

Disclaimer/s

We hope you find the information on our website and resources useful.

ESL Acronym

This resource has been made for the purpose of teaching English language learners. We know that students can be learning English in many different places, in many different ways and at age, so we try to keep these resources as general as possible.

There are many acronyms associated with English language teaching. These include (but are not limited to) ELT, TEFL, EFL, ELL, EAL and ESOL. While the term ESL may not fully represent the linguistic backgrounds of all students, it is the most widely recognised term for English language teaching globally. Therefore, we use the term 'ESL' in the names of our resources to make them easy to find but they are suitable for any student learning to speak English.



Writing a CV

Business English



Lesson Objectives

To learn and identify the key parts of a CV

To learn different ways of presenting information on a CV

To practise writing a CV



CV

A CV (also known as a resume) is an important document in job applications. It shows the company key information about the applicant, such as their experience, education, and skills.

Having a good CV is essential if you want to secure an interview with a company. Companies can receive hundreds of CVs for one job, and small mistakes can lead to an otherwise good CV being dismissed.



Discussion Questions

What do you think a CV should include?

What mistakes do you think people often make on their CVs?

Do you think a CV in English will be presented differently to CVs in your first language? Why or why not?

Different parts of a CV

Match the different parts to their descriptions.

Personal Information

A brief summary of your work history, highlighting your most relevant experiences and skills.

Personal Statement

Work Experience

A section where you can list any hobbies or interests that demonstrate your skills, personality, or values.

Education

Skills

Your name, address, email address, and phone number.

References

Hobbies and Interests

A brief summary of your career goals, key skills, and achievements.

Reveal Answers

Different parts of a CV

Match the different parts to their descriptions.

A brief summary of your work history, highlighting your most relevant experiences and skills.

Work experience

A section where you can list any hobbies or interests that demonstrate your skills, personality, or values.

Hobbies and Interests

Your name, address, email address, and phone number.

Personal Information

A brief summary of your career goals, key skills, and achievements.

Personal statement

Different parts of a CV

Match the different parts to their descriptions.

Personal Information

A list of your educational qualifications, including the name of the institution, the degree earned, and the year of graduation.

Personal Statement

Work Experience

A list of people who can vouch for your skills and work experience, including their names, job titles, and contact information.

Education

Skills

References

A section where you can mention any relevant skills you have that are not covered by your work experience or education.

**Hobbies and
Interests**

Reveal Answers

Different parts of a CV

Match the different parts to their descriptions.

A list of your educational qualifications, including the name of the institution, the degree earned, and the year of graduation.

Education

A list of people who can vouch for your skills and work experience, including their names, job titles, and contact information.

References

A section where you can mention any relevant skills you have that are not covered by your work experience or education.

Skills

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

I am a dedicated and creative graphic designer with a passion for developing visually stunning and effective designs, looking to advance my career. Proficient in Adobe Creative Suite and experienced in branding, print, and web design.

Reveal Answers

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

I am a dedicated and creative graphic designer with a passion for developing visually stunning and effective designs, looking to advance my career. Proficient in Adobe Creative Suite and experienced in branding, print, and web design.

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

Fluent in Spanish, English and Japanese
Proficient in Maxi Office

Reveal Answers

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

Fluent in Spanish, English and Japanese
Proficient in Maxi Office

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

Sales Representative, ABC Company, Anytown, USA (2015-2018). Consistently exceeded sales targets by developing and maintaining strong relationships with clients.

Reveal Answers

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

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Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

Dr. John Smith, Professor of Marketing,
Anytown University johnsmith@anytown.edu
Former Line Manager

Reveal Answers

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

Dr. John Smith, Professor of Marketing,
Anytown University johnsmith@anytown.edu
Former Line Manager

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

Master of Business Administration, Anytown University, Anytown, USA (2018-2020).
Maxi Office Diploma, 2019

Reveal Answers

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

Master of Business Administration, Anytown University, Anytown, USA (2018-2020).
Maxi Office Diploma, 2019

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

Jane Doe, 123 Elm Street, Anytown, USA
67890, jane.doe@email.com, 555-5678

Reveal Answers

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

Jane Doe, 123 Elm Street, Anytown, USA
67890, jane.doe@email.com, 555-5678

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

Playing guitar, practising yoga, and volunteering at a local animal shelter.

Reveal Answers

Different parts of a CV

Now, read each section and decide what part of the CV it is.

- Personal Information
- Personal Statement
- Work Experience
- Education
- Skills
- References
- Hobbies and Interests

Playing guitar, practising yoga, and volunteering at a local animal shelter.

