

Guía 1er Ciclo:

CV (CURRICULUM VITAE)

- **What is a Curriculum vitae (CV)?**

A CV is a document used to list one's qualifications and apply for employment. It provides detailed information about an individual's educational and work history.

The following are examples of information that can be included in your curriculum vitae. The elements that you include will depend on what you are applying for, so be sure to incorporate the most relevant information.

1. Personal details and contact information: Most CVs start with contact information and personal data but take care to avoid superfluous details, such as religious affiliation, children's names, etc. (Información personal y de contacto)

2. Education and qualifications: include the names of institutions and dates attended in reverse order: Ph.D., Masters, Undergraduate. (Nombre de instituciones educacionales y fechas en orden en reversa)

3. Work experience/employment history: The most widely accepted style of employment record is the chronological curriculum vitae. Your career history is presented in reverse date order starting with the most recent appointment. More emphasis/information should be placed on your most recent jobs. (experiencias laborales desde la más reciente a la más antigua)

4. Skills: Include computer skills, foreign language skills, and any other recent training that is relevant to the role applied for. (habilidades en computación, idiomas u otros)

EXAMPLE OF CV:

John Doe

(234 FAKE STREET, MODESTO, CA, 71234 fake@fake.com 202.202.2020

OBJECTIVE

Conscientious and honest High School student seeks employment, willing to diligently follow guidelines and directions. Will work hard to achieve employer objectives and goals.

EDUCATION

JUNIOR AT MODESTO CENTRAL HIGH SCHOOL, MODESTO, CA

- GPA 3.5
- Honor Roll Student
- Classes taken: Pre-Calculus, AP English, Spanish, Industrial Engineering

ACHIEVEMENTS, HONORS AND ACTIVITIES

- ❖ Honors: National Honor Society, National Merit Scholar
- ❖ Clubs
 - ✓ Clinics for a Cause: Co-founder, President
 - ✓ Political Science
 - ✓ Robotics
- ❖ Athletics
 - ✓ Intramural Track & Field
 - ✓ Varsity Volleyball
 - ✓ JV Soccer Captain
- ❖ Activities
 - ✓ Yearbook Committee
 - ✓ Writer, School Newspaper

WORK EXPERIENCE

RESIDENTIAL LAWN MOWING • JUNE 16 - SEP 16

Performed residential lawn care -- mowing, bagging, weeding and cleanup.

SALES/CUSTOMER SERVICE • FEB 17 - PRESENT

Wrote orders, cashiered, answered phones, provided customer service.

VOLUNTEER EXPERIENCE

PEDIATRIC WARD VOLUNTEER • MARCH 16 TO MAY 16

Entertained patients ages 5-15 using arts and crafts, ran errands for staff.

LIBRARY VOLUNTEER • MARCH 15 TO MAY 15

Assist patrons to select materials; operate the cash register; shelve presorted books

Activity

- I. Complete the Curriculum Vitae (CV) using the information of Kate. (Completa el CV usando la información sobre Kate)

Los cuadros A – H son piezas de información necesarias para crear un CV. Completa el modelo Curriculum utilizando la información presentada.

Kate wants to apply for a job at a café. Read the information about Kate and insert it into the correct place on her resume.

<p>kate_k1997@gmail.com 06 2412 9172</p> <p style="text-align: right;">A.</p>	<p>English Language Award</p> <ul style="list-style-type: none">• First place in Mathayom 6 <p style="text-align: right;">D.</p>
<p>Starbucks (2014 - 2015)</p> <ul style="list-style-type: none">• Served coffee and cake to customers• Operated the cash register• Cleaned the coffee machine <p>Volunteer English Tutor (2015 - 2016)</p> <ul style="list-style-type: none">• Helped Mathayom 1 students with their English homework <p style="text-align: right;">B.</p>	<p>Thai, English</p> <p style="text-align: right;">E.</p>
<p>48 Oriental Avenue, Bangkok, Thailand</p> <p style="text-align: right;">C.</p>	<p>Kate Smith</p> <p style="text-align: right;">F.</p>
	<p>Grace International School, Bangkok, Thailand (2010 - 2016)</p> <p style="text-align: right;">G.</p>
	<p>Jenny June, Manager of Starbucks, Bangkok CBD Branch tel. 09 2411 9672</p> <p style="text-align: right;">H.</p>

Name	
Address	
E-mail Mobile Number	
Education	
Work and volunteer experience	
Achievements	
Languages	
Referees	