



- ▶ dynamic collocations for CVs
- ▶ writing your CV
- ▶ roleplaying a job interview

CVs and recruitment

Collocations

Using 'power verbs' to make dynamic collocations helps your CV have maximum impact. Connect the verbs in the boxes to as many nouns as possible.

I	+	achieved acquired coordinated conducted dealt with demonstrated designed developed	+	results problems the ability to skills a study systems a project experience
I	+	improved liaised with managed met organized ran reduced set up	+	performance a programme colleagues objectives errors procedures an event a budget

Glossary PAGE 148

- achieve
- budget
- deal with
- handle
- liaise
- objective
- reference
- set up

With a partner, brainstorm more nouns that collocate with these 'power verbs'.

- arrange
- check
- ensure
- establish
- follow
- handle
- increase
- introduce
- monitor
- plan
- research
- update

Writing and roleplay

Imagine yourself ten years from now. Using the framework below, complete your CV with collocations from Exercises 1 and 2. Then exchange CVs with a partner and roleplay job interviews for positions you would like to obtain in ten years' time.

Name

Date of birth

Nationality

Contact details

Career objective(s)

Major achievements

Professional experience

Education & training

Skills & abilities

Other

References