Essential parts of a CV

Of the seven sections we have looked at, only some are essential. Which ones do you think we can remove?

Personal Information

Personal Statement

Work Experience

Education

Skills

References

Hobbies and Interests

Reveal Answers



Essential parts of a CV

Of the seven sections we have looked at, only some are essential. Which ones do you think we can remove?

Personal Information

Personal Statement

not essential – this information can be included on a cover letter, and appears elsewhere on the CV

Work Experience

Education

Skills

References

not essential - the company will ask if they need this information

Different parts of a CV

We are now going to look at each section more closely. Practise writing each section as you learn about them (you don't need to use personal information - fake information is OK too).

You'll then use the drafts to create a CV at the end of the lesson.



Personal Information

- This is where you let the employer know who you are and how they can contact you. It's very important to be professional here. Don't use an email address like fluffybunny123@fluffy.co.uk!
- While they might not need your address, it helps them to see where you live and if you are near their office.
- It is not common to use photographs, although you could if you wanted.
- Usually, you want to make your name larger than the other information. It can be in the centre or on the far right.

Name

123 Address, Address, Address

Phone Number

Email Address

Personal Statement

A personal statement is a short paragraph of a few sentences summarising your CV. Here you can discuss:

- where you are in your career now
- your relevant experience and skills
- what you hope to achieve in the future
- what value you represent to the company

Do not write long sentences with irrelevant information. Keep it short and concise.

I am an experienced English teacher with seven years of experience teaching adults, both private and group classes. I have a strong background in linguistics, having completed a PhD at Somewhere University, and have a proven track record of team leadership.

Work Experience

Here you can talk about your career up until now.

- You need to include the job title, company name, the dates you worked there, your duties, and your achievements.
- If you have worked at many places, you can focus on the most recent and the most relevant.
- Highlight your achievements in the different roles. Employers love to see stats that prove you made an impact.
- Start with your most recent job and go backwards from there.

May 2019 – June 2022

Copy Proofreader

- Managed a large team with a high output
- Reduced copy turnover time by 15% through implementation of a hybrid work scheme

Education

Education follows the same pattern as work experience, starting with the most recent.

However, you might want to separate it into general education (like university degrees) and professional qualifications

Depending on your level of education, you might leave out your high school education unless it is relevant.

September 2009 - June 2012

**French Literature and Language,
BA**

- Achieved a First Class Degree with Honours
- Was head of the French Society

Skills can be:

- **hard skills** (such as knowing how to use a particular computer program)
- **soft skills** (things such as leadership and being a good communicator, that aren't learnt in a classroom)
- **language proficiency**

Skills

Fluent in French and English

Curriculum Development

Problem Solving

Strong interpersonal skills

References

As we saw, references are not essential for a CV. You must ask permission before using anyone as your referee too, as it requires giving their personal information.

You can present a referee much like you did yourself in the personal information section, but you should include their relationship to you.

References

Professor Antoine Garde (Tutor)

Lecturer in French

University of Marseille

Telephone : xxx-xxx-xxx

Email: professorgarde@marseille.edu

Hobbies and Interests

If you include this section, make it relevant to the job, or let it show that you would be good for the job. As an example, if you play team sports, this shows you can work well with other people. If you are creative, it can help applications for designer jobs.

Hobbies and Interests

Chess: Amateur Chess Champion 2011

Student Radio

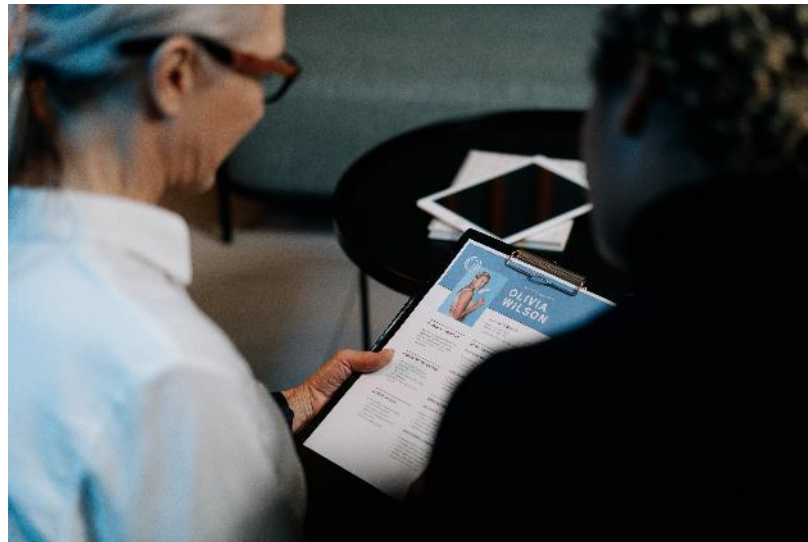
Football and Hockey

Important Tips

A CV doesn't need everything you've ever done in your life!

