

How to write a CV

A. Looking for a job.

1. Work in pairs and answer these questions:

Have you ever looked for a job? If so, where? If not, where would you look?

2. Team up with another pair and brainstorm all possible ways of looking for a job today.

3. Come up with examples of jobs you can do with a degree in your specialisation. Compare with your neighbour.

4. Discuss these questions in groups:

- Have you ever thought of working abroad in your specialisation? If not, would you like to? Why? Why not?

TASK: Find a job advertisement related to education and upload it in the discussion forum.

B. Replying to a job advert.

A) Writing a CV

1. What are the components of a CV and how should they be ordered?
2. What do you think are the **DOs** and **DON'Ts** of CV writing? Work in small groups and brainstorm. Write down at least 5 ideas for each category related to the questions below:

DOs	DON'Ts

1. How much time do I have to sell myself and my skills to an employer through my CV?
2. How long should a CV be?
3. Are there any preferred choices of font and font size?
4. What should I put at the top of my CV?
5. Do I write my age / date of birth in the CV?
6. What is a personal statement and how is it used?
7. How can I “tailor” my CV?
8. How do I organize the description of my employment history?
9. Is it OK to embellish my education?
10. Which additional information can strengthen my chances?

4. Use the phrases in the box below to give advice to another group:

You should...	You shouldn't...	It's a good idea to...	You'd better (do)...
I wouldn't....if I were you		I recommend/suggest (doing)...	

5. Listen/watch the video and answer the questions above. Were your tips the same or different?

<https://jobs.theguardian.com/article/how-to-write-a-cv-video-/?s=8>

9. Think about your own achievements that could be included in your CV. Write at least two statements and share with your neighbour.

11. Look at the three areas below and brainstorm what you would say about yourself in your personal statement:

- hard skills - how you have applied your specialised knowledge

- soft skills - can you work in a team? can you build a good rapport with other team members (communication skills)? can you organise work? can you manage your time?
- personal qualities - how can your personal qualities benefit you in the job you're applying for

TASK: Write a CV and upload in the homework vault in a week's time; bring a copy to the next class; this is the first draft!