



มหาวิทยาลัยราชภัฏนครปฐม



มหาวิทยาลัยราชภัฏนครปฐม



English for Job Applications

1000014

Unit 2: Writing an Impressive CV (Curriculum Vitae)

Jaime Paster
Language Institute

Unit 2: Writing an Impressive CV

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Nakorn Pathom Rajabhat University



- **Listening and Reading Activities:**
Identify essential CV sections and analyze a well-structured CV
- **Writing and Speaking Activities:**
Draft a CV and practice talking about personal skills and experience professionally

Unit 2: Writing an Impressive CV

- **Listening and Reading Activities:**
Identify essential CV sections and
analyze a well-structured CV

Listening Exercise: Essential sections of a CV

Reading Exercise: A well-structured CV

Unit 2: Writing an Impressive CV

Listening Exercise: Essential sections of a CV

Listen carefully and identify the essential sections of a CV

Mark ✓ or ✗.

- | | |
|---------------------------|------------------------------|
| _____ 1. Personal details | _____ 6. Character Reference |
| _____ 2. Favorite Food | _____ 7. Work Experience |
| _____ 3. Education | _____ 8. Skills |
| _____ 4. Daily Chores | _____ 9. Place of Interest |
| _____ 5. Contact Details | _____ 10. Relationships |

Unit 2: Writing an Impressive CV



Listening Exercise: Essential sections of a CV



Listen carefully and identify the essential sections of a CV

Mark ✓ or ✗.

- _____ 1. Personal details
- _____ 2. Favorite Food
- _____ 3. Education
- _____ 4. Daily Chores
- _____ 5. Contact Details

- _____ 6. Character Reference
- _____ 7. Work Experience
- _____ 8. Skills
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- _____ 10. Relationships

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Listening Exercise: Essential sections of a CV

Listen carefully and identify the essential sections of a CV

Mark ✓ or ✗.

_____ 1. Personal details

_____ 2. Favorite Food

_____ 3. Education

_____ 4. Daily Chores

_____ 5. Contact Details

_____ 6. Character Reference

_____ 7. Work Experience

_____ 8. Skills

_____ 9. Place of Interest

_____ 10. Relationships

Unit 2: Writing an Impressive CV



Answers

Listen carefully and identify the essential sections of a CV

**Repeat or pause if you need more time.
Answers will be shown in 10 seconds**

Unit 2: Writing an Impressive CV



Answers

Listen carefully and identify the essential sections of a CV



**Repeat or pause if you need more time.
Answers will be shown in 10 seconds**

Unit 2: Writing an Impressive CV

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Listening Exercise: Essential sections of a CV

Listen carefully and identify the essential sections of a CV

Answers

Mark ✓ or ✗.

✓ 1. Personal details

✗ 2. Favorite Food

✓ 3. Education

✗ 4. Daily Chores

✓ 5. Contact Details

✓ 6. Character Reference

✓ 7. Work Experience

✓ 8. Skills

✗ 9. Place of Interest

✗ 10. Relationships

Unit 2: Writing an Impressive CV

Let's Talk About The Answers

The essential sections of a CV include **Personal Details**, **Contact Details**, **Education**, **Work Experience**, **Skills**, and **Character Reference**, each highlighting the candidate's qualifications and suitability for a job.

- **Personal Details** include basic information like full name and nationality.
- **Contact Details** provide a phone number and email for easy communication.
- **Education** covers academic background, degrees, and certifications.
- **Work Experience** highlights previous roles, responsibilities, and achievements.
- **Skills include** relevant technical and soft skills.
- **Character Reference** comes from a former employer, teacher, or mentor, verifying the candidate's work ethic and reliability.

Unit 2: Writing an Impressive CV

Reading Exercise: A well-structured CV

Let's work with an example. However, please note that this example is not from a real person. The information is purely fictional and is used for demonstration purposes only.

Read the information carefully and identify which part of the CV it belongs to.

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Read the information carefully and identify which part of the CV it belongs to.

1. Personal Details 2. Contact Details 3. Education 4. Work Experience 5. Skills 6. Character Reference

123 Sukhumvit Road, Bangkok,
Thailand
Email: petercline@examplemail.com

Phone: +66 12223333

- Programming Languages: HTML, CSS, Python
- Troubleshooting and Technical Support
- Network Configuration
- Web Development

Mr. Steven Boris
IT Manager
Tech Solutions Co., Ltd.
Email: steven.boris@techexample.com

Ms. Karen Dendrite
Lecturer
Prosperous University
Email: dendrite.k@prosper.ac.th

Bachelor of Science in Information
Technology
Prosperous University, Bangkok, Thailand

Graduated: 2023
Peter Kline

Date of Birth: March 15, 2000

Nationality: Thai

Language: Thai, English,
Chinese

IT Support Assistant
Tech Solutions Co., Ltd.
June 2023 – Present

Assisted in troubleshooting software issues

Intern – Web Developer
Bangkok Digital Innovations
January 2023 – May 2023

Developed basic websites using HTML and CSS.

