Main Sections of a CV

B1 · Reading and Writing · WORKSHEET

Name: _____ Date: _____

1. Match the information to the section.

Choose the section where the information belongs.

1. “Organized events for 200 students.”
   Choices: Experience / Education / Contact details

   Answer: _____

2. “Bachelor’s degree in Business, UNAM, 2024.”
   Choices: Education / Skills / Profile

   Answer: _____

3. “Teamwork, Excel, public speaking.”
   Choices: Skills / Experience / Education

   Answer: _____

4. “Creative and organized student looking for a first job.”
   Choices: Profile / Education / Skills

   Answer: _____

2. Complete the CV bullet.

Write the action verb.

1. ___ customers and handled payments. (served)

2. ___ a team of five volunteers. (managed)

3. ___ weekly social media posts. (created)

4. ___ new employees during their first week. (helped)

3. Build your own CV sections.

Write short notes for your own CV.

1. Write a one-sentence profile.

3. Build your own CV sections. (continued)

2. Write two skills.

3. Write one experience bullet with an action verb.