

C.V. Writing Activity Sheet

What is a C.V.?

A C.V. is a formal document used to detail a person's skills, qualifications and experience.

What does it stand for?

C.V. stands for Curriculum Vitae. This is a Latin expression, which can be roughly translated as 'the course of my life'.

What else does it include?

Usually, a C.V. will include a summary of personal information such as name, address and contact details. It will also detail any educational background, such as schools, college or university attended.

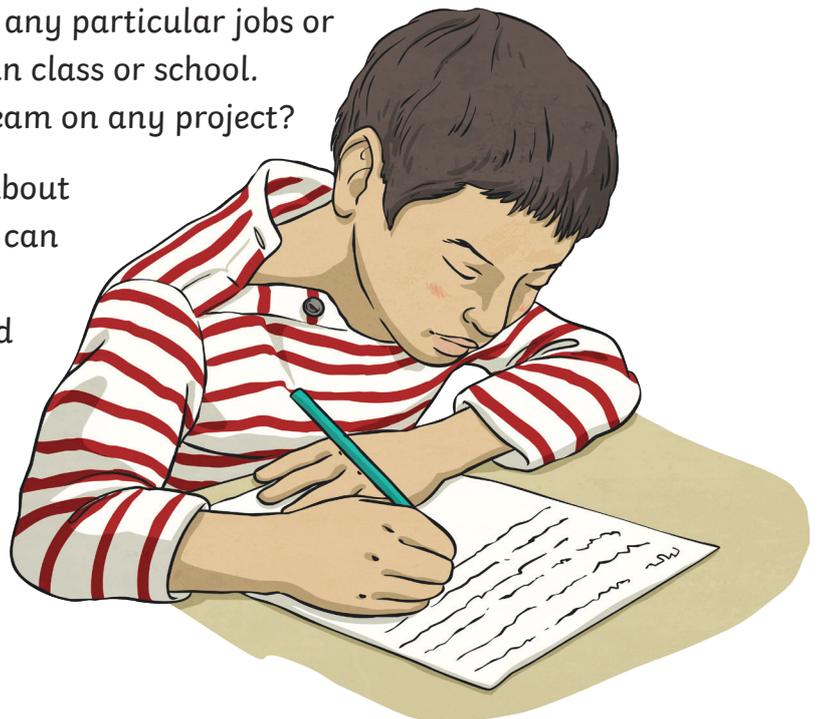
When would you use a C.V.?

The main occasion for using a C.V. is when applying for a new job or position. The C.V. is a way of describing and promoting yourself and your relevant details in the best possible way to an employer.

What could you include on a school C.V.?

Your **qualifications** might include SATs results achieved. Have you completed any other type of qualification or received certificates while at school (e.g. sports, music, cycling, competitions, merit awards, trophies). These could be from in or out of school.

- Your **experiences** at school might include trips, visits, topics studied. Have you been a part of any teams or clubs? Have you attended any extra-curricular activities before, during or after-school? Maybe you have been involved in a class or school production, concert or choir.
- Your **responsibilities** may include doing any particular jobs or monitor roles, being a buddy or mentor in class or school. Have you worked as part of a group or team on any project?
- Your **skills** are all the positive qualities about yourself that someone should know. You can use the vocabulary ideas below and any other great ways to describe yourself and your personality, using sentences.



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Skills Vocabulary

punctual

hard-working

good at...

good listener

neat

creative

original

polite

well mannered

articulate

enthusiastic

keen to improve

active lifestyle

healthy

artistic

musical ability

sporty

languages

a good friend

determined

courageous

helpful

observant

have initiative

competitive

intelligent

thoughtful

responsible