**Practical lesson 3: The CV/RESUME**

**Exercise 1:**

Put the correct information in suitable group:

Photography- Business Development Manager- Certificate in Presentation Skills- Degree in Marketing-Taekwondo-Professional blogger- Research Assistant - Sales Executive- Class B driving licence- Proficient knowledge of analytics software- Masters in Public Relations and Digital Marketing- Diploma in Innovation Design

|  |  |  |
| --- | --- | --- |
| **Work experience** | **Education** | **Skills and Interests** |
|  |  |  |

**Exercise 2**

Are the sentences true or false?

1. It is a good idea to start with a short summary about you.

2. You should write your work history in order, with your most recent job at the end.

3. You should list all your responsibilities in detail.

4. You should give the full title of your qualifications, with the date you

passed each one and the organisations that awarded them to you.

5. It is a good idea to include hobbies if they are relevant to the job.

6. Include references to support your application if you can.

**Exercise 3**

Put the words and phrases in order to make sentences.

1. roles. - I have-in various-experience-five years’

2. My-involvesworking-deadlines. role-tight-to

3. a-create-ability to-I have-successful-campaigns.-proven

4. digital-in-specialise-I-marketing.

5. in-excel-I-impact-analysis.

6. I of knowledge advanced statistics. have

**Exercise 4**

Write the correct form of the word in brackets.

1. I have a proven …………………… to deliver successful marketing campaigns. (able)

2. I am a strong ……………………………… . (collaborate)

3. I have specialist …………………………of marketing. (know)

4. I use my ………………………… in analytics to assess the success of campaigns. (expert)

5. I was ……………………………… for the overall social media strategy. (responsibility)

6. I played a key role in …………………………… campaigns. (number)

7. I started to ……………………………… my blog through sponsored posts. (money)

8. I worked on several initiatives to boost customer……………………………. (engage)