

Writing a CV

Hannes and Holly have started to write Nino’s CV (curriculum vitae) for his job interview at the sports centre. But they got distracted and now you have to finish the task.

Complete Nino’s CV based on what you know about him from “Flirt English“. If you run out of ideas, search the internet for „sample curriculum vitae“ or use the language support.

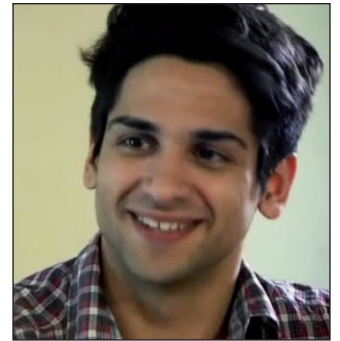
Personal Information

Date of Birth _____ Name: Ninoslaw _____

Place of Birth _____ Adress: _____

Nationality _____ Telephone: _____

E-mail: _____



Education

Include dates, majors, and details of degrees, training, and certification

Job Experience

List in chronological order, starting with the most recent, include position details and dates of employment

Athletic Achievements and Awards

2010/2011 One hundred and two hundred metre sprint champion, Wuppertal Athletics Club

Social Skills

Great team player and experience in working with young people



■ **Other Skills and Interests**

e.g. computer, language, or other hard and soft skills and interests

■ **Language support**

Primary School – Grammar School – University-Entrance Diploma (A levels) – 08/2005 to 10/2007
– part-time employment as... – internship at... – summer job as... at... – good at problem solving
– communication team player skills – conflict management – interpersonal skills – planning and organization – leadership and motivation skills – initiative