

Worksheet 1: A CV or resume

1 Read Paul Lyons' CV, or resume, and answer these questions.

- 1 Where does Paul currently work?
- 2 What sort of company does he want to work for?
- 3 What positive nouns and adjectives does Paul use to describe himself and the type of people he wants to work with?

2 Paul uses *positive* verbs to make his CV dynamic and interesting. Match the verbs 1–8 from the CV to these synonyms.

providing	helping	talking to	keeping up
showing	examining	making certain	putting into action

- | | | |
|-----------------|-----------------|----------------|
| 1 analysing | 2 implementing | 3 assisting in |
| 4 ensuring | 5 liaising with | 6 upholding |
| 7 demonstrating | 8 delivering | |

3 Clauses with reduced past and present participles are often used to provide information in CVs. They can go before or after the main clause. Look at the example then rewrite the sentences using reduced past and present participles.

- 1 I am a highly motivated individual and I possess the enthusiasm and drive needed to succeed. I am looking to join a dynamic company.

A highly motivated individual, possessing the enthusiasm and drive needed to succeed, I am looking to join a dynamic company.

- 2 Samantha is an experienced engineer who is prepared to work long hours. She is looking to take on more responsibility.

An _____,
Samantha is looking to take on more responsibility.

- 3 Andrew is a senior manager who is committed to improving the profile of his company. He has the ambition required to take the company forward.

A _____

- 4 Stephen is a well-regarded manager who works in the oil industry. He would like to gain experience in HR.

A _____

4 Read the job ad. Decide what experience, skills and personal qualities an applicant will need. Then write the CV.

TECHNICAL CONSULTANT

DFT International is a global leader with over 20 years' experience providing recruitment solutions to the energy sector.

We are looking for a Technical Consultant to be based in Dubai. Ideally you will have over five years' experience of working for a multinational resource & energy company.

PERSONAL DETAILS

Paul Lyons
12 Rugby Avenue
Rugby R32 7FT
Mobile: 0870 007 2222

PROFILE

A highly motivated individual, possessing the enthusiasm and drive needed to succeed in this competitive industry, I am looking to join a dynamic company of conscientious professionals. Prepared to travel to projects around the world, I am committed to producing the highest quality work for my clients.

EDUCATION

Midlands University, BSc (Hons) Structural Engineering 2007–2010
Moseley Central College 2004–2007
A levels: Maths (A) English (B) Technology (B) Science (B)

WORK EXPERIENCE

Midlands Construction Company, UK Trainee civil engineer April 2011 – June 2011
Kuwait Construction Civil engineer June 2011 – present

Responsible for managing projects, including budgeting, forecasting, scheduling and quality assurance. Day to day responsibilities include:

- analysing and reviewing design plans and drawings
- implementing plans according to schedule
- assisting in the supervision of building works
- ensuring compliance with Health & Safety regulations
- liaising with clients and contractors
- upholding best working practices
- demonstrating high performance standards, including deadlines and quality work
- delivering final construction projects
- maintaining long term client relationships

REFERENCES

Available on request

I CAN

organise and write a CV

use positive verbs, nouns and adjectives to make a CV dynamic

use reduced past and present participles