

A CV and an interview

WORK LINKS

REAL OUTCOME:

- preparing a CV, writing an email and developing interview skills for a work experience programme

21ST CENTURY SKILLS:

- communication, collaboration, team work, effective interaction

1 Look at the CV below. Then write the headings in the correct position on the CV.

address • certificates and qualifications • DOB (date of birth) • education • email • free-time activities and interests • languages • main subjects studied at school • name • other skills • telephone

1 <i>Name</i>	Anna Maria Roveri
2	17/08/2001
3	Corso Italia 24 Parma, Italy
4	307 6834599
5	annamaria.r@fmail.com
6	<ul style="list-style-type: none"> • Middle school: Confalonieri Middle School, Parma • Current school: Paolo Frisi Scientific High School, Parma
7	<ul style="list-style-type: none"> • Italian, maths, physics, chemistry
8	<ul style="list-style-type: none"> • can speak a little French (A1) • can speak English (A2)
9	<ul style="list-style-type: none"> • can use a computer to make PowerPoint presentations and spreadsheets
10	<ul style="list-style-type: none"> • scouts for 5 years • volleyball • guitar lessons for 2 years after school
11	<ul style="list-style-type: none"> • University of Cambridge KET certificate • ECDL spreadsheets

2 Copy the table into your notebook and complete it with your personal information. Then ask your partner questions to complete the table for them.

	me	my partner
Name		
DOB		
Address		
Telephone		
Email		
Education		
Main subjects studied at school		
Languages		
Other skills		
Free-time activities and interests		
Certificates and qualifications		

3 Read the email and complete it with the words below.

motivated • application • part-time • interview • working • forward • apply • attached

Dear Mr Freeman,

I am writing to ¹..... for the position of ²..... shop assistant which was advertised on your website. I have ³..... my CV for your information.

I am 18 years old so I don't have any experience but I am a fast learner, highly ⁴..... and I enjoy ⁵..... with other people.

I am available to attend an ⁶..... at your convenience.

Thank you for taking the time to consider this ⁷.....

I look ⁸..... to hearing from you soon.

Yours sincerely,
Marco Russo

4 Read the speech bubbles. Which qualities are the speakers demonstrating? Match the speech bubbles (B-G) to the descriptors (1-6).

- 0 He's mature.
- 1 She's a good team worker.
- 2 He's a creative thinker.
- 3 She has good time management skills.
- 4 He's got a good sense of humour.
- 5 She has good communication skills.
- 6 He's motivated.

A

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A I look after my little brother when he gets home from school and I sometimes make his lunch.

B I've never handed in my homework late.

C I am really keen on the idea of becoming a teacher and can't wait to go to university to prepare for my career.

D I love doing project work in groups at school and I enjoy helping my friends.

E Sometimes before tests when my classmates are stressed or anxious I crack a joke to break the tension.

F I ask a lot of questions and usually manage to think of alternative solutions to problems.

G When I make presentations at school I always try to use a wide variety of vocabulary. My friends say I am a good listener.

5 Which of the qualities in Exercise 4 do you think you have? Tell your partner and give an example to illustrate why.

I think I am/have
because
.....
.....

- 6** Look at the adverts for work training programmes below. Talk to a partner and decide which of the skills and qualities in Exercise 4 would be helpful in each workplace and say why. You can use the skills and qualities more than once.

Love computers? Come and join our energetic and vibrant team for a two-week training programme! We are looking for creative, tech-savvy youngsters who want to learn to design apps! Contact Sam at Innoveight.



PARKWAY NURSING HOME AND HEALTH CENTRE

offers training schemes for young people thinking of a career in the health sector (nursing, social work, doctors, care assistants).
Send CV to Chris Walters.

Modern Art Gallery

Work experience project for students who want to improve 'people skills' while learning about marketing, planning and art.



Wood End Primary school

Come and shadow our English language teachers and have an opportunity to prepare and teach a lesson in the subject of your choice. Flexible 2 or 3 week work experience programme. Please write to the Head to arrange interview.

Fusion Restaurant provides training for waiting staff, kitchen staff and front of house. If you want a career in the hospitality business or just want to add some skills to your CV, get in touch with the Restaurant Manager, Mary Reilly.



- 7** Divide the class into two groups.

Group A In pairs. Each pair select an advert. You will interview some people for the work experience programme. Write some questions to ask the candidates eg 'Why do you want to work here?'

Group B In pairs. Each pair select an advert. You will have an interview for the work experience programme. Use the information on your CV and the skills and qualities in Exercise 4 to practise making a presentation of yourself eg 'I love using computers for programming and I am good at working in a team'.

- 8** Work together in pairs, one from group A and one from group B and role play the interview. A, decide whether or not to offer the position on the work experience programme to your partner.

INFO BOX

Tips for Interviewees

- Try to maintain eye contact.
- Listen carefully to the questions.
- Remember to ask some questions about the job.
- Explain why you are the best person for the job.

Tips for Interviewers

- Prepare questions in advance.
- Try to put the interviewee at their ease.
- Be a good listener.
- Take some notes.

