

Learning Outcomes

Can understand job related texts
Can talk about jobs
Can write a CV

Driving Question

What do I need to include in a Good CV in English for a job that I am interested in?

Sub Questions

What formats work in an English CV? What sections do I need to include? What do I need to say about my education? What work experience should I include? What skills should I include? What are the top tips to help me write a good CV? What's a cover letter? How do I write one in English?

TASK AIM

This task aims to help learners research and reflect on what makes a good CV and then to write their own CV and present it.

STAGE 1

The teacher shows the class some examples of job adverts in English. Students complete the **Pre-Teaching Vocabulary Worksheet 1**. They discuss which of the part-time jobs they might be interested in.

The teacher then shows the class some examples of CVs (**Worksheets 2 & 3** are for jobs as English Teachers) and learners discuss in groups what are the good points and the weak points of the CV in English.

The groups use the questions under each CV to analyse the content. Then they give their feedback to the class.

The learners discuss their personal experiences of writing a CV or of going for an interview. They should discuss any differences in CV formats in different cultures (e.g. including a photo or not.)

STAGE 2

Learners decide on a type of job that they are personally interested in. They can use the internet (e.g. www.jobs.ie or other) to see if there are any jobs currently on offer in their field of interest. By the end of this stage, learners should have decided what job they will have in mind when they come to write their CV.

Using **Worksheet 4** learners can work together to complete the tasks on what makes a good CV and tips for CV writing.

STAGE 3

Learners can complete the True/False Task to remind them of the elements of a good CV and in the key vocabulary involved.

They can then use **Worksheet 5** to categorise vocabulary by Education, Work Experience and Skills.

STAGE 4

Learners should now be primed to begin work on their CVs. Using the **Template** or perhaps working on one they already possess; students should write their own CV and use the 8 tips given earlier to assess their work.

The teacher can circulate and work with learners individually. In as far as possible, the teacher can ask questions and allow the students to correct and help each other and refer back to what was learnt at earlier stages. By the end of this stage learners should have written a CV.

STAGE 5

Learners, in small groups, present their CVs to each other orally. The other learners can act as friendly interviewers, asking questions about the CV and checking on key facts and content.

Using the Reflection **Worksheet 6** students should think about the process of writing a CV and what they have learnt and the vocabulary they needed. They can learn more about writing a Cover Letter using this worksheet.

<https://learnenglishteens.britishcouncil.org/skills/writing/c1-writing/a-cover-letter>

As a group students read the Cover Letter on Template 6 and write a list of 5 Top tips for writing a cover letter (below that).

PRE-TEACHING VOCABULARY WORKSHEET 1

A. Match the vocabulary with the correct definition.

1. cash	a. talkative
2. a trainee	b. having a special ability or training
3. chatty	c. an informal word for money
4. valuable	d. very useful or important
5. a career	e. a person who is being trained to do a job
6. skilled	f. a person's chosen life's work

B. Which of these jobs would you do as a part time job?

JOBS

A Support Worker
 Do you have the ability to care for others? Can you understand how older people feel? Are you a good communicator? Do you have good listening skills? Can you work weekends?
 If you have answered **YES** to the above, we would like to hear from you:
 - Starting rate of £8.56 per hour
 - Free uniform
 - Excellent training
 Golden Care careers@golden-care.com

B Trainee hairdresser
 Full Time - 40 hours per week
 Permanent
 Brighton City Centre
 Learn from some of the best hairdressers in the world!
 You will work 40 hours a week Monday to Saturday. Your responsibilities will include: welcoming clients, washing hair, bringing coffee and tea to customers, and keeping the salon clean and tidy at all times.
 No previous experience is necessary. Please apply NOW!
 cathy@cut-above.brighton.com

C WOWEE MAGAZINE Writers wanted!
 Wowee Magazine is looking for writers for its website. Pay is based on the number of people who read your articles. You may also receive free tickets to events and free products to test. This is a great opportunity to get valuable work experience.
 We want people who are:
 chatty interesting
 passionate skilled
 Contact us at info@wowee.com

D CALLING ALL MODELS
 Think you could be a model? If so, we'd like to meet you!
 Working as a successful fashion model isn't easy but it is very exciting and could be a great opportunity.
 Girls should be **over 16** with a minimum height of 172 cm and boys should have a minimum height of 182 cm. If you are under 16 and do not yet have the required height, we would still be interested in meeting you, but you must bring a parent.
 info@top-model-agency.uk

E WORK FOR COFFEE BEANS
 Join Britain's number one café at COFFEE BEANS, where every café has the same aims: to create family-like teams and to give excellent customer service.
 Many different kinds of people come and work with us, so start your career at COFFEE BEANS today:
 - choose the hours you work
 - get management experience
 - share your love of coffee
 Join us as a **Team Member, Assistant Manager or Café Manager**, depending on your skills and experience.
 Email us at jobs@coffeebeans.co.uk



C. For each person, recommend a job from the box.

- a. Support worker
- b. Trainee hairdresser
- c. Wowee Magazine writer
- d. Model
- c. Coffee Beans café worker

