

Preparing a CV (Curriculum Vitae)

1 Match a translation to each word or phrase.

- | | |
|-----------------------------------|---|
| 1. Mother tongue | ___ a. Nacionalidad / Nacionalitat |
| 2. Name and address of employer | ___ b. Lengua materna / Llengua materna |
| 3. Nationality | ___ c. Titulació obtenida / Titulació obtinguda |
| 4. Title of qualification awarded | ___ d. Nombre y dirección de la empresa / Nom i adreça de l'empresa |

2 Many jobs require applicants to send in a CV. Sandra Puig Camps is applying for a job abroad. She looked at the EU's standard format when she wrote her CV. Complete it with words or phrases from exercise 1.

PERSONAL INFORMATION	
Name	Puig Camps, Sandra
Address	Carrer del Sol, 3, 4t la 43205 Reus (Tarragona)
Telephone No.	977061104
E-mail	puigcamps@hotmail.com
1 _____	Spanish
Date of birth	27.12.1986
WORK EXPERIENCE	
Dates	July 2004-July 2005
2 _____	Tarraco Express Avinguda Casals, 32 43005 Tarragona
Occupation or position held	Secretary
EDUCATION AND TRAINING	
Dates	2000-2004
University	Barcelona University
3 _____	Degree in English Philology / Modern Languages
Secondary education	IES Salvador Vilaseca
PERSONAL SKILLS	
4 _____	Catalan and Spanish
Other languages	English (good written and spoken), French (fluent)
Technical skills	Use of Microsoft Word, Excel
Driving licence	Category B (vehicle). Own car.



3 Now write your own CV. Make sure to include all the necessary information.

Culture Corner

The European Union has a standard format for writing a CV. More information about completing a CV according to this format, and important advice, can be found on the Internet, at www.cedefop.eu.int/transparency.