

20 CV genie

Activity type: Directed writing – Writing a CV – Groups and individuals

Aim: To produce an appropriate individual CV

Language: Language and style of CVs – Use any time after 2.3.

Preparation: Make and cut out multiple copies of the CV elements in the worksheet for each group. Allow at least one copy per group member. Learners will also need some blank paper and glue so that they can paste the elements down in the order they decide on.

Time: 30–45 minutes

- 1 Elicit elements usually found in a CV. If possible, show the class an example. (Note that CVs often vary from country to country and learners might come up with some unexpected ideas.) Explain that they are going to assemble and complete a typical British-style CV for themselves.
- 2 Give a set of all CV elements to each learner and ask them to complete the elements for themselves. Have available additional copies of the education/employment/qualifications/references sections in case learners need to add more information.
- 3 Divide learners into groups and give each learner a copy of the ‘Which CV?’ text on Worksheet 2. Learners discuss which is most appropriate for them individually and organise the elements of their CV accordingly. You will need to monitor and suggest better or different organisation where necessary.
- 4 Learners stick the CV elements in the appropriate order onto blank sheets of paper.

Extension

- Unless there are any sensitive issues to be taken into account, divide learners into a ‘school career’ group and a ‘working career’ group.
- Learners prepare a fair-copy CV for homework. You can also encourage them to look at the ‘Europass CV’ format and practise writing a European-style CV online, using the instructions given. The website reference is: <http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV.csp>

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Personal information

Name: _____ Date of birth: _____

Nationality: _____

Address: _____

Telephone: _____ Email: _____



Professional qualifications

Date: _____ Qualification: _____

Institution: _____

Employment (*list most recent first*)

From: _____ to _____ (dates)

Employer: _____

Address: _____

Job title: _____

Duties: _____

Achievements: _____

Education (*list most recent first*)

From: _____ to _____ (dates)

Institution: _____

Address: _____

Qualification(s) gained: _____

Achievements: _____

Personal statement

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Interests and activities

Other skills



Which CV?

There are as many types of CV as there are jobs and candidates, but the two most common types can be described as the 'professional' CV and the 'entry' CV. The first is suitable for someone who has worked for many years, and who is applying for a job based on their professional experience – for these people, employment and professional qualifications will be most important. The second is more suitable for people who have recently left (or are still in) education – for them, education will be the most important.

You may want to include a 'personal statement', where you describe your personal qualities and the type of work you are looking for.

Think about which CV is best for you, then arrange the parts of your CV in order.