



HUMANITAS
BILINGUAL SCHOOL TORREJÓN

Cofinanciado por el
programa Erasmus+
de la Unión Europea



Start-EU-Up!

ERASMUS+ PROJECT 2019-2021

SPAIN ☆ PORTUGAL ☆ CROATIA ☆ ITALY ☆ TURKEY ☆ ROMANIA

NAME:.....

WELCOME!

It's our pleasure to extend a cheerful welcome to you all! Your presence makes us very happy.

First of all, we would like to welcome you to Spain. We were looking forward to meeting you.

A week of activities and adventures awaits us. We are sure that we will have a great time and we will be good teammates. We have to learn a lot about Human Resources.

In order to do this, we have prepared many activities and workshops, as well as visits to very interesting places (Madrid and Alcalá de Henares).

We hope you like our planning and have a pleasant stay. We are available for anything you need this week.

Let's have fun!



Erasmus + team

FUNCTIONS OF A HUMAN RESOURCE DEPARTMENT

The human resources department handles a range of different functions within an organization. The department is responsible for hiring and firing employees, training workers, maintaining interoffice relationships and interpreting employment laws. The department works diligently behind the scenes to ensure an organization runs efficiently. The HR department's duties will vary between companies, but can generally be summed up in six main functions.

HIRING AND RECRUITING

One of the primary functions of the human resources department is to oversee hiring and recruiting within an organization. The department actively recruits, screens, interviews and hires qualified candidates for open positions.

TRAINING AND DEVELOPMENT

The human resources department handles the training and development of staff within an organization. It creates training programs and conducts training for new hires and existing employees.

HANDLING COMPENSATION

The human resources department is responsible for various aspects of employee compensation. The department typically handles employee payroll and ensures employees are paid accurately and on time, with the correct deductions made.

EMPLOYEE BENEFITS

The human resources department manages all aspects of employee benefits, including health and dental insurance, long-term care or disability programs as well as employee assistance and wellness programs.

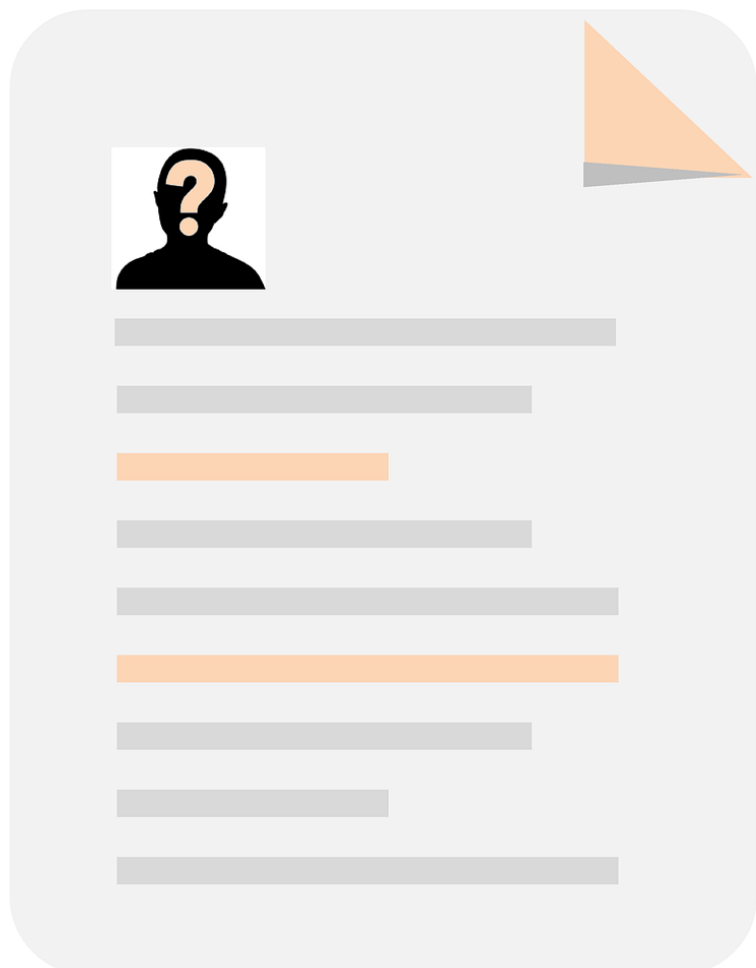
EMPLOYEE RELATIONS

The human resources department handles employee relations matters within an organization. Employee relations involves employee participation in different aspects of organizational activities. The department maintains the relationship between employees and management by promoting communication and fairness within the company. The department also handles disputes between employees and management, as well as disputes between the company and labour unions or employee rights organizations.