1. Nina is studying English and has her own blog. She is a very sociable person, and is interested in music and fashion. _____
2. Dave has just finished school and is looking for a full-time job. He is sociable, likes working with his hands and cares about his appearance. _____
3. Dewei enjoys helping people. He wants to make a difference to other people's lives. He is looking for opportunities to learn new things that will help him in his carrier. _____
4. Sarah is a student and she is looking for flexible, part-time work. She doesn't want to work in a restaurant or shop. She is tall, beautiful and has her own unique look. _____
5. Sam is firendly and sociable. He has experience working in a restaurant and wants a job with more responsibility. He is studying part-time so he needs flexible working hours. _____

WORKSHEET 2: SAMPLE CV 1

Danielle Watkins
86 Southlands Road
Pontwelly
SA44 7PN

Personal Statement

Energetic English Language teacher of 5+ years with key experience in Spain & France, with class sizes 10-15. Commended several times for lesson planning and delivery. Seeking a bigger challenge with overseas multilingual groups.

Work Experience

English Teacher
Lacunza Academy Spain
September 2015–Present
Delivered IELTS & Cambridge exam classes.
Planned creative lessons
Engaged my students with a mix of energetic work

Education:

*BA Degree English & History September 2005–June 2009
University College London (UCL)*

*ELT Certificate CELTA
International House London (2010)*

Skills

Lesson Planning
Classroom Management

Key Questions:

- Has she included enough contact details?
- Would you put education or experience first?
- Would you leave any time gaps?
- Would you include school education?
- Are the skills mentioned relevant?
- What else would you include? e.g . Personal information ... Languages ...

WORKSHEET 3: SAMPLE CV 2

Lisa Mc Cormac

Over 3 years' experience in senior teacher role - progress testing.
ELT teacher since July 2017, experienced in teaching English as a foreign language to all levels from A1 to C1, including Business English.

QUALIFICATIONS/EDUCATION

CELTA Cert, International House, Dublin May – June 2017
BA in English, National University of Ireland, Galway Sep 2007 - Jun 2010
Graduated with 1.1 First Class Honours

RELEVANT WORK EXPERIENCE

EL Teacher International House 2017 to 2019
Taught all levels of learners and all class types.
ESL Teacher, Grafton College, Dublin Oct 2017 – Dec 2018
Taught all levels of ELT classes of 6-15 students from various cultural backgrounds
ESL Teacher, ECI, Dublin July – Sept 2017
Taught all levels ESL classes of 6-15 students

Other Work Experience:

Twitter, Facebook and Instagram, wrote online content for QuoteMe.ie blog
Radio Forth, Edinburgh (June to Aug 2011) – newsroom intern

PERSONAL INTERESTS

Director of Choir, Dublin Oct 2016 – June 2018
Planned and conducted weekly rehearsals.

Key Questions:

- Does Lisa introduce the CV well?
- Are the headings appropriate?
- Are there any gaps in the CV?
- Is it a good idea to include other work experience?
- Is the personal interests section relevant?
- Has she mentioned languages?

WORKSHEET 4

When you're applying for a job, a great CV is very important. Find out what to include for the best chance of getting an interview. Before reading, do the preparation task. Then read the article and do the exercises.

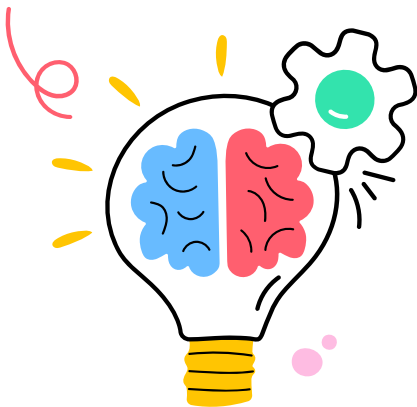
A. Match the vocabulary with the correct definition.



1. neatly	a. possible in the future
2. bullet points	b. deliberately choosing some things and not others
3. to exaggerate	c. to bring attention to something important
4. to highlight	d. directly connected with what is happening or being talked about
5. potential	e. the way that something is designed or arranged on the page
6. the layout	f. symbols, usually small black circles, used in a text to separate each item in a list
7. selective	g. to make something seem bigger, more important, better, worse, etc. than it is
8. relevant	h. in a simple and tidy way

B. Before you read this article, decide in which order you would put these sections in your CV. Discuss why.

Skills - Education - Work experience - Contact details



NEWSPAPER

When you're looking for work, you need an attractive, clear CV (curriculum vitae) that shows your potential employer all the skills and experience you have for the job.



What should you include in a CV?

This article mainly focuses on writing an Irish or UK -style CV. If you're applying for a job internationally, remember the standard length and format can vary from country to country. It's a good idea to check the expected format in the country or company you're applying to.

Contact details

Make sure the potential employer has a way of contacting you. Include your full name, telephone number and email address.

Photo? In many countries, employers expect to see a professional-looking photo on a CV. In others, like the UK, Canada and the USA, the law prohibits employers from asking for a photo, and it is better not to include one. Try to find out if it is usual to include a photo in the working environment you're applying to.

