

- 6 Work with a partner. Student A read the article "How to Write a CV" below, Student B read the article "The Write Way to Find a Job" on page 103.

#### STUDENT A

Tell your partner what recommendations "How to Write a CV" makes about:

- personal information and experience.
- layout, language and style.

Which of the fifteen points (a-o) in exercise 5 are mentioned in the article?

## HOW TO WRITE A CV

*When applying for a job you'll be in competition with a number of other candidates. So your CV is important – interviewers will decide whether or not to see you on the strength of what you have written. Don't just think of it as a list of facts; it should sum up your personal, educational and career history, as well as being an indication of your strengths and weaknesses.*

*Here are a few suggestions:*

### Presentation

- Always type your CV. Use a good typewriter or word processor. If a CV is hand-written, it goes into the wastepaper basket.
- Use good quality paper. Don't give the impression this is just another photocopy.
- Never send a CV without a covering letter explaining which vacancy you're applying for. If you're writing "on spec.", send a short letter explaining what kind of post you're looking for.
- Don't fax a CV unless you're asked to. It's a confidential document.

### Content

- Write a list of important headings. These should include your name, date of birth, your address (and your e-mail address, if you have one), phone number (at work and at home), your work record and so on.
- Start with your most recent job and work backwards.
- Don't leave out any vital information. If you spent a year or two travelling, say so. Years that are unaccounted for will seem suspicious.
- Don't include any negative information, such as exam failures or lost jobs. Be positive about yourself, but don't lie or you will undermine yourself from the start.
- Don't ask for your CV to be returned; many companies keep CVs on file for future reference.

(adapted from an article by Eleni Kyriacou in *Midweek*)

#### STUDENT B

Tell your partner what recommendations "The Write Way to Find a Job" makes about:

- personal information and experience.
- layout, language and style.

Which of the fifteen points (a-o) in exercise 5 (page 13) are mentioned in the article?

## The Write Way to Find a Job

ANSWERING advertisements is one way of finding a job. But there is a big gap between the number of vacancies filled and those advertised. So writing on spec. to employers can often be a good idea.

The object is to get the employer to see you – no more, because the best you can hope for from such an approach is an interview. Asking straight out for a job is fatal because it invites a yes or no response. As no one will offer a post to an unknown quantity the answer will always be negative.

There are a number of golden rules:

- Try to research the name (spelt correctly!) of a specific person to write to.
- Put yourself in the employer's shoes. Think of what you have to offer.
- Try to keep your CV brief – one page is enough; perfect prose isn't expected – note form is acceptable.
- Gear your CV to the job and organisation. No two CVs should be exactly alike.
- If you've been in work, explain your duties and how your work has evolved. Demonstrate on paper that you are a potential asset.
- List your outside interests and skills. Don't forget your language abilities. Participation in sports can show your capacity for team work.

If your covering letter is in English it should be checked by a native speaker. You should state at the beginning why you are writing and then try to keep the reader interested. You must establish that you would like an interview. Edit ruthlessly. Go over your letter as many times as necessary. Search out and get rid of all unnecessary words and sentences.

(adapted from an article by Geoffrey Gotzen in **THE TIMES**)