LEGAL RESPONSIBILITIES

The human resources department is responsible for interpreting and enforcing employment and labour laws such as equal employment opportunity, fair labour standards, benefits and wages, and work hour requirements.

CV RESUMÉ



APPLYING FOR A JOB

If you want to apply for a holiday job or a position in a company, you should send them a CV (curriculum vitae, BE)/résumé (AE) and a covering letter (BE)/cover letter (AE).

RÉSUMÉ

⇒ Gives an outline of a person's education, qualifications and work experience.

A résumé is usually divided up into the following sections:

- ✓ **Personal and contact information:** address, telephone number, (professional) email address, photo (only if explicitly asked for), age (only if explicitly asked for)
- ✓ **Education and qualifications:** start off with the most recent and only mention the most important ones
- ✓ **Work history and experience:** list the most relevant and recent first, including holiday jobs, voluntary work and placements; mention

the employer's name, your job title and how long you worked there, as well as giving a brief description of what you did in each job

- ✓ **Skills:** put in skills that are relevant to the job; show that you have the skills by giving examples rather than just listing them
- ✓ **Interests and activities:** give brief details and choose ones that also reflect your skills and personality (but be truthful!)

READY FOR ACTION (VERBS)?

When describing what you have done it is possible to use action verbs:

- ✓ to assist sb. ✓ to be responsible for sth. ✓ to devise sth.
- ✓ to initiate sth. ✓ to complete sth. Successfully



JARED BOSWORTH

Address
36 Grange Ln
Leicester LE2 7EH

Contact
+44 116 254 0654
jared.bosworth@gmail.com

Date of Birth
26.10.1995

LANGUAGES

English ●●●●○
French ●●●●○
Spanish ●●●○○

Microsoft Word ●●●●●
Microsoft Excel ●●●●○
Corel Draw ●●●●○
Adobe Photoshop ●●●○○
Webdesign ●●●○○

PERSONALITY

- ✓ optimistic
- ✓ hard-working
- ✓ loyal
- ✓ patient
- ✓ adaptable
- ✓ creative

OBJECTIVE

Obtain a specialist position in aerospace engineering or mechanical engineering

EDUCATION

2013-2017

University of Leicester

Master's Degree in Mechanical Engineering

2015

Erasmus Year in Toulouse, France

2006-2013

Leicester Grammar School

A-levels: Physics (A), Maths (A), Chemistry (B)

EXPERIENCE

06.2015-10.2015

Internship at **Leadership University Toulouse**

05.2013-09.2013

Internship at **Meggitt** Polymers and Composites

2011-2013

Opinion polls for **Leicester Mercury**

SKILLS

- ✓ High knowledge of web technologies HTML
- ✓ Experience in programming android applications
- ✓ Supervising advertising campaigns in social media