Education

List and date your most important qualifications, starting with the most recent.

Work experience

List and date the jobs you've had and the companies you've worked for, starting with the most recent. It's usually enough to cover the last ten years of your work history. Include your job title, responsibilities and achievements in the job. If you have a lot of work experience, give the job titles but be selective about which responsibilities and achievements you highlight. Reduce the detail about jobs that are less relevant to the role you're applying for and draw attention to the most important experience you bring.

Skills

These could include the languages you speak, the computer programs you can use well, and any other professional skills you might have that are relevant to the job you're applying for.



C. You are going to read another article about tips for writing a CV for an English-speaking employer. Before reading think of 5 Tips that might be included.

Your 5 Top Tips:

ARTICLE 2



25th October, 2024

Eight Useful Tips for Writing a Good CV.

Before you start getting ready to list your qualifications and work experience, here are eight useful tips to think about.

1. Keep it short

...but not too short! Your CV should be one to two sides of A4 paper. If you find you've got too much information, select the most relevant points. If it's shorter than a page, consider including more information about your skills and the responsibilities you had in your previous roles.

2. Use active verbs

When you describe what you have achieved in previous jobs, use active verbs for a strong positive effect on the reader. For example, to make a change from was responsible for, use verbs like led or managed (a team / a project); created or developed (a product / a positive atmosphere); delivered (results/training); and provided (support/training).

3. Fill in the gaps

Avoid leaving gaps in your employment history. If you were travelling the world, on maternity leave or looking after small children, include that in your CV.

4. Make sure it's up to date

Always ensure your CV is up to date. Include your most recent experience at the top of each section

5. Don't exaggerate or lie

Your potential employer can easily check information about where you have studied and worked.

6. Spend time on the layout

Make sure your CV is clear and easy to read. Use bullet points and appropriate spacing, keep your sentences short. Use a professional-looking font (e.g. Arial font size 12).

7. Check for mistakes

Mistakes on a CV create a bad impression. Use spell check, reread your CV and ask someone else to check it for you too before you send it.

8. Include a cover letter

When you send your CV to apply for a job, you should send it with a cover letter or email to introduce your application. The cover letter should show your personal interest in the role, highlight the skills and experience you bring and encourage the employer to read the attached CV. Writing a good CV takes time and is hard work, but these tips and your effort will help you get the best possible start in your job search. Good luck!

D. Are the sentences true or false?



1. It's always a good idea to include a photo.	True	False
2. When you list your work experience, you should put the first job you did first.	True	False
3. The longer your CV is, the better it is.	True	False
4. Using active verbs rather than passive structures helps to create a good impression.	True	False
5. It's better not to mention times when you were not in paid work.	True	False
6. You should always tell the truth on your CV	True	False
7. Presentation and small mistakes don't matter – it's the content that's important.	True	False
8. Cover letters are nice to have but not entirely necessary.	True	False

WORKSHEET 5: WRITING A GOOD CV

Put the details in the correct groups.

Responsible for production in a Seoul-based design company
Led a team of designers to develop graphic and production materials
MA in Creative Arts and Design, Leeds Arts University (July 2011)
Developed over 200 graphic design projects
Diploma in Graphic Design, York College (July 2008)
Proficient with Microsoft Office, Adobe Photoshop.
High levels of creativity and problem-solving skills
Excellent communicator who brings friendliness, confidence and empathy to leadership.
BA in Philosophy, Politics and Economics, University of Oxford (June 1998)

SKILLS	EXPERIENCE	EDUCATION

TEMPLATE 1: CV

CONTACT _____



Full Name

WORK EXPERIENCE

SKILLS _____

REFERENCES _____

EDUCATION

WORKSHEET 6: REFLECTION

1. What did you learn about writing a CV in English? How is it different from writing a CV in your language?
2. What new vocabulary did you learn?
3. In your language are CVs accompanied by a Cover Letter?

OPTIONAL WORKSHEET 7: COVER LETTER

A. This is an example cover letter to help you produce a cover letter for your own context. The underlined phrases can be used in any context. As a group write a cover letter on the classroom board. One learner should be the writer and the other students can suggest sentences. Your teacher can help you edit it and check vocabulary and errors.

To: recruitment@new-company.com

From: Susan Nelson

Subject: Digital Marketing Executive Application

Dear Ms Jones,

I am writing in response to your advertisement for a Digital Marketing Executive. My name is Susan Nelson and I am a Social Media Marketing Assistant. I have had this job for the past two years and I believe I am the person you need for your new role.

My work involves designing and implementing online marketing campaigns. I am very comfortable using analytics to assess campaign success. I work with a range of social media platforms and tools for digital marketing.

I have always worked in the retail industry and am familiar with the seasonal nature of business such as yours and am creative and innovative. I would very much like the opportunity to bring my experience and enthusiasm to this role while continuing to develop professionally and personally.

I very much feel we would be a good fit for each other, and I would welcome the opportunity to discuss this position with you in person.

Please find attached my CV.

I look forward to hearing from you.

Yours sincerely,
Susan Nelson

B. List your 5 Top Tips for writing a cover letter.

5 TOP TIPS