

A Read the article quickly. Write the missing headings in the correct place.

Be accurate	Give the full story	Be honest
Be concise	Send a covering letter	

B Read the article again. Decide if these sentences are true or false, or if the article doesn't say.

- 1 People in recruitment don't spend long reading each CV.
- 2 An employer never reads a CV that is longer than two pages.
- 3 You should put information about your oldest job first.
- 4 It's essential to give information about every job you have done.
- 5 Employers hardly ever check information in a CV.
- 6 You shouldn't send CVs with the same content to a range of employers.
- 7 An employer won't read a CV without a covering letter.

C Replace the underlined words in these sentences with the phrases in bold in the article.

- 1 Sending your CV to a recruitment website can give you more opportunities of getting a job. A website with clear headings makes the key information easy to see.
- 2 If you go into a lot of detail about every job you've ever done, it is boring for the reader.
- 3 I don't have a problem with interviews. The hard part is gaining a first introduction to the company.
- 4 You want to make a good impression but it's madness to not be completely honest on your CV. If they catch you out, you won't even get an interview.

TIPS FOR A BETTER CV!

A good curriculum vitae (CV), with information about you and your qualifications and experience, will boost your chances of getting an interview for a job, but a poor CV could ruin everything before you even start. On average, a recruiter will spend just 15 to 20 seconds reviewing a CV, so it's important to get it right.

▲ Include relevant facts, not lists

List your duties, achievements, and responsibilities under each job. Use a separate section in your CV for specific skills, such as languages, administrative or computing skills. There's no need to include them for every job you've done. This makes dull reading for the recruiter.

▲ Adapt it

Take the time to adapt your CV for each job you apply for. Research the company and use the job advert to assess what they are looking for. Link your skills and experience to the requirements of each job. If you are sending your CV to a recruitment website, look at the jobs and employers on the site and adapt your CV accordingly.

▲ Use this to highlight information from your CV that is most relevant to the job you are applying for. It isn't good practice to send your CV to an employer on its own without this.

▲ Make it look good

Remember that your CV is only a way of following sections: Profile, Achievements, Experience, Special skills (languages / computers), Education, Training, and Interests (this is optional). Use no more than two sides of A4 paper and save the real detail for your interview.

▲ Make sure the key points of your CV are clear. Use bullet points and relatively short sentences for the key information. Leaving a border of white space around the text also makes the information stand out and makes the CV easier to read.

▲ Give information about your work history in date order. Start with the most recent job first and don't leave any gaps. If you have been out of work for a time, give reasons, but don't go into details about jobs you did more than 10 years ago.



Always check for errors. Use the spell-checker on your computer to deal with basic errors of spelling and grammar, but also get someone else to read your CV and tell you what they think.

profile: the section of a CV with a summary of the person's key skills and what he / she can do for the employer

A4: a standard (210 x 297 mm) sheet of paper

bullet point: a printed circle before items in a list to make them clearer

gap: something that is missing

Glossary

GRAMMAR *Be used to, get used to*

A Choose the correct ending (a or b) in speaker 2's answers below.

- 1 Speaker 1: How is everything at your new school?
Speaker 2: Fine now, but ...
a it took a while to get used to it.
b I'm getting used to it.
- 2 Speaker 1: How are things with the new baby?
Speaker 2: Oh, she's wonderful, but we're exhausted!
It's difficult to ...
a get used to waking up every few hours.
b be used to waking up every few hours.
- 3 Speaker 1: Are you enjoying living in the country?
Speaker 2: Yes, but it seems so quiet. Coming from London, we're ...
a getting used to it.
b used to noise and traffic all day.
- 4 Speaker 1: What do think of Lucy's blonde hair?
Speaker 2: Well, it was a shock at first, as she's always been dark, but ...
a I'm getting used to it.
b I'm being used to it.
- 5 Speaker 1: Do you like boarding school? It must be hard being away from your family.
Speaker 2: To be honest, I've always studied away from home, so ...
a I'll never get used to it.
b I'm used to it.
- 6 Speaker 1: Is your arm OK now after you broke it?
Speaker 2: No, not really. I can't play sport now, which is a real shame, but ...
a I'll just have to get used to it.
b I'm used to it.

B A team of programmers have left the US to work for an IT company in Japan. Write suitable words to complete these extracts from their blog.

○○○

So, we've been here for a few weeks and things are going OK ...

GREG: It didn't take me long to ¹ *get used to* the job but the atmosphere in the office is very different - a lot more formal. I'm still ² used to the different system of names (they don't use first names here so much).

NICO: I'm not really used to ³ a suit for the office. I've never had to do it before. But the job is fun and we're learning a lot.

MEL: Meetings are so much more formal here. You sit in a specific place and you wait your turn to speak. I ⁴ used to a lot more noise and jokes in the meetings we have back home.

KARA: The food is great but I was used to ⁵ sushi a lot back in the US. I'm having problems getting ⁶ to the journey in to work, though. The trains are just so crowded.

VICTOR: Everyone bows here instead of shaking hands. I still haven't ⁷ used to that, but I'll keep trying. But everything is so clean and well organised here - that's very easy to get used ⁸

Posted at 6:02AM LEAVE A COMMENT | BOOKMARK

DEVELOPING WRITING More formal writing – a covering letter

A Choose the correct information about writing more formal letters.

- 1 If you know the name of the person you are writing to, start the letter *Dear (name) / Hi (name)*.
- 2 If you don't know the name of the person you are writing to, start the letter *Dear Employers / Dear Sir or Madam*.
- 3 If you know the name of the person you are writing to, end the letter *Yours sincerely / Yours faithfully*.
- 4 If you don't know the name of the person you are writing to, end the letter *Yours sincerely / Yours faithfully*.

B Read Marcus's covering letter opposite. Which three things from the covering letter checklist did he not do?

- 1
- 2
- 3

Covering letter checklist

- Refer to a specific job with a job title and / or job reference.
- Say where you saw the job advertised.
- Confirm your contact details.
- Show that you have relevant qualifications.
- Show that you have relevant previous experience.
- Use a fairly formal tone, and accurate language.
- Use a formal greeting and sign off.