

01

My curriculum vitae

Talk about your background and experience

- 1 CVs, or resumé, can vary from country to country. Which of the following do you have on your CV? Why?

photo age marital status e-mail address Facebook address
 LinkedIn address Twitter address education qualifications
 work experience languages courses key skills interests
 references why you left your last job Skype address

*In North America, job applicants usually send a resumé, while in the rest of the English-speaking world, a CV is preferred. A resumé is usually shorter than a CV and more targeted at a particular job.

Listening

- 2 (1.1) Peter Carson is interested in the job advertised below. You're going to hear a phone call between Peter and Tina Fowler at Telstram Ltd. Read Peter's CV below, then listen and find three mistakes in the CV.

TELSTRAM LTD

Position: Sales Executive, British Columbia, Canada

Job code: TE002

Experience: 3–5 years

Graduates (Marketing) with experience in product selling (IT).

The role includes negotiating commercial agreements, public relations, identifying new home and European markets and business opportunities, communicating with target audiences and managing customer relationships.

Contact: Tina Fowler

Tel: 0181 3438466

E-mail: tfowler@telstram.com

- 3 (1.1) Read the Key language for talking about your CV on page 5, then listen again and tick (✓) the expressions you hear.



Peter Carson

1086 South Pender St, Vancouver
 V8B 23L Canada

Home telephone: 0181 3938104

Cell: 09435 683957

E-mail: p.carson@wb.net

KEY SKILLS

- excellent sales record
- IT, including advanced knowledge of Java and MS Office
- good German
- highly skilled presenter and negotiator

EDUCATION

BSc Computer Studies (University of Toronto, 2005)

WORK EXPERIENCE

Dates

2011–now

2006–2011

Position and location

Area Sales Representative,
 PTK Foods, Canada

Sales Representative,
 Orax Corp, England
 (one year in Paris)

COURSES

Java Programming 2010

INTERESTS

Tennis, hiking

REFERENCES

On request

Key language for talking about your CV

I was born in [place] on [date].

I have / I've got a degree / Bachelor's degree / Master's degree / diploma in [subject] from [place].

I'm qualified as a [job title].

I've trained to be a [job title].

I worked for [company] from [year] to [year].

I've (only) been working for [company] for [time period] / since [point of time].

I'm currently working as a [job title] for [company] on [project/temporary activity].

I have experience in [area of work].

I've done training courses in [subject area].

I'm very keen on / interested in [topic].

Get ready

4 Think of the questions you'd need to ask in order to get the information in the Key language section.

Examples:

What professional qualifications do you have?

Can you tell me about your work experience?

Pronunciation Linking 1: consonant + vowel

1 When a word finishes with a consonant sound and the next word starts with a vowel, there is a link between them. Mark the links as in the example.

1 I was born_in Paris.

2 He's qualified as an engineer.

3 She's got a degree in economics.

4 He resigned on Friday.

5 I'm currently working as a flight attendant.

6 She went out at eight.

7 He sent in his CV to the company.

2 ((1.2))) Listen, check and repeat the sentences.

Task

5 Use the questions you prepared in Exercise 4 to interview other students or your teacher about their CVs.

Follow-up

6 Discuss these questions.

1 Do you agree that it's always better to go to university rather than go straight into work when you leave school?

2 How has communications technology changed the way we apply for jobs?

3 Do you think a higher salary should be your top priority when looking for a new job?

4 What should you say in your covering e-mail?

5 Would you say it's better to get experience in lots of jobs, or try to develop your career in just one or two places?

