

CURRICULUM VITAE

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.

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

Name: Michael Woods
Address: Flat 5, 20 Park Road,
London N4 3JY
Tel: 0208 848 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 (1993)
Employment History: Asst. Technical Support Manager,
Pearl Publishing (2001–now)
Support Analyst/Programmer, Mayfair Books (1999–2001)
Programmer, Mayfair Books (1998–1999)
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 34444
Tel: (505) 565-4965
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)

LETTER OF APPLICATION

I. Complete the following letter of application.

Sheila Britton
2 Endon Drive
Chorlton, Manchester M21 7TE
England
UK

8th January, 2007

Alexandra Schmidt
Patagonia Gmbh
Museumstrasse 20
7000 Munich22
Germany

Dear Ms Schmidt,

I am writing tofor the position of Public Affairs Assistant which was last week in the International Herald Tribune.

Although I am presently by a non-profit making organisation, it has always been my intention to work in a commercial environment. I would particularly the chance to work for your company and as you will on my enclosed curriculum vitae, the job you are offering both my personal and professional interests.

My work experience has familiarised me with many of the challenges in public relations today. I am sure that this, together with my understanding of the needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position. Moreover, as my mother is German, I am fluent in this language and would definitely working in a German-speaking environment.

I would be pleased to my curriculum vitae with you in more detail at an interview. In the meantime, please do not hesitate to me if you require further information.

I look forward to hearing from you.

Yours sincerely,

Sheila Britton

II. In each of the following sentences, choose the most appropriate word from the options in brackets:

1. I am writing to (*apply, request, ask*) for the post of Sales Consultant advertised in today's edition of "The Independent".
2. I enclose my curriculum vitae for the (*job, position, work*) of Program Manager.
3. As you will see from the enclosed (*curriculum vitae, covering letter, application*), I have had several years' experience of Export Sales.
4. I (*qualified, left, graduated*) from Manchester Technical College with an HND in Electronic Engineering.
5. At present, I am (*worked, employed, taken*) by Unisys, where I work in the customer Service Department.
6. I would be grateful if you could send me an application (*form, formula, card*).
7. While I was at Dell, I was (*responsible, charged*) for the day-to-day running of the Technical Services Department.
8. At ICL my duties (*included, added, completed*) installing and testing new computer systems.
9. I look (*forward, ahead, on*) to hearing from you.

III. Correct common mistakes:

in/with the reference to Your advertisement...	I absolved the University of...
the position/post of the Design Engineer	I have an Engineering diploma
in reply to your letter from 10 December	I am studying Bc degree

FORMAL LETTERS

Making requests, suggestions, etc.

I. Look at the list of sentences and expressions below. What do you notice about those in the left-hand column?

Send me a brochure.	I would like to ...
I want a ticket for tonight's show.	I am very interested in ...ing
I think you should employ more staff.	Could I suggest that ...
You should give up smoking.	Please avoid ...ing
In my opinion you should improve your service.	Wouldn't it be better if you ...
I want to get a place at your school.	I would be grateful if you/I could ...
I can't stand your car alarm.	Please would you ... /Could you please ...
You park your car too close to mine.	I would recommend that you ...
Why is your information always out-of-date?	I would appreciate it if ...

II. Rewrite the phrases in a formal style.

Informal (spoken) language:

1. Thanks for your letter	7. What exactly do you need?
2. I've just seen your advert in	8. Just send the stuff back. We'll pay.
3. Can you tell me about ...?	9. I've got some bad news. There's no more until next month.
4. because	10. Good news! I've just heard that
5. Sorry I can't make the meeting.	11. There isn't much left. You better move fast.
6. Here are	12. If you'd like any more details, just let me know.

III. Study the following text to know the basic steps in a business transaction:

A BUSINESS TRANSACTION

Buying a bus ticket or calling at the butcher's to buy a beefsteak are matters of everyday life, but in each case the buyer and the seller have entered into a **contract**, i.e., into a legally binding agreement. In these two cases the transactions are, however, so simple that there is little room for mistake.

But in business, transactions are usually much more complex. The task of obtaining supplies for a company is therefore usually placed in the hands of specialists in the purchasing department. Similarly, the sales department is in charge of selling the products of the company on home or foreign markets. These departments co-operate with a number of others such as the advertising dept., cost dept., invoice dept., transport dept., etc.

Most business transactions start either by an **enquiry** on the part of a **buyer** who is in need of some products, or by an **offer** on the part of a **seller** who wants to sell because he wants to get back the money he had invested in the manufacture or in the purchase of some commodities. Both the enquiry and the offer usually state the price of the goods and the terms on which the transaction is to be concluded.

If the price and the selling conditions are acceptable to both parties, the buyer places an **order** with the seller, who in turn sends the buyer a **confirmation of his order**. In the confirmation he expresses agreement with the terms of the order and binds himself to fulfil them.

When nothing goes wrong, the seller gets the goods ready for dispatch when the time of **delivery** approaches, he arranges for the **insurance** and transportation of the goods if this has been agreed upon, and he **dispatches** the goods to the **place of destination**. He then sends the necessary documents to his bank, which presents them to the buyer's bank for **payment**.

Sometimes the buyer is not satisfied with the execution of the order and he makes a **complaint**. In such a case it is in the interest of both parties to examine the matter and settle it to their mutual satisfaction as quickly as possible.

IV. Rewrite the following phrases as sentences for a business letter. Some words have been given to help you:

1. It's about that ad we saw in Marketing Monthly. (*writing, reference to, recent edition*)
2. Can you send us something about what your company sells? (*grateful, information, range*)
3. Thanks for your letter of March 12 asking about what we sell. (*dated, enquiring, products*)
4. I have some bad news. I'm afraid your order is going to be late. (*regret, inform, delayed*)
5. See you in Frankfurt next month! (*look forward*)

V. Rewrite the sentences below in a clear, simple, positive style appropriate for a business letter:

1. Thanks for your letter – sorry I didn't get in touch until now. Well, about your problem with the machine – it's not our fault. You obviously didn't follow the instructions – that's why it's broken.
2. You want to claim for it under your guarantee? Don't remember – you didn't renew your maintenance contract last year. Anyway, someone from our Service Dept. will contact you some time to talk about when our engineers are coming.
3. I'll be here if you want a chat.