

Before you start

1 Have you ever had a part-time or work experience job? Tell your class:

- what your job was
- how you got it

Reading

2 Read the curriculum vitae (CV) quickly and choose the correct answers to the questions below.

- What is a CV?
 - A description of someone's family, education, likes and dislikes.
 - A description of someone's education, work experience, and skills.
- How is a CV arranged?
 - under headings
 - like a letter

3 Read the CV again and decide if the sentences (1–7) below are true (T) or false (F).

- Gavin Alvarez lives in Cambridge. T/F
- He is a student at Cam College. T/F
- He passed his GCSEs in 2001. T/F
- He has had Saturday and holiday jobs since 2000. T/F
- He left Cam College in 2000. T/F
- He is quite good at languages. T/F
- He isn't interested in technology. T/F

NAME	Gavin H Alvarez
ADDRESS	26 Dryfield Road Cambridge CB2 2DS
TELEPHONE NUMBER	01223 3268452
E-MAIL ADDRESS	gavinhalvarez@btinternet.com
DATE OF BIRTH	14 June 1984



EDUCATION

1995–2000	Graves High School for Boys Graves Avenue Cambridge CB3 4RG
2000–2002	Cam College of Engineering and Technology Birch Road Cambridge CB6 7YT

QUALIFICATIONS

2000	GCSEs: English, Maths, General Science, Design and Technology, French, Spanish, Art, and History
2001	Level 1 Engineering and Technology foundation course
2002	Level 2 Computing course specializing in software development

WORK EXPERIENCE

AUGUST – SEPTEMBER 2000	Temporary job as IT assistant at Norris's Aeronautics, Cambridge.
OCTOBER 2000 – JUNE 2002	Saturday and holiday job testing computer games at Silicompany, Cambridge.
OTHER INFORMATION	bi-lingual in Spanish and English; clean driving licence
INTERESTS	developing computer games, member of college football team, photography, and playing the guitar
REFEREE	Ms Daisy Valentine (course tutor) Cam College of Engineering and Technology Birch Road Cambridge CB6 7YT

4 Read these two advertisements. Which job is best for Gavin?

a

GAMES4U
wants young, dynamic people to develop the next generation of computer software.
Foreign languages an advantage.
Send CV and covering letter to ...

b

BOOKS FOR STUDENTS
need two people aged 18–20 to work in their engineering and technology department.
To apply, send CV and covering letter to ...

Vocabulary

5 Read these phrases from the CV and the advertisements. Choose the correct meaning (a or b) of the words in *italics*.

- 1 ... a *covering* letter
 - a a letter to give more information
 - b a letter to hide a CV
- 2 foreign languages an *advantage* ...
 - a it will help if you can speak a foreign language
 - b it is essential that you can speak a foreign language
- 3 a *clean* driving licence
 - a your licence isn't dirty
 - b you haven't done anything illegal in a car

6 Complete the table with words from the CV and the advertisements.

noun/person	verb	noun/subject
developer	1	2
specialist	3	
tester	<i>to test</i>	
engineer		4
technician		5

Writing

7 Write your own CV in English using qualifications you already have, or ones that you think you might get in the future. Use Gavin's CV as a model for your writing.

Name	
Address	
Telephone number	
e-mail address	
Date of birth	
Education	
Qualifications	
Work experience	
Other information	
Interests	
Referee	

▶ Get real
Are the rules for CVs the same in your language as in English? Are there any differences? Look at advertisements for jobs that interest you. What do you have to do to apply?