

## Background

### Elizabeth Jane Bow

#### PERSONAL DETAILS

19 Elgar Road  
Malvern  
WO5 3BC  
UNITED KINGDOM  
Tel +44 (0)1844 4654763  
elbow@xmail.com

#### PERSONAL OBJECTIVE

To be an **essential** part of a **creative** team which develops **exciting** marketing campaigns for the corporate world.

#### CURRENT OCCUPATION

Dec 2009–present, Marketing Assistant  
Assistant to MD of small marketing consultancy. Administrative **duties** and giving support to a **busy** team of six people.

#### PREVIOUS EMPLOYMENT

Sept 2007–Dec 2009, secretarial temp. with London agency  
General duties including receptionist and administration **responsibilities**.  
Summer 2006, **Volunteer** worker with local environmental organization.

#### QUALIFICATIONS

|           |   |
|-----------|---|
| 2007 July | Introductory Cert. in Business Management (4-week course),<br>Roswell Management Training |
| 2004–2007 | BA in Business Studies (specialism in Marketing), Leeds<br>University                     |

#### SKILLS

Languages: French (fluent) and German (basic)  
Computers: Word, Excel, PowerPoint

#### INTERESTS

netball, rock climbing, adventure travel

#### REFERENCES

Nigel Habersham MBA, Marketing Solutions, Suite 122, Malvern Way Rd.,  
Worcester, WO4 4JB  
Stella Taylor, Talented Temps, 12 Waldorf St., London, SW1 2QQ

# Reading file 8

## Exercises

### 1 Work with a partner and discuss these questions.

- 1 How did you first find out about your current job (e.g. from a newspaper advert)?
- 2 Did you send a Curriculum Vitae (CV) or fill in an application form? What information did you give?

### 2 Read the CV. Which section gives you the following information?

- 1 What Elizabeth would like to do in the future: \_\_\_\_\_
- 2 Her education: \_\_\_\_\_
- 3 Her contact information: \_\_\_\_\_
- 4 Her jobs in the past: \_\_\_\_\_
- 5 People who will tell an employer about Elizabeth: \_\_\_\_\_
- 6 Other abilities she has: \_\_\_\_\_
- 7 What she does in her free time: \_\_\_\_\_
- 8 What job she is doing at the moment: \_\_\_\_\_

### 3 Short forms / abbreviations are often used in CVs. Read the CV again and find the short forms of the following words.

- |                           |                                       |
|---------------------------|---------------------------------------|
| 1 temporary office worker | 6 Bachelor of Arts                    |
| 2 certificate             | 7 telephone                           |
| 3 September               | 8 Street                              |
| 4 December                | 9 Road                                |
| 5 Managing Director       | 10 Masters in Business Administration |

### 4 Match the words in bold in the CV to definitions 1–6.

- 1 always doing something: \_\_\_\_\_
- 2 producing new and interesting ideas: \_\_\_\_\_
- 3 person who helps (other people) for no money: \_\_\_\_\_
- 4 very important and necessary: \_\_\_\_\_
- 5 things you do as part of your job (2 words): \_\_\_\_\_, \_\_\_\_\_
- 6 creating a positive reaction: \_\_\_\_\_

### 5 Work with a partner. Decide how Elizabeth would answer these questions in an interview. Use the information in her CV to help you.

- 1 Where are you from exactly?
- 2 What would you like to be doing five years from now?
- 3 Do you have experience of working with groups of people?
- 4 What was your job before you became a Marketing Assistant?
- 5 Have you done any other kind of work?
- 6 Since your university degree, what other training have you done?
- 7 How good is your German?
- 8 What do you like doing in your free time?
- 9 Who can I contact to find out more about you?

### 6 Look back at the text and choose words that you could use to describe the following.

- 1 Your personal career objectives: \_\_\_\_\_
- 2 Your current or previous jobs: \_\_\_\_\_

### 7 Look back at the text and choose three words that you could use in your day-to-day work.

### 8 Work with a partner. Discuss these questions.

- 1 How similar is Elizabeth's CV to a CV from your country? Are there any differences?
- 2 What is your personal career objective? Can you say it in one sentence?