TRAINING

Knowledge in improving usability of websites

HOBBIES



New technologies



Fitness



Photography



Travel

ACTIVITY 1: BRAINSTORM

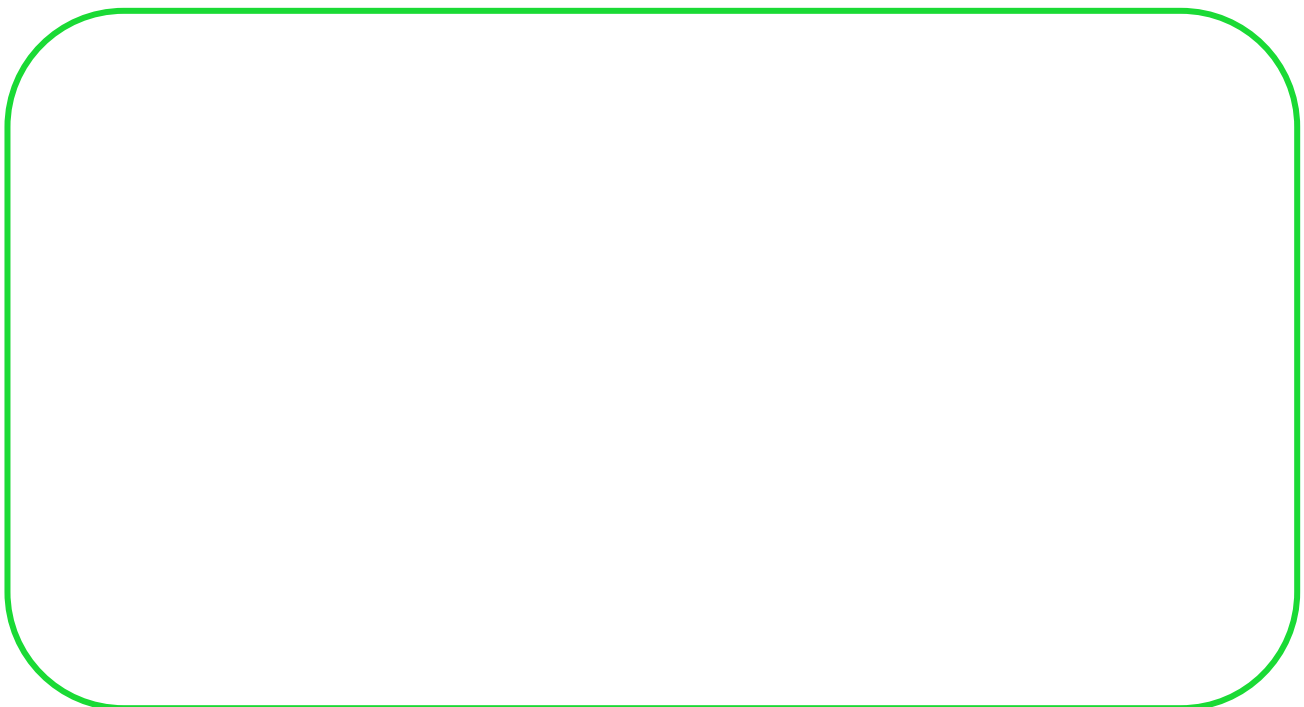
1. You are going to create a CV to apply for a job, an internship, or work experience placement. What is the purpose of a CV? Brainstorm with a partner and write your answer in the box below:



2. Your CV should demonstrate how you meet the requirements of the internship or work placement. Fill in the sentence:

The vacancy is for _____.

Write down the ingredients that you think are necessary for a strong CV in the box below:



3. Which of the following categories of information do you want to include in your CV? What order should they go in? Choose at least six.

Transferable skills

Personal details

Contact details

Personal profile

Education history and the qualifications you are working towards or have completed

Employment history (with most recent role listed first) title; job role; company name; brief notes of what you do/did or what you've achieved

Professional qualifications or training

Current projects and roles

Skills

Interests

References

Memberships of professional organisations

4. Use the table below. Each category heading should be completed using the list from the previous page. In the details section, write the most relevant information for your skills and experiences when applied to the job, work experience, or internship you want to apply for.

COVER LETTER



Cover letter

⇒ Present yourself, state in what ways you are suited for the position you are applying for, show that you have profound knowledge of the company and/or job and express real interest in the position

Many employers only spend thirty seconds reading each job application, so your cover letter needs to be convincing in order to get the reader's attention and make them want to learn more about you. However, do not try to be funny. If your potential employer does not share your sense of humor, this might backfire. Show a genuine interest in the company, but do not flatter - you will only sound insincere.

1. **WHY ARE YOU SUITABLE FOR THE JOB?** Describe the skills you have and the qualifications that specifically apply to the job or placement. If qualifications are mentioned in an ad, make sure you refer to them.
2. **BRIEFLY STATE THE JOB** or placement for which you are applying, where you saw the job advertised and who you are. Keep it short and to the point.
3. **RESTATE YOUR INTEREST** in the job and say why you are the right person for the job (in one sentence!). Request action, so show that you are happy to come for an interview and say that you are looking forward to hearing from them. Mention that your résumé is enclosed.
4. **WHAT CAN YOU DO FOR THE COMPANY (NOT WHAT THE COMPANY CAN DO FOR YOU)?** Outline a relevant career goal and expand on the most relevant points in your résumé.

