Levels: Maths, English Language, Chemistry,
General Studies, Woodwork (1990)
Employment History: Asst. Technical Support Manager,
Pearl Publishing (2001–now)
Support Analyst/Programmer, Mayfair Books (1999–2001)
Programmer, Mayfair Books (1995–1999)
Interests: Salsa dancing, running, gardening.
Referees: Ms Ingrid Hoyer, IT Manager,
Pearl Publishing,
44 Lower Street,
London N1 3XY
Dr Paul Jones,
Senior Lecturer,
Dept. of Computer Studies,
University of North West London,
Downland Road,
London NW2 6HM

Curriculum Vitae/CV (in British English)

2334 Greenwood Road
Los Angeles, CA 90044
Tel: (505) 555-4965
Email: MWoods@aol.com

Michael Woods

Objective To find a technical support position in the field of publishing.

Experience 2001 – present Pearl Publishing Los Angeles, CA

Technical Support Manager

- Managed IT support staff of eleven people.
- Led regular training seminars.
- Redesigned company-wide help desk procedures.

1999–2001 Mayfair Books Southridge, WA

Systems Administrator

- Managed LAN network.
- Implemented training course for new analysts.

1998–1999 Mayfair Books Southridge, WA

Information Technology Associate

- Maintained computer systems of editorial and design staff.
- Worked on team of twenty IT associates to improve overall operations.

Education 1994–1996 Southridge State University Southridge, WA

- B.S., Computer Science.
- Graduated Summa Cum Laude.

Interests Salsa dancing, running, gardening, carpentry, computers.

References Available upon request

Résumé (in American English)