

4**Curriculum Vitae****Curriculum Vitae**

A very important document to submit when you apply for a job is your CV. Keep it as short as possible and only submit relevant information. Some do's and don'ts in the exercises.

Dialogue My CV

Exercise -

Grammar -

Comp. -

Curriculum Vitae**Personal - personal details**

Name (Peter MAYER)

Address

Date and place of birth

Gender (male/female)

Marital Status (single/married/divorced/widowed)

Nationality

Profile

Briefly something about you and your career.

What is your current academic status? / What experience do you have? / What are you planning to do or looking for? 2 to 3 sentences.

Try writing abstract 3rd person, avoid using I.

Education

Date from - to Name of school
What did you achieve?

i.e.

01/01/11 - 30/11/12 Wöhler Secondary School Kassel
School leaving certificate

Work Experience

Date from - to Name of company
What did you do?

i.e.

11/12/13 - 25/08/14 Adidas Sportswear Berlin
Sales assistant

Skills

Language - language and level, i.e. English advanced

Computer

Driving

Special Achievements

Any special achievements, i.e. Scholar of the year.

Hobbies

List your hobbies.

i.e. jogging, singing, play guitar

Community Service

Community service you are doing or what you did.

Date from - to Name of organisation.
What did / do you do?

i.e.

01/10/80 - Benton Football Club
Coach

Referees

Name and full contact details.

Position of person.

Relation of that person to you.

i.e.

4**Curriculum Vitae**

Prof. Jack Mitchel
 Head Pharmaceutical Technology
 123 Musgrave Ave.
 University London
 999 London
 mj@unilon.uk
 +33 (0) 8787 - 87656

Prof Mitchel was one of my lecturers at the University.

Date / Place CV was compiled. / Signature

NOTE:-----

Date from - to Name of organisation / school

a) What did / do you do? / b) What qualification did you obtain?

NOTE. always use the first line for the company / school / university name and the following line what you did or what qualification you obtained.

Date format:

If you have completed something, i.e. : 12/02/2018 - 12/02/2019 (completed in 2019).

If you are still busy with it, i.e. : 12/02/2019 - (still ongoing)

or 12/02/2019 - to date (still ongoing when the CV was compiled)

KEEP YOUR CV SHORT AND SIMPLE AND EASY TO READ. Try limiting it to 1 Page.

Do not clutter it with irrelevant information.

Do not include your marks unless you have obtained an A (distinction)!

BE CAREFUL WHEN SELECTING A REFEREE: Referees can say a lot of bad things about you!

NEVER EVER LIE!!!!

Whereas you should leave negative aspects about you out of your CV , never include things which are not true!