Ready to go

Remember that both the cover letter and the résumé follow the rules of a formal letter (formal language, no spelling mistakes).

COVER LETTER GUIDE

Guidelines:

- Find out the name and title of the person to whom you are writing and be sure you have the correct spelling
- Use your own style
- Be concise, one page is maximum
- Use simple language, no flowery phrases
- Show your distinctiveness and fit for the job/organization
- Triple check all grammar, punctuation, and spelling
- Use active voice only
- Use the same paper and font for your cover letter as you did for your resume
- Be sure to sign your cover letter
- Put "Enclosed: resume" at the very end of your cover letter

Questions to answer:

PARAGRAPH 1: Why are you writing? How did you get the employer's name? Where did you find their job listing? Who referred you? What position are you applying for?

[This is a critical introductory paragraph. Do not tell the reader too much at first, just the essential reasons why you are writing. TIP: Try to grab their attention in a positive way and set an upbeat tone.]

PARAGRAPH 2: Why are you qualified for the position you are applying for? What have you done that applies to this job/position? Why should the reader look at your enclosed resume?

[This paragraph is essentially a brief distillation of the most salient parts of your resume relative to the requirements of this position. TIP: Highlight those critical parts of your background, as evidence on your resume that address the core parts of the job description.]

PARAGRAPH 3: Why are you further interested in this position or motivated for this position? Why are you interested in this particular job? Why do you want to work in this organization? What is special about you that should be considered for this position? What sort of fit is there between your experience and this job/organization?

[Continue to highlight selective and appropriate parts of your resume or mention your reasons and motivations for applying. TIP: Use this paragraph to validate additional core skills of your background and experience and why this position excites you.]

PARAGRAPH 4: Restate your interest in the opportunity and an interview. Thank the employer for their time and consideration.

[TIP: Always end your letter positively and pro-actively. Remember: the cover letter exists as a means to entice your reader to review your resume; your resume exists as a means to entice your reader to meet with you during an interview.]

Special Technique:

Try this easy technique: Just put the job description your desk on one side and your resume on the other. Envision the cover letter as a bridge between the two documents. When you review the job description underline or highlight the critical parts of it reflected in your resume. Then when you write the cover letter, relate and filter one to the other through the four paragraphs as described above.

TIP: Have friends read your cover letter without having seen the job description. They should be able to reconstruct in their mind the critical parts of the position and your resume.

COVER LETTER FORMAT

Your Street Address

City, State, Zip

Current Date [5 returns]

Name of person you are writing to

Title or Position

Department

Company

Street Address

City, State, Zip [3 returns]

Dear Dr./Mr./Ms. Last Name: [3 returns]

Paragraphs 1-4:

Introductory Information: the basics.

Why Them? Engage your reader.

Why You? Sell yourself.

What's next? Close with enthusiasm. [3 returns]

Sincerely, [6 returns]

(Sign your name here)

Your typed name [3 returns]

Enclosed: resume

ACTIVITY 1: USEFUL SENTENCES

Put the number of the sentence in the correct paragraph

1 st part	2 nd part	3 rd part	4 th part

1. In response to
2. Enclosed is my resume for your consideration. I will call you in a week to further discuss this position and to arrange a time that we can discuss my resume in further detail. I can be reached at the above number day or evening. Thank you very much for your time and consideration.
3. I work well under the pressure of deadlines, and I have been involved in many group projects.
4. Dear (Mr./Mrs./Ms.) _____
5. I'm writing in response to the (date) _____ advertisement
6. Enclosed you will find a copy of my resume, further outlining my qualifications. I hope you will agree that they are well-suited to the position of _____. I would enjoy the opportunity to discuss my experience with you, and am available for an interview at your convenience. Thank you for your time and consideration.
7. This letter is in reference to
8. I am excited about the prospect of working for _____
9. I will graduate in _____ (date) from _____ (name of the school)
10. As a student/other job position, I learned to _____.
11. I am a well-organized, highly motivated individual who enjoys the challenges of working in a fast-paced office environment.