It should:

- be relevant to the job you are applying for
- be precise
- include enough relevant information
- be free of negative or vague details



Look at these statements from two different experience sections. Which one is better? Why?

Developed and executed social media marketing campaigns that increased website traffic by 30% in 2021.

Collaborated with cross-functional teams to deliver high-quality products on time and under budget.

Analysed customer data and created a new pricing strategy that increased sales revenue by 15%.

Or

Responsible for managing social media accounts and creating content.

Worked as a cashier at a local shop.

Performed administrative tasks such as answering phone calls and scheduling appointments.

Look at these statements from two different experience sections. Which one is better? Why?

Bachelor of Science in Computer Science, Cityton University, 2021.
Completed coursework in data structures and algorithms, database systems, and software engineering.
Received a First Class Degree with Honours.

Or

Responsible for managing social media accounts and creating content.
Worked as a cashier at a local shop.
Performed administrative tasks such as answering phone calls and scheduling appointments.

Look at these statements from two different experience sections. Which one is better? Why?

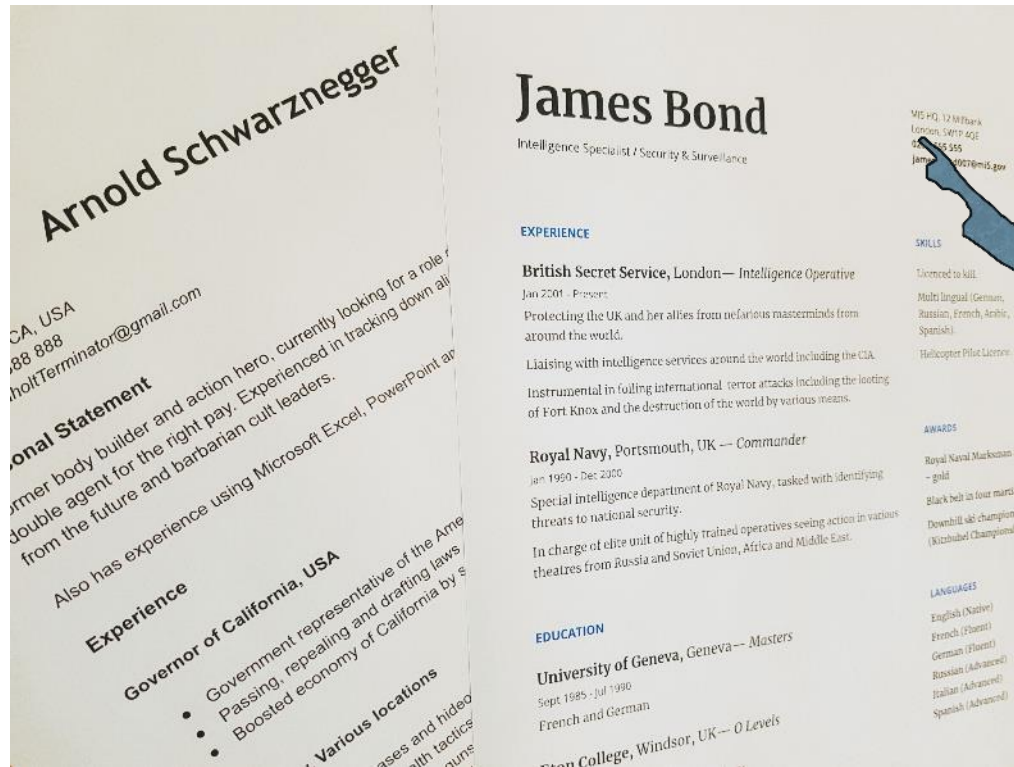
Proficient in Python, Java, and SQL.
Excellent verbal and written communication skills.

Or

Can speak a little English.
Good at talking to people.
Can use a computer.

Now, use your drafts to write a CV.

It can be about yourself, a fictional character, or a celebrity.



Final Questions

Now you've learned more about CVs in English, what are the similarities and differences between them and CVs in your language?

What do you think is the most important section? Why?

What was the most important thing you learned today?



