

**TIPS FOR WRITING A CV:**

- Do not write a CV by hand – use a computer.
- Make sure that your headings are clear.
- Use the spell-check on your computer.
- The headings you should include are: Personal details, Education, Work experience, Languages, Skills, and References.
- **Personal details:** Include name, home address, date of birth, phone number and e-mail address. Other details you can include are your gender, nationality and marital status.
- **Education:** Include all relevant courses. State where you studied. Always start with the most recent place you studied.
- **Work experience:** Write your most recent place of work first. Give an accurate job description. You can also include any part-time work that you have done.
- **Languages:** Mention any foreign languages you speak.
- **Skills:** List computer skills or any other skills that are relevant to the job.
- **References:** Ask two people if they would be prepared to give you references – one should be from a place where you studied, the other should be from a place where you worked.

## EXAMPLE 1:

**CURRICULUM VITAE****Carmen Lopez Duran****Profile**

I am keen to follow a career in Tourism or Hotel Management. I am well-organised, highly motivated and have excellent communication skills. In addition I am reliable, flexible, and quick to learn.

**Personal details**

Address	Avenida de la Plata 47 Grenada 18 752 Spain
Tel	123 456 789
Email	Carmello@ etc.com
Date of birth	25 Nov 1980
Marital status	Single

**Education**

1998 - 2000	Universidad de Granada Diploma in Business Studies with Tourism
1990 - 1998	Instituto Cervantes, Granada Bachillerato (A Level equivalent) Grade B

**Professional Experience**

2000 - present	Hotel Xyz, Notown Assistant to Conference Manager
----------------	--

Responsible for providing administrative support, answering enquiries, taking bookings, arranging catering.  
Employee of the Year, 2001.

Summer 2000      Company Xyz. Notown  
Social/Sports Officer  
In charge of escorting groups of foreign students,  
Arranging schedules, planning social events,  
Organising sports activities, managing a budget.

### Interests

Yoga, swimming, skiing, classical music, theatre, current affairs

### Additional Skills

- Fluent English - IELTS score 6.5
- Working knowledge of French
- Clean driving licence
- Computer literate (Word, Excel, Powerpoint)

### Referees

Antonio Palma Plazas, Conference Manager, Primavera Hotels

Mercedes Garrido Vázquez, Regional Director, Eurostudy Ltd

### EXAMPLE 2:

#### CURRICULUM VITAE

##### Personal details:

Name: Craig Sinclair  
Date of birth: 26<sup>th</sup> August, 1994  
Telephone number: 01589 4587621  
E-mail address: [craigs@uknet.co.uk](mailto:craigs@uknet.co.uk)

##### Education:

2011- 2012: Business Administration course, one year, King Alfred's Business School, Cambridge.  
2011: Graduated from Meadowbridge Secondary School, Meadowbridge, Kent.

##### Work experience:

2012 – present: Junior Administrative Assistant, Michel's Kitchens, Meadowbridge  
Responsibilities: Providing general assistance to Managing Director, ordering office supplies, answering phone calls, distributing post, photocopying and doing research on the Internet.

**Languages:** English (native), French (intermediate level)

**Skills:** Word, Power Point

**References:** Mr Clarence Bingham-Jones, Lecturer, King's Alfred's Business School, Cambridge.