Unit 2: Writing an Impressive CV

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Answers

Read the information carefully and identify which part of the CV it belongs to.



**Repeat or pause if you need more time.
Answers will be shown in 10 seconds**

Unit 2: Writing an Impressive CV



Read the information carefully and identify which part of the CV it belongs to.

1. Personal Details 2. Contact Details 3. Education 4. Work Experience 5. Skills 6. Character Reference

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Unit 2: Writing an Impressive CV

Let's Talk About The Answers

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Unit 2: Writing an Impressive CV

Writing Activity: Drafting your own CV

This activity will focus on writing a draft of your own CV. We will highlight the essential parts of an impressive CV. And we will present it in the correct order.



Unit 2: Writing an Impressive CV

Drafting your own CV

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The proper order of the essential parts with the correct information.

1

1. Personal Details

Peter Kline
Date of Birth: March 15, 2000
Nationality: Thai
Language: Thai, English, Chinese

2

2. Contact Details

123 Sukhumvit Road, Bangkok, Thailand
Email: petercline@exampleemail.com
Phone: +66 12223333

3

3. Education

Bachelor of Science in
Information Technology
Prosperous University, Bangkok,
Thailand
Graduated: 2023

4

4. Work Experience

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Unit 2: Writing an Impressive CV

Writing the essential sections of your CV (Curriculum Vitae)

1

1. Personal Details

Peter Kline

Date of Birth: March 15, 2000

Nationality: Thai

Language: Thai, English, Chinese

The personal details section of your CV is a simple introduction. At the very top is your basic information. First, you write your full name, so people know what to call you. Then, you put your date of birth, which is your birthday. Next, you write your nationality, which is where you're from. And finally, because it's important to know how you can communicate, you list the languages you speak. So, if you speak Thai, English, and Chinese, you'd write that down. This part just gives a quick, easy-to-understand picture of who you are.

Unit 2: Writing an Impressive CV

Writing the essential sections of your CV (Curriculum Vitae)

2.Contact Details

2 123 Sukhumvit Road, Bangkok, Thailand
Email: petercline@examplemail.com
Phone: +66 12223333

Following your personal information, you'll include your contact details. This section provides the means for people to reach you.

It contains your full address, which indicates where you live. Then, you'll add your email address, allowing them to send you messages. Lastly, you'll provide your phone number, enabling them to call you easily.

Essentially, this part lists your address, email, and phone number, simplifying contact for potential employers.

Unit 2: Writing an Impressive CV

Writing the essential sections of your CV (Curriculum Vitae)

- 3** 3.Education
Bachelor of Science in Information Technology
Prosperous University, Bangkok, Thailand
Graduated: 2023

The education section of your CV tells employers about your schooling.

This shows them your qualifications.

First, you'll write down your degree. This tells them what you studied.

Then, you'll write the name of the school and where it's located.

This tells them where you got your degree.

Finally, you'll write the year you graduated.

This tells them when you finished your studies.

It shows employers what you've learned and your qualifications.

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Writing the essential sections of your CV (Curriculum Vitae)

4 4. Work Experience

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January 2023 – May 2023

Developed basic websites using HTML and CSS.

For Work Experience tell potential employers about your job history. You'll list the positions you've held, the companies you worked for, and the timeframe for each role. Basically, it's a summary of your professional background, showing them what you've done and the skills you've gained in previous jobs.

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Writing the essential sections of your CV (Curriculum Vitae)

- 5** 5.Skills
- Programming Languages: HTML, CSS, Python
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Following your work experience, you'll include a "Skills" section. This area of your CV is designed to showcase your abilities and proficiencies. It's a quick reference for employers to understand what you're capable of doing, highlighting the specific abilities and knowledge you possess.

Unit 2: Writing an Impressive CV

Writing the essential sections of your CV (Curriculum Vitae)

6.Character References

6

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Last, but also very important, your CV should include "Character References" section. This is where you provide contact information for people who can speak to your qualifications and work ethic. It allows potential employers to verify your skills and experience by contacting individuals who know you professionally. This section adds credibility to your CV and serves as a testament to your capabilities.

Unit 2: Writing an Impressive CV

Overall your CV needs to be written with the essential parts only, and the correct information in the right order.

