

Writing a CV

Watch the video and say if the following statements are True or False:

1. You should look through adverts for your target position before writing your CV, in order to make a list of required skills and qualifications.
2. You need to focus both on hard and on soft skills
3. You can use different colours and fonts on your CV.
4. Your CV should not be longer than 2 pages.
5. A profile is a short paragraph at the top of the CV page with a brief description of your education and work experience.
6. Your work experience should be listed in reverse chronological order.
7. You must include information about your hobbies and interests at the bottom of the page.
8. The profile should be well-written so that the recruiters don't have to read the rest of your CV.
9. Your core skills should be specific to your industry/position.
10. All your work experience must be thoroughly detailed.
11. If you don't have a proper work experience, you should include your internship experience, voluntary work or student's job experience.
12. You should list your responsibilities in one short paragraph.
13. You should never detail your Education section.

Now answer the following questions:

1. What are hard skills? What are soft skills?
2. Can you use bold in your CV? Where?
3. What colours are best to use in your CV?
4. What information about yourself should NOT be included in your CV?
5. What can be included in the profile?
6. What are core skills?
7. What can you add to your work experience description to show how valuable you've been to the company? Give examples.
8. What types of hobbies and interests can or cannot be included in your CV and why?

Look at these examples of profiles and discuss which one suits you better:

Detail-oriented English major with extensive journalism experience. Managing editor of college paper with strong leadership skills, particularly in assignment delegation and maintenance of set deadlines. Well-versed in proofreading strategies and APA guidelines.

Detail-oriented IT professional with ten years of experience as a software support specialist and systems/network technician. Skilled at operating in a wide range of platforms. Excellent written and oral communication skills; capable of explaining complex software issues in easy-to-understand terms.

Think what you can include in your profile statement.

Now, as a resumé of what you've learned, make a list of things to include in each section of your CV:

- A. Name / contact information
- B. Profile
- C. Work experience
- D. Education
- E. Skills
- F. Interests and hobbies

You are going to read an article about the unusual mistakes that people make on their CVs. Match the headings to the paragraphs in the article on the next page.

Non-editable formats
Bad file names

Salary details
Not doing your research

Ridiculous email address

Too many keywords
Statements that you can't prove

THE
INDEPENDENT

The 7 unusual CV mistakes that can cost you the job

1 It's common knowledge that you can lose a job even before the interview if you have too many spelling mistakes on a CV. But now, recruiters have reported the biggest mistakes that might stop you from getting that job.

2 An employer has to form a first impression of you so your CV is very important. Just one mistake can seriously damage your chances of getting a job interview, say StandOut CV, a UK CV writing service.

3 After doing a survey with over 50 different recruiters across the UK, the agency said that candidates with badly named files or those who include their current pay and salary requirements on their CV are less likely to be selected for interviews.

4 Andrew Fennel, director at StandOutCV, said that candidates should think about what employers want to see on a CV and also how this information should be presented.

5 Here are the seven unusual mistakes:

_____ 1

6 Candidates try to "beat the system" by using as many buzzwords as possible in their CVs. But the survey said that this is a bad idea.

7 Recruiters advise candidates to write their CVs to impress humans first, and to make sure that they only include keywords once.

_____ 2

8 Recruiters might need to make quick edits to your CV before sending it to hiring managers. So, if your CV isn't editable, recruiters will need to get in touch with you to obtain another version.

9 This will slow down the process, and other candidates' CVs will reach the people that make the decisions before yours, the survey said.

_____ 3

10 Make sure your CV file name looks professional as it may be the first thing recruiters and employers see.

11 Saving your CV with a name like "Dave's first CV draft_553.doc" does not make the candidate look very reliable, the survey discovered.

_____ 4

12 Recruiters advise candidates to stick to the facts like experience and your skills or achievements.

13 Avoid phrases such as "Best salesman in Europe" or "World famous industry expert".

_____ 5

14 One of the biggest mistakes that a candidate can make with their CV is not finding out what qualities their potential employer is looking for before they write it.

_____ 6

15 Including your current pay or the salary you want on your CV might hurt your ability to negotiate for the offer you want.

_____ 7

16 An email address such as "bad-boy-4-life@gmail.com" will make you look "extremely unprofessional". If you have doubts, recruiters advise you to set up a new email address.

*Adapted from The Independent 31st March 2016,
By Zlata Rodionova*

Find a word or phrase in the text which means ...

1. something that most people know (*phrase, P.1*): _____
2. make a mental picture about a person when you meet them for the first time (*phrase, P.2*):

3. things that are needed (*noun - plural, P.3*): _____
4. trusted to behave or work properly (*adjective, P.11*): _____
5. things that you have completed which are difficult to do (*noun - plural, P.12*): _____
6. discuss something to reach a formal agreement (*verb, P.15*): _____

Match the verbs on the left to the words on the right to form phrases from the text.

- | | |
|-----------|--------------|
| 1. damage | a decision |
| 2. do | a survey |
| 3. stick | the system |
| 4. edit | to the facts |
| 5. beat | your chances |
| 6. make | your CV |

Useful vocabulary for Education section

EISTI – Graduate School in Computer Science and Mathematics Engineering

Classe préparatoire – a two year post-secondary programme (or a two year post A programme, or a two year scientific curriculum) in preparation for nation-wide competitive entrance exams to French engineering schools

Lycée - six form college (UK)/ High school (US)

Baccalauréat - equivalent to A levels (UK) / equivalent to high school diploma (US)

BTS – a two-year technical degree

European section - a programme offering higher-level language instruction, intended to better integrate French high school students into a multilingual European environment.

Licence - Bachelor's Degree (BA – Bachelor of Arts, BSc – Bachelor of Science, LLB – Bachelor of Laws)

Diplôme d'Ingénieur - Engineering Degree: a postgraduate degree in engineering awarded by the French Grandes Écoles in engineering.

Master - Master's Degree (MA – Master of Arts, MSc – Master of Science, MBA – Master of Business Administration, LLM – Master of Laws, etc.)

Doctorat - Phd (Doctor of Philosophy) (UK and US)

Mention très bien - with first-class honours (1st or 1) (UK) / with highest honors (or summa cum laude) (US)

Mention bien - with upper second-class honours (2:1) (UK) / with high honors (or magna cum laude) (US)

Mention assez bien - with lower second-class honours (2:2) (UK) / with honors (or cum laude) (US)