

CV Writing

Name	
Date of Birth	
Address	
Telephone Number	
E-mail address	
Telephone Number	
Experience	
Name of your last job	
Address of last job	
What did you do there?	
Job before that	
Address	
What did you do there?	
Education	
Last School/College/University	
What qualifications did you get?	
Last School/College/University	
What qualifications did you get?	
Other Skills	
Can you drive?	
What languages can you speak?	
Can you use a computer?	
Any more skills?	
Hobbies	
Write down three of your hobbies	



David Smith
Flat 21a
34 London Road
LR4 3TY
Tel: 23323232
Moble: 706662626

Date of birth: 23/04/79

Nationality: British

Work Experience

- 1995-1996 Gardener, Thames Valley Council, London
Duties: Cutting grass, weeding, planting flowers
- 1996-1998 Shop assistant, Thames Garden Shop, London
Duties: Organizing goods in shop, helping customers
- 1998-2001 Assistant Store Manager, Thames Garden Shop
London
Duties: helping manage garden centre, ordering stuff for the shop,
- 2001-
Store Manager, London Garden Supply, London
Duties: Managing garden centre, dealing with staff,

Education

- 1995 Blue Hill Secondary school, London
5 GCSEs including English and maths

Skills and talents

- good gardener
- good at talking to people
- good computer skills
- hardworking

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English Language Space Station.com

How to run this lesson:	
Level:	Pre-intermediate (E2 and E3)
Time:	1 Hour
Materials Needed:	Access to computers and word processing software
Target Grammar:	None
Target Vocab:	CV Language. Personal details, work experience, education, experience, qualifications
Target Skill:	Writing a CV, selling yourself
Procedure:	<ol style="list-style-type: none"> 1. Students copy the CV for David Smith on computers. 2. They then complete questionnaire to elicit information about themselves. 3. Using word, students can then change the details of David's CV to fit their own lives.
Notes	Students should be able to bend the truth to fit their CV , but not lie. Irrelevant details or jobs can be omitted

