

Unit 5 Applying for a job – A CV and a covering letter ➔ p56

- 1 What is a CV? What do the letters stand for? Why do you write one? What information do you include?
- 2 What is the purpose of a covering letter?
- 3 Write the headings from **A** in the correct spaces in the CV in **B**.

A

Education
 Additional information
 References
 Profile
 Employment history
 Interests
 Personal details

- 4 Answer the questions.

- 1 Where did Kate go to school?
- 2 What did she study at university?
- 3 Who is Prof Jane Curtis?
- 4 Does Kate have a lot of work experience?

**B**Personal details**Name** Kate Henderson

Address 31 Rendlesham Way
 Watford
 Herts
 WD3 5GT

Phone 01923 984663**Mobile** 07764 733689**Email** katehenderson@hotmail.com

_____ A highly motivated, well-travelled and enthusiastic graduate, with practical experience of working with children of all ages.

Watford Grammar School

8 GCSEs
 3 A-levels

Bristol University

BA (Hons) Psychology and Education

June 2010

Lifeguard and supervisor at KLC Leisure Centre

July 2011

Athletics coach at training centre

June 2013

Teaching assistant at secondary school

_____ Dance, athletics, volleyball, travel, cinema

_____ One of my main interests is dance, which I have done since I was three, passing many exams, and performing in annual dance festivals. I have organized sports events and training sessions for dance, athletics and trampolines. I have travelled widely throughout the world, in Europe, the Far East and the US.

Prof Jane Curtis

Dept of Education
 Bristol University
 BS5 7LA

Mike Benson

Head Teacher
 Bailey School
 Watford, Herts
 WD3 8JG