12. I believe that I have the education and experience to _____
13. I have _____ years' experience as an/a
14. Your consideration of my qualifications would be greatly appreciated. I will call you next week to confirm your receipt of this letter and enclosed resume. Please feel free to contact me if you require additional information to support my candidacy.
15. I have strong communication and computer skills, including a working knowledge of _____ (specific software you know).
16. Sincerely. Please accept my resume as an application for the _____ position
17. Enclosures
18. I also have experience in dealing successfully with a variety of customers.
19. My work experiences have taught me _____

ACTIVITY 2: THE COVER LETTER ORDER

Order the paragraphs:

Sincerely,

My academic courses at CMTC have required many research papers and projects. I have a tremendous capacity to undertake research and report findings in clear and concise fashion. I work well under the pressure of deadlines, and I have been involved in many group projects. My work experiences have taught me that one must be prepared to work beyond the typical forty-hour week to achieve success. I am willing and able to do so for XYZ Law Offices.

Ms. Christine Bailey

XYZ Law Offices 123

Main Street Auburn,

ME 04210

Your consideration of my credentials would be greatly appreciated. I will call you next week to confirm your receipt of this letter and enclosed resume. Please feel free to contact me if you require additional information to support my candidacy.

Signature

Joseph Smith

Enclosures

Dear Ms. Bailey:

5 Atkins Avenue Northville,

ME 04400 January 3, 2003

This letter is in reference to the paralegal position that was listed through Central Maine Technical College's Career Center. I am familiar with XYZ Law Office's recent growth and I am confident that my skills and qualifications will benefit your company. I am eager to utilize my research and writing skills while working as a paralegal.

ACTIVITY 3: UNCOMPLETED LETTER

Complete the letter with the words given below:

requirements – interview – Advertisement – current – position – application – résumé – define – superiors – available – experience – consider – interested – relate

Dear Sir or Madam,

Your _____ in 'The Time news'

for the _____ as a teacher sparked my interest.

Please find the details of my _____ for the position

in the enclosed _____ and let me briefly explain how I can contribute to your department.

With over 15 years of _____ in teaching English and French in Paris, Norwich and Inverness,

I believe my qualifications would match your _____.

In my _____ position I manage a team whose main purpose is to find the best way to teach different languages to young pupils.

My _____ and the students' parents have recognized that I have found an easy method which develops my students' skills.

I would _____ myself as serious and dynamic,

I am able to _____ well to people and believe it is time for me to move to a university like yours in order to pursue my teaching career and to bring my best to your students.

If you are _____ or if you have any questions

I am _____

for a recruitment _____.

I thank you for taking the time to _____ my résumé and I am looking forward to hearing from you soon.

Yours faithfully,

Bridget Smith.

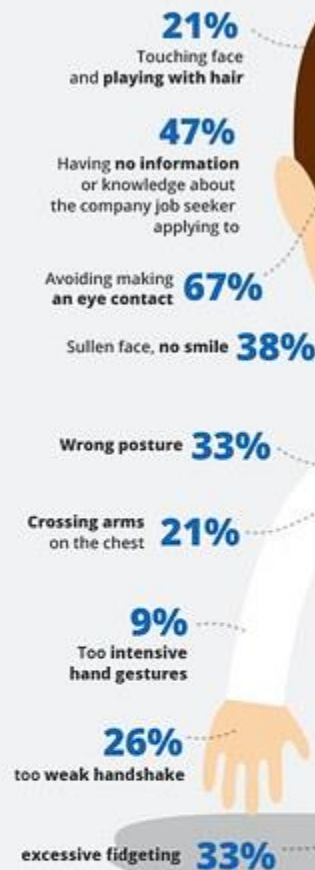
JOB INTERVIEW



What **Anyone** Wishes **To Learn** Before **JOB INTERVIEW**



Popular nonverbal mistakes made during job interviews



Statistics prove that during the meeting the greatest influence has

7% What applicant says

38% Confidence, the level of grammar and quality of voice

55% Clothes, behavior and the way applicant enters the door

Clothes
Bright colors distract

70% of hirers admit that they don't want applicants be trendy or fashionable

65% of employers prove that clothes can become decisive factor in choice between two candidates

The worst mistakes made during the interview

- 1** Over-explaining the reasons why you have lost previous job.
- 2** Not asking any questions.
- 3** Overselling yourself.



