Write Your CV: Profile and Skills

B1 · Writing · WORKSHEET

Name: _____ Date: _____

1. Choose the better CV bullet.

Choose the better bullet for a CV.

1. Choose the better CV bullet.
   Choices: Organized activities for 50 children. / I was the one who organized activities for 50 children in a very fun way. / Activities children 50 organize.

   Answer: _____

2. Choose the better profile.
   Choices: Responsible student with experience in customer service. / I am a very good person and I like to work. / Student have customer service.

   Answer: _____

3. Choose the better skill list.
   Choices: Teamwork · Time management · Excel / I can do many things like teamwork and Excel and others / Skills teamwork my Excel

   Answer: _____

4. Choose the better bullet.
   Choices: Managed orders and served 100 customers per day. / I manage orders because I served customers many days. / Orders managed customers served day.

   Answer: _____

2. Plan your CV.

Complete the notes.

1. Your profile (one sentence):

2. Two experience bullets:

3. Four skills:

3. Write your CV sections.

Write the profile, two bullets, and the skills for your CV.

1. Write your CV sections.