

Section A Can You Write a Curriculum Vitae?

A.1 The Before Version of a CV

What is wrong with this CV? Study the opinions of a professional CV writer who has added the notes 1-11 on the right. Locate them in the text (A-K) and compare results with your partner.

before

CURRICULUM VITAE

Name: Angela Nadia Other

Address: 14 Newton St
Desford
Worcestershire WO4 2LZ

Tel: 456789

Date of birth: 1/1/71

Age: 22

Education

1982 - 1989 Desford Community High School
1989 - 1992 University of Sussex

Qualifications

8 'O' levels - English language (A), English literature (B), Maths (A),
Biology (A), Chemistry (A), History (C), French (B),
Technical Drawing (B).

3 'A' levels - Biology (A), Chemistry (C), Maths (C).

Degree in Biological Sciences - Class II (ii)

Passable French; some computer literacy

Work experience

1985 - 1988 Local paper round every morning

1989 Voluntary work in a local experimental laboratory
(Desford Chemical Services)

1990 Bar work, waitressing etc.

at the Open Golf Tournament and Wimbledon

1991 Waitressing at the Blackfriars Café, Desford

Sept 1992 Casual work with Desford Chemical Services;
- Feb 1993 three/four days per week; general assistance in the
laboratories

Activities at school and college

School prefect

Captain of school netball team

University representative in netball

College entertainments officer 1990-1991

Secretary of college section of Friends of the Earth

Interests

Keep fit, reading, travel, socialising

References

Mr J Smith
Head of Biology
Desford Community High School
Desford
Worcestershire WO4 5TD

Mrs F Sanders
Manageress
Blackfriars Café
Desford
Worcestershire WO4 4FT

1. Be careful: this could imply restlessness

2. If you have mentioned your date of birth, your age will be obvious to the recipient

3. Reconsider including this fact if you are applying to a very conservative company. You don't want to be labelled a "hippie" before you even arrive.

4. Include grades only if they are exceptional.

5. State when.

6. This sounds weak - be more specific.

7. Never use etc.

8. Too trivial.

9. What about the area code?

10. So what?

11. Irrelevant by now.

from COSMOPOLITAN June, 1993, The National Magazine Co. Ltd.

7) Which of the following items should be avoided unless requested?

Marital status
 Gender
 Details of referees if they have been asked for
 Number or ages of children
 Photograph
 Health details
 Nationality
 Salaries earned or expected
 Putting a date on your CV
 Giving your reasons for leaving previous positions
 Politics
 Religion

8) The Curriculum Vitae in Different Countries

DU ↓

a. The United Kingdom

The CV is short, maximum two pages, but the tendency is to shorten the CV to one page. You start with your personal details, but leave out your place of birth, your civil status and religion. Since UK companies generally attach less importance to the candidate's civil status than in most Continental European countries, this allows space for a list of hobbies and sporting pursuits. It is customary to give the contact details of two references at the end of your CV, most British employers will contact them. Use 'power words' to describe your personal skills in your CV, such as contributed, organised, demonstrated. For the format of your CV you can choose between a reversed chronological CV (most recent activity first) or a functional CV (activities grouped thematically). The functional CV is getting more and more common, since it allows you to strengthen certain skills and experience.

According to the article, decide whether the following statements are true (T) or False (F).

1. British CVs tend to be very short, usually less than one page. (T/F)
2. In the greater part of Europe employers are more interested in the candidate's civil status than in UK. (T/F)
3. Majority of UK employers often gets in touch with people mentioned in references. (T/F)
4. Personal skills should be presented in a clear and self-confident manner. (T/F)

b. The Czech Republic

Use one of the following expressions of the similar meaning to replace each of the expressions in bold print in the following text.

with regard to *describe* *mention* *exactly* *to* *usually* *direct*
obtained *native* *heading* *including* *interest* *strict* *in detail*

The CV is *normally* chronological. It should be brief, *clear* and structured, one or two page at the most. *As far as* your education is *concerned* you should chronologically mention all qualifications and diplomas *achieved*. Specify *precisely* when, where and what (give the name of the University) you have studied (*specify* the discipline). Language skills should be given *in depth*; mention your *mother* tongue and *explain* your level of fluency for the other languages. Under the *title* 'work experience' you have to mention all your practical experience, *with* all information on your knowledge and your skills that might *attract the attention of* a future employer. Sometimes references are given in the CV, but no *stringent* rules apply here.

c. Germany

Fill in the gaps with the following words:

followed by *style* *order* *attached with* *Hobbies* *ersonal*
relevant / *for hand* *birth* *corner* *boasting*

The German CV is always in strict chronological _____, with a photo (put your details on the back of the picture) _____ a paper clip to the top right corner. Sign your CV on the bottom right, opposite the date in the left _____. Mind your _____ of writing; poetic descriptions and _____ is not appreciated in Germany. Start with your _____ details (name, address, telephone, place and date of _____, civil status), _____ your education including the results and work experience. _____ are only mentioned when _____ the job.

d. France

Use one of the following expressions of the opposite meaning to replace each of the expressions in bold print in the following text.

education *in detail* *obtained* *several* *most* *have to* *birth*
omit *precise* *brief* *at the most* *usually* *in line with* *highest* *includes*

The French CV is either reversed chronological (*least* recent activity first) or functional (activities grouped thematically). What ever style you choose, the CV should be *long* and direct, one to two pages *at the minimum*. In personal details you *rarely* give your age, instead of your date of *death* and you also *include* your place of birth. With regard to *illiteracy* you only mention the *lowest* diplomas you have *lost*. Language skills should be given *in general*. Under work experience you *cannot* mention the exact job description and the responsibilities you have had. Often a French CV *misses* a 'Projet Professionel'. This is a rather *vague* description in a few lines of what you hope to achieve, *in spite of* your education and skills, in your career in a period of *many* years.

d. France

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The French CV is either reversed chronological (**least** recent activity first) or functional (activities grouped thematically). What ever style you choose, the CV should be **long** and direct, one to two pages **at the minimum**. In personal details you **rarely** give your age, instead of your date of **death** and you also **include** your place of birth. With regard to **illiteracy** you only mention the **lowest** diplomas you have **lost**. Language skills should be given **in general**. Under work experience you **cannot** mention the exact job description and the responsibilities you have had.

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9) Grammar Past Simple vs. Present Perfect

Put the verb into the correct form, present perfect or past simple.

1. Do you know about Ann? She _____ her job. (give up)
2. My boss _____ me and now I am in charge of the whole department.
(promote)
3. When Paul and Mark left school they _____ a job in a local travel agency.
(apply for)
4. It _____ doing quite a lot of paperwork so I quit two weeks ago. (involve)
5. I _____ training street workers last year but this year I have to deal with team building. (be responsible for)
6. Do you know that he is unemployed? They _____ him. (sack)
7. Finally! They _____ ! What a great piece of news! (resign)
8. Meg _____ looking for a new job with a bigger company last week. (start)
9. They _____ enough of this shiftwork, they would like to have flexi-time.
(have)
10. Pete and Steve _____ at work yeasterday. I wonder why! (be)

Job application, CV, 2008

HANA NĚMCOVÁ