33%

of bosses, who have taken part in the survey, admit that they make the decision whether to hire the candidate within the first 90 seconds, while the length of interview is usually 40 min.

Top tips for successful interview

- 1** Show up in the office 10 min earlier
- 2** Be prepared
- 3** Look great

IMPORTANT QUESTIONS

1. Tell me about yourself:
2. Why did you leave your last job?
3. What experience do you have in this field?
4. Do you consider yourself successful?
5. What do co-workers say about you?
6. What do you know about this organization?
7. What have you done to improve your knowledge in the last year?
8. Are you applying for other jobs?
9. Why do you want to work for this organization?
10. Do you know anyone who works for us?
11. What kind of salary do you need?
12. Are you a team player?
13. How long would you expect to work for us if hired?
14. Have you ever had to fire anyone? How did you feel about that?
15. What is your philosophy towards work?
16. If you had enough money to retire right now, would you?
17. Have you ever been asked to leave a position?
18. Explain how you would be an asset to this organization
19. Why should we hire you?
20. Tell me about a suggestion you have made
21. What irritates you about co-workers?
22. What is your greatest strength?
23. Tell me about your dream job.
24. Why do you think you would do well at this job?
25. What are you looking for in a job?
26. What kind of person would you refuse to work with?

27. What's your greatest weakness?

28. Do you have any questions for me?

1. How are you?
2. Where did you study?
3. How would you describe yourself?
4. What are your main characteristics you need to have to work in your area? Do you have all of them?
5. Why did you choose this area?
6. Are you married? Do you have kids?
7. Where did you work before? What did you do?
8. Why did you leave your last job?
9. Do you live nearby?
10. Where do you see yourself in 2 years in your professional carrier?
11. Do you smoke? Drink?
12. Do you speak any other languages besides English?
13. Why do you want to work for this company?
14. What are your priorities for your personal life today? And for the future?
15. Tell me one negative and one positive characteristic of yours?
16. What do you intend to do in ten years?
17. Do you work well in group?
18. Do you find it easy to delegate?
19. Do you like to be disturbed while working? How do you react?
20. What are your hobbies?

INTERVIEW –EXAMPLE: PRESENTATION – WORK QUESTIONS – ENDING

Good afternoon!

Hi! Please, take a sit!

Thak you!

How are you today?

I am fine, thanks

Tell me about yourself

My Name is Ben Smith and I am from England. I am 35 years old.

Do you have any questions about the job?

Yes, what does your company do/make?

We make clothes/food/ensure services

What do your salespeople do?

They call clients, take orders, sell products and organize meetings.

That sounds interesting!

Any other questions?

No, that´s all

We will be in touch

Thank you for your time!

Bye Bye

A JOB INTERVIEW

INTERVIEWER

INTERVIEWEE

STEP ONE : BEFORE THE INTERVIEW

1. **Say hello** : *Good morning/afternoon...*
2. **Shake hands**
I am Mr/Mrs... How do you do ?
3. **Invite the person to sit down** : *Please take a sit*
4. **Welcome the person** (:
*Well, it's a pleasure for me to welcome you today/
welcome to (+nom de l'entreprise)*

1. **Say hello**: *Good morning/afternoon...*
2. **Shake hands/ Say your name** : *Nice to meet you, my name is...*
3. **Say thank you and tell the reason why you are here** : *thank you, I am here for the post of secretary/ electrician/ technician...*
4. **Acknowledge** : *Thank you very much*

STEP TWO : DURING THE INTERVIEW

1. **Introduce the topic** : *So why are you interested in this job ?*
2. **Ask about the interviewer's experience**: *so, have you ever worked as (+ job) ? Tell me about your skills...*
3. **Tell about the working days/hours**: *As you know, you are going to work on (days/hours)*
4. **Ask informations about the interviewer** : *So, tell me about yourself...*
5. **Tell about the salary**: *You will be paid ... \$ an hour... but your salary can rise if you do extra hours. Are you ok with that ?*

