



Colegio Tecnológico Pulmahue
Miss. Yorka Sepúlveda
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Horario: 9am a 6pm

CUARTO MEDIO

El objetivo de esta guía es que los estudiantes escriban su propio curriculum vitae recordando estructura y vocabulario del CV y trabajos. Para dudas que tengan pueden escribirme un correo a esta dirección: yorka.sepulveda.pulmahue@gmail.com, escribiendo en el asunto el nombre de él o la estudiante y su curso, el horario para correos es de 9am a 4pm. Plazo de entrega: viernes 9 de octubre hasta las 2pm

O.A: Redactar un curriculum vitae aplicando vocabulario y estructura vista en clases.

WHAT IS A RESUME?

A resume provides a summary of your education, work history, credentials, and other accomplishments and skills. There are also optional sections, including a resume objective and a career summary statement.

Resumes are the most common document requested of applicants in job applications.

A resume should be as concise as possible. Typically, a resume is one page long, although sometimes it can be as long as two pages.

Resumes often include bulleted lists to keep information concise.

Resumes come in a few types, including chronological, functional, and combination formats. Select a format that best fits the type of job you are applying for.

VOCABULARY ACTIVITY:

1. Match the words with their meanings.

- | | |
|---------------|---|
| 1. address | a. your manager that you worked with before |
| 2. full time | b. the person who cooks |
| 3. education | c. school |
| 4. college | d. someone who buys something from a shop |
| 5. experience | e. work from 8am to 5pm |
| 6. duties | f. courses and schools someone finishes |
| 7. chef | g. things that you do at work |
| 8. customer | i. place where you live |
| 9. referee | j. things you learnt before |

WRITTEN WORK: WRITE YOUR OWN RESUME, YOU CAN USE THE TEMPLATE PROVIDED IN THIS WORKSHEET OR YOU CAN USE ONE CHOSEN BY YOURSELF.

TEMPLATE:

Name:

Address:

Telephone:

E-mail

Objective

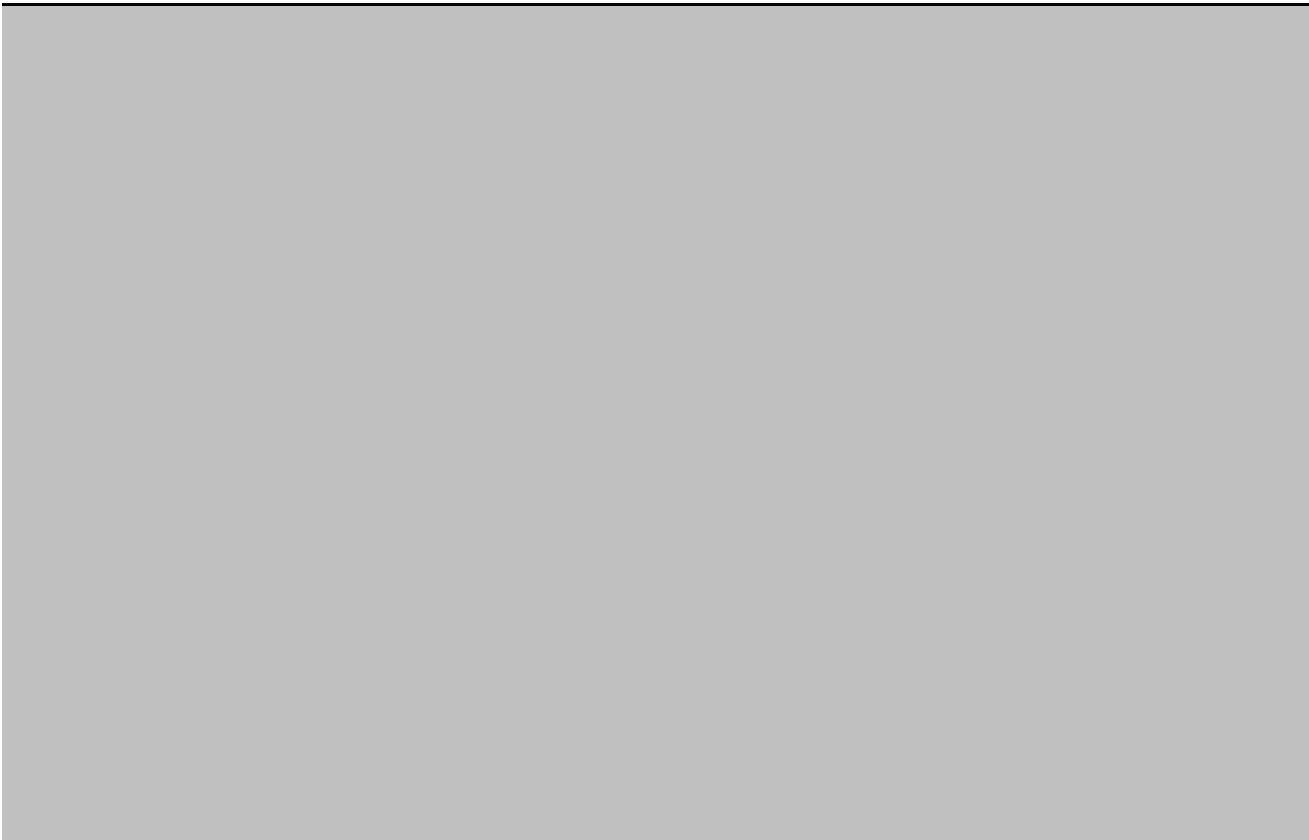
[Greyed-out area for Objective]

Education

[Large greyed-out area for Education]

Work Experience

[Greyed-out area for Work Experience]



Referees

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