

CV Exercise

Task 1a) What goes into your CV ?

Tick the boxes below for you think for the information that should go in a CV

- Ⓐ Name
- Ⓑ Address
- Ⓒ Ethnic origin
- Ⓓ Phone number
- Ⓔ Email address

Task 1b) What should NOT go on a CV?

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Qualification, Skill or Quality ?

Task 2 Draw a line to connect the left hand column to the right

National Diploma	Qualification
Flexible	
Computer literate	Skill
Time Management	
First Aid at Work	Quality
Honesty	

Name.....

Task 2b In the table list two more qualifications, skills and qualities that might be relevant to a job application.

Qualifications	Skills	Qualities

Task 2c

What information will an employer need to know about your qualifications?

- i.
- ii.
- iii.

Task 3 List the qualifications, skills, and qualities needed for a Saturday Sales Assistant position at Tesco

Qualifications	Skills	Qualities

Name.....