1. **Give a clear answer** : *Well, I am interested in your offer because... I like/ I love.../ I worked as ... in the past.*
2. **Tell about your experience** : *I have a lot of experience as secretary/electrician. I worked for many years at... I am very good at driving/ communication/ I have no experience but I am ready to learn !*
3. **Say if you are ok with the timetable and working days** : *I am absolutely right/ok with this ! I would love to work, no matter what the day (peu importe).*
4. **Tell about yourself**: *I am a student in Monod's Vocational High School, I love reading and playing football. Etc.*
5. **Aknowledge or ask for more informations** : *I am completely happy with that ! Is there any possibility of earning more ?*

STEP THREE : ENDING THE INTERVIEW

1. **Say goodbye** : *It was nice meeting you*

1. **Say goodbye** : *Thank you very much !*

ACTIVITY 1: DYNAMICS GROUP

What should you NEVER do or say during a job interview?



How can you make a good first impression on a job interview?



If you're late to a job interview, how should you deal with the situation?



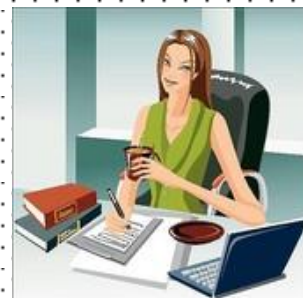
What's the most important thing an interviewer should find out about a candidate?



Do you remember your first job interview? Talk about it.



What are some of the things you can do to get ready for a job interview?



What's more important... the candidate's personality or educational background?



What's the first thing you should do when you walk in a job interview?



What should you wear to a job interview? What should you avoid wearing?



If the interviewer asks you "Why do you want to leave your current job?" what do you think is the most appropriate answer?



What should you say if the interviewer tells you "You don't have enough experience to work with us."?



What should you say if the interviewer tells you "You're overqualified."?



What are the three most important characteristics of an impressive resume?



If the interviewer asks you “How much do you want to earn?” what should you answer? Should you be direct right from the start?



What can you do to relax before a job interview?



ACTIVITY 2: CARDS GAME

Tell me about yourself	Why should I hire you?
Tell me your biggest strength	Tell me your biggest weakness
Why did you leave your previous job?	Where do you see yourself in 5 years time?
What are your hobbies?	What do you like to do in your free time?
Tell me about your career future plans	What salary do you desire?/want?/What are your salary expectations?
What makes a good leader?	Do you think you are a good leader?
What languages do you speak?	Are you a team player?
Can you delegate?	Would you be prepared to relocate?
What tasks do you get most satisfaction from?	Give an example you have shown initiative
What have been your greatest achievement in life?	Do you work well under pressure?
How do you feel about travelling at work?	How do your colleagues describe you?

ACTIVITY 3: ROLE PLAY

STARBUCKS

JOB INTERVIEW

INTERVIEWER ROLE CARD

Starbucks is coming to your country and your HR company is recruiting people for a store manager position. You'll get a CV from the applicant you'll be interviewing. Read it, then do the interview based on the questions below

**Inimitable atmosphere, masterful coffee -
and special people.**



In 1971, an unassuming little coffee shop opened in Seattle's historic Pike Place Market. More than thirty years and millions of lattes later, that neighborhood hangout has grown into one of the world's largest and most recognizable brands. Starbucks has become synonymous with the highest quality coffee, a welcoming environment, personalized service and a passion for innovation. Starbucks continues to grow, and with over 14,000 locations, people all over the world can enjoy the Starbucks Experience, and now Starbucks is coming to Hungary!

We are looking for Candidates for the position of:

STORE MANAGER

Reference number: SM/SBUX/HUN/11/09

The selected person will be responsible for operational management of a coffee shop, building the team and creating unusual work atmosphere through living Starbucks values.

If you are passionate about coffee, like working with people, can create superb work atmosphere, if you like contact with customers and are enthusiastic, **this job is just for you!!**

REQUIREMENTS:

- Previous experience at a managerial level in a retail unit
- Solid experience in people management
- Interpersonal skills, enthusiasm, creativity
- Knowledge about customer service techniques
- Planning and organizing skills
- Problem solving skills
- Fluent English

WE OFFER:

- Competitive salary package and benefits
- Wide range of training and development opportunities
- Genuine opportunity to grow within the organization
- Excellent chance to work with dynamic, young, international team of professionals

We are waiting for your CV and cover letter!

