

Your CV

CURRICULUM VITAE	
NAME:	John Brown
ADDRESS	3, The Larches, Appleford Wilts
TELEPHONE:	01673 872 059
FAX:	01673631718
EMAIL:	john@larches.yahoo.com
WORK ADDRESS:	Main Street Swindon Wilts

Having had some practice at *Interview Situations*, now is the time to have a go at writing your CV, probably the most important document you will have to complete and send. For in it, you will present your own self to a prospective employer so that he or she will not only be interested in you but willing to offer you the time and possibly the expense of an interview. Here is the format for a typical CV, and it should if possible include your *National Insurance Number*.

Activity 3

The Activity will be to complete the CV, and a suggested idea of what is expected will be given in the Key.

You will have a similar exercise as one of the questions in your next Tutor-marked Assignment...

PERSONAL DETAILS

FAMILY (SUR) NAME:
FIRST NAME(S):

DATE OF BIRTH:
PLACE OF BIRTH:
NATIONALITY:

NATIONAL INSURANCE NUMBER:

HOME ADDRESS:
TELEPHONE NUMBER:
FAX NUMBER:
E-MAIL ADDRESS:

MARRIED/SINGLE:

(DAY) WORK ADDRESS:
TELEPHONE NUMBER:

FAX NUMBER:
E-MAIL ADDRESS:

QUALIFICATIONS

- a) School: GCSEs & A Levels (Dates)
- b) College: University: Degree(s) Certificates (Dates)

EDUCATION

- a) SECONDARY SCHOOL
(Please indicate month and year started, ended)
- b) COLLEGE/UNIVERSITY
(Please indicate month and year started, ended)

PRESENT OCCUPATION/EMPLOYMENT

(Including Dates)

PREVIOUS EMPLOYMENT

(Including Dates)

MAIN INTERESTS/ACTIVITIES

OPTIONAL

- a) Details of the Post you are applying for
- b) Description of how your qualifications are related to the desired Post.
- c) References (at least two): these should include someone who knows you now professionally

Please note: there are two kinds of CV:

- a) an Open CV which refers to only yourself and your qualifications and interests
- b) a CV/Application which is directly linked to the Post applied for. In this case, you will have to adapt your "template" CV so that it applies to a particular job.

To send an Open CV as part of a job application can present problems, the main one being that what you present may not be relevant to the particular job. There is no use in sending details about yourself that may not interest your would-be employer

Here is the Scenario for the writing of a last CV in this Lesson.

You are a lady aged 32, looking for a post as a primary school teacher, specialising in drama. Your children are now at school so you have more

freedom to take up a full time career that can allow you to concentrate on drama.

Activity 3

Using the format previously presented in this Lesson, complete a CV for yourself, inventing the particulars, and putting the case for your application. The Key will help you see if what you have put is satisfactory.

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