

BBC LEARNING ENGLISH

WEEK 4 Listening Activity: Job Applications: Writing CVs

Please listen carefully and fill out missing words.

Pippa: From BBC Learning English, this is Learning English for Work and welcome to a special series all about job I'm Pippa.

Phil: And I'm Phil. In this series, we're going to take you through the process of getting a from search, to interview, to your first , with helpful vocabulary and tips along the way.

Today, we'll be talking about the first thing an will read about you. Your CV, or

Pippa: Find a transcript for this episode to read along on our website: So, Phil, can you ? What is a CV?

Phil: It's a document that has a list of your and experience that you use to try and a job.

Pippa: Right and in American English we call a CV a So CV, , they're all that same list of qualifications and experience.

Phil: Now, it's the first thing that an employer usually about you. So you need to make sure that you include all your information, so that they want to find out

Pippa: Yeah and you hear lots of about how long an employer will look at your CV for, but it's not really that long. So you need to make sure that you out and that the information is

Amy Evans: Try and keep it concise. So two pages or two sides of A4. And make sure you have sort of all your career experience on there.

Pippa: This is Amy Evans. Amy works in for the BBC World Service and so she's dealing with the process of hiring people all the time.

Phil: Throughout this series, Amy's going to help us understand each of getting a new job and give us some tips too.

Pippa: So, Amy said that you need to keep your CV concise, that means and focused. And she also says that thinking about the can help, too.

Amy Evans: Make sure it's in an easy-to-read font with headers so that you can add distinction between the titles and dates. I would say, put your most recent or most relevant at the top. So if you're changing careers, it's always good to highlight any skills or any sort of projects that you've on right at the top of your CV.

Phil: Should a CV be written in paragraphs and full or just as bullet points?

Amy Evans: For me, personally, I think I would use points because it makes it very clear and easy to right at the top of the CV. So, for example, if

they're looking for certain types of that they need, or if they want someone that's got a certain language. If it's right at the top and it's in a bullet point, it is very easy to and you can get all that quickly.

Pippa: Remember, people look at a lot of CVs, so the most important thing is it needs to be easy to This can mean no big paragraphs or long , but it also means to make sure that your is accurate and your information is

Phil: Now, is there anything that we should out of a CV?

Amy Evans: You don't need any pictures on there. You don't need to put your date of or any personal details really such as or if you're married, your Just keep it sort of professional, relevant to sort of your work and what you're for.

Phil: So remember that here Amy is talking about applying for jobs in the In some countries it may be normal to put pictures on your CV. So it does depend on the country and the that you're working in.

Pippa: Yeah. So think of a CV like a short summary of the most important about you. So that's why it's important not to put lots of personal details, your whole life This is just the key facts. There'll be lots of to talk more about yourself in an application and then later in interview, but you don't need to put it all on that

Phil: Now, here's a top tip. It's a good idea to make a different version of your CV for every job you for, then you can move the most important skills to the So if a particular job asked for a specific and you can do that, make sure it's really clear on your CV, maybe move it towards the top of it.

Pippa: Yeah. And nowadays, some companies will ask you to put your qualifications and experience into a , so they don't want to see your CV, that you've lovingly formatted for them. But it's useful to have it ready because then you have all of the to hand. And making a CV helps you think about your , what you're good at.

That's it for this episode. We have lots more programmes to help you with your English at work on our Like Office English, a series all about the everyday situations we face at work. Visit to listen.

Phil: Next time, we'll be looking at job descriptions and how to know whether to apply for a

Pippa: See you then, goodbye.

Phil: Bye.