If you are interested in a position with dynamic and fast growing international Company please send **your application in English** by email:

david.jilly@amrest.eu

Please, quote the reference number SM/SBUX/HUN/11/09 in the theme of your message.

LOVE WHAT YOU DO.



STARBUCKS

JOB INTERVIEW

APPLICANT ROLE CARD

You heard that Starbucks is coming to your country and is hiring, so you apply for a store manager position. Make up a short CV for yourself. Then, give some thought to the common interview questions below before doing the interview

**Inimitable atmosphere, masterful coffee -
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LOVE WHAT YOU DO.





Curriculum Vitae

Personal information

First name(s) / Surname(s)

Address(es) (House number, street name, postcode, city, country)

Telephone(s)

Mobile:

E-mail

Nationality

Date of birth

Gender

Desired employment / Occupational field

Work experience

Dates

(starting from the most recent)

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

Work experience

Dates

(starting from the most recent)

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

Education and training

Dates

Title of qualification awarded

Principal subjects/occupational skills
covered

Name and type of institution

Level in national or international
classification

Education and training

Dates

Title of qualification awarded

Principal subjects/occupational skills
covered

Questions to prepare for:

1. Tell me about yourself.

TIP: The most often asked question in interviews. Talk about things you have done and jobs you have held that relate to the position you are interviewing for.

2. Why did you leave your last job?

Never complain of supervisors, co-workers or the organization. Keep smiling and talk about leaving for a positive reason such as a great opportunity.

3. What experience do you have in this field?

Talk about specifics that are relevant to the position. In case of little relevant experience, get as close as you can.

4. What do you know about this organization?

Do some research on the organization before the interview. What are the current issues and who are the major players?

5. Why do you want to work for this organization?

This should be based on the research you have done on the organization. Sincerity is extremely important here

6. What have you done to improve your knowledge in the last year?

Have some positive self-improvement activities handy to mention.

7. What kind of salary are you looking to get?

A nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, "That's a tough question. Can you tell me the range for this position?" If there's no way out of showing your cards, say that it depends on the details of the job, and give a wide range.

8. Are you a team player?

Of course, you are a team player. Be sure to have examples ready to give good evidence of your team attitude.

9. Have you ever had to fire anyone? How did you feel about that?

You will do it when it is the right thing to do. You will protect the organization when an individual has created a harmful situation.

10. Tell me about your ability to work under pressure.

You thrive under certain types of pressure. Give an example.

11. Explain how you would be an asset (=a useful tool) to this organization

Highlight your best points as they relate to the position being discussed.

12. Why should we hire you?

Point out how your assets meet what the organization needs.

Adapted from:

<http://bhuvans.wordpress.com/2006/08/19/50-common-interview-qa/>

Read the CV opposite and complete the interview below.

- I Where _____?
- L In Catsfield, near Hastings.
- I _____ you _____ to university?
- L Yes, I have. I _____ to Brighton University from 1995 to 1998.
- I What subjects _____?
- L _____ and _____
- I _____ any languages?
- L Yes I do. _____ and _____ fluently.
- I _____ you ever _____ in Italy?
- L Yes, I _____. I _____ an au-pair In Rome and then I worked for six months.
- I What kind of work _____ you _____ there?
- L I _____
- I What _____ now?
- L I _____ in a school in _____ and I also _____.
- I How long _____ there?
- L Since _____

CURRICULUM VITAE

Name Linda Jayne RUSSELL

Address 21 Westfield Drive
Catsfield,
East Sussex
01763 25874

Telephone

Date of birth 20 November 1976

Education

1985-1994 Hastings High School.

1995-1998 Brighton University
BA (Hons) French o Italian
Fluent Italian o French

Languages

Computing skills Microsoft Word, Excel, Powerpoint o Publisher

Work experience

Feb 1998-present Director of Studies – Language school in Eastbourne. Translations in French o Italian.

1996-1997 English teacher in Milan.

May