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Date of Birth: March 15, 2000
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Speaking Exercise: Explain personal skills and experience professionally

It's time for our speaking practice. We're going to work on explaining our skills and what we've done in a clear way. I'll give you some simple examples of how different people might do this. Pay attention to how they talk about their strong points and give easy-to-understand examples.

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Speaking Exercise: Explain personal skills and experience professionally

"Hi, I'm Alex. I'm good at making designs better and fixing problems. I led a project that cut down wasted stuff by 15% by changing the design. I'm also good at fixing hard technical problems and making sure projects finish on time. These skills, plus my knowledge, help me make good engineering solutions."



Unit 2: Writing an Impressive CV

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Speaking Exercise: Explain personal skills and experience professionally

"Hello, I'm Maria. I'm good at taking care of people and thinking fast. I provide kind and effective care, and I can quickly figure out what patients need, even when things are busy. I also help people learn how to take care of themselves. These skills and my care for people let me give really good nursing care."



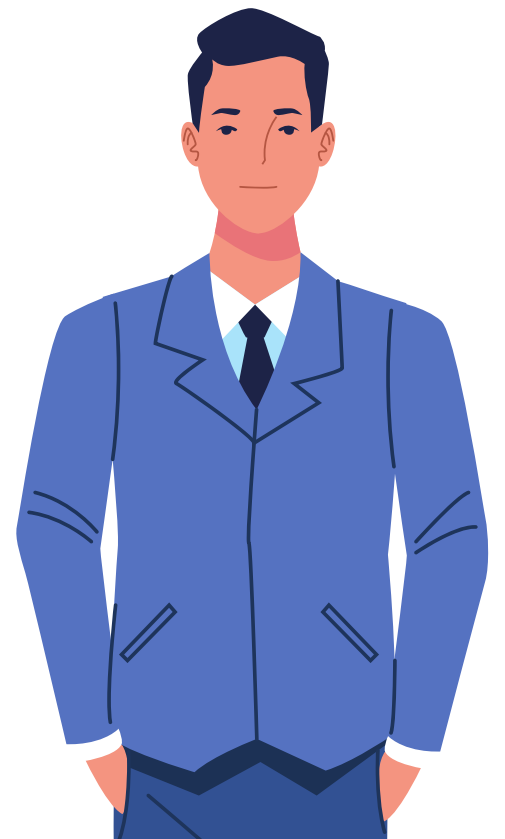
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Speaking Exercise: Explain personal skills and experience professionally

"Hi, I'm David. I'm good at making plans and leading teams. I ran a project that finished on time and cost less money, showing I can organize and do big jobs. I'm also good at getting people to work together and talk to each other, so projects get done. These skills and my experience let me finish projects well."



Unit 2: Writing an Impressive CV



Speaking Exercise: Explain personal skills and experience professionally

Let's break down the outline of these statements so can draft your own and practice speaking.

Unit 2: Writing an Impressive CV

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Outline in explaining your personal skills and experience professionally

First

A simple introduction.

For example;

"Hello, I'm Maria." or "Hi, I'm David."

This starts the statement in a friendly, approachable way.

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Outline in explaining your personal skills and experience professionally

Second

Highlighting your skills

For example;

"I'm good at..." or "My strengths are in..."

But remember to choose skills that are relevant to the role or situation.

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Outline in explaining your personal skills and experience professionally

Third

Provide Specific Events

For example;

I did a project where..."

Use numbers or results if possible, such as "reduced by 15%," or "finished on time".

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Outline in explaining your personal skills and experience professionally

Fourth

Explain the Impact

For example;

"This shows I can..."

Explain how your skills help you do your job well.

Keep the explanation short and to the point.

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Outline in explaining your personal skills and experience professionally

Fifth

The conclusion. Make final statements to wrap it up

For example;

"These skills and my experience help me..."

This is a short sentence to bring the statement to a close.

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Outline in explaining your personal skills and experience professionally

In summary, here are five simple steps you can follow when drafting your statements for a speaking practice:

- 1.Introduce yourself simply: "Hello, I'm _____."**
- 2.State your key skills: "I'm good at....."**
- 3.Give a clear example: "I did a project where....."**
- 4.Explain the impact of your skills: "This shows I can....."**
- 5.Conclude briefly: "These skills and my experience help me....."**



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Source Material

Clarification

This lecture utilizes the structural framework and conceptual ideas presented in Cambridge English for Job-hunting by Downes (2008).

However, to respect copyright, the lecture avoids using the book's exact text. It is an interpretation, application and adaptation of the book's core principles, not a reproduction.



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