

- ▶ CV structure
- ▶ appropriate language
- ▶ writing a CV

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

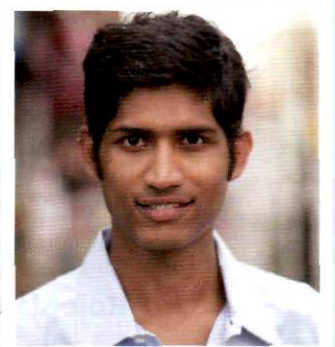
Model

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

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

Robert Khan

Date of birth 29 April 1991
 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

2010–2013 BA in Business Studies at Chelsea School of Business
 (Exam results to date 2:2; Expected final grade 2:1)
 2007–2010 Norwich School: 3 'A' levels: Economics (A), Maths (B), History (C)
 2003–2007 Norwich School: 10 GCSEs, including Maths and English

WORK HISTORY

Jan–June 2012 *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 2011 *Vacation Trainee, Jardine, White & Partners*
 I coordinated an office reorganization project.
 2010–2011 *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

2011–2012 *President of CSB Students' Union*
 I represented over 400 members in faculty meetings and organized and chaired conferences with visiting speakers.
 2011 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

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