

- ▶ CV information
- ▶ composing a cover letter

CVs and cover letters

Writing

- 1** Use the headings in the CV below to create your own CV with your personal details.

NAME: (Your first or given name(s) and family or surname)

Lina Ramírez Moreno

DATE OF BIRTH:

NATIONALITY:

CURRENT ADDRESS:

PERMANENT ADDRESS: (IF APPLICABLE)

EDUCATION: (year: from–to, starting with most recent) (names of institutions attended and qualifications obtained)

2010–2013 Oxford High School, Buenos Aires: International Baccalaureate Diploma

WORK HISTORY: (month/year: from–to, starting with most recent) (type of work, employer and responsibilities)

*July–August 2012 holiday job, Big Jack's Pizza, Hong Kong
I worked as ..., I was responsible for ...*

POSITIONS OF RESPONSIBILITY: (year: from–to, starting with most recent) (position and responsibilities)

*2010–2011 Secretary of High School French Society
I organized ..., I managed ...*

OTHER: (give details of language and IT skills, sports or cultural activities, driving licence, etc.)

good spoken French, MS Office and Adobe Photoshop, volleyball, clean driving licence

REFERENCES:

See next page



Speaking

- 2** With a partner, exchange CVs. Ask and answer questions to find out at least two more pieces of information for each item.

Which type of baccalaureate did you do?

What was the most difficult part of your job at Big Jack's Pizza?

Why did you choose volleyball?

Writing

- 3** With a partner, put the phrases in **bold** in this cover letter in the correct order.

Dear Ms Naqvi,

As a second-year student at Cracow University of Economics, ¹**am business experience gain I keen to** through a three-month work placement (July–September) with a leading international retailer like PC Warehouse.

²**extensive of have I knowledge** the PC market, and ³**assembling considerable of computers experience** for family and friends. In addition, my university course in Customer Relationship Management ⁴**a has in given interest me retailing strong**.

I will be a ⁵**and highly hard-working intern motivated** and I feel sure that I can ⁶**a contribution make your valuable organization to**. I am interested in all aspects of your business model, and ⁷**accept any happy position to be would you are able to offer me**.

⁸**to answer any call I next questions week you will you may have**, but ⁹**at contact time free to me any feel please** for more details or to arrange an interview. Thank you ¹⁰**and time your consideration for**.

Sincerely yours,

Karol Kowalski

- 4** Write your own cover letter for a job or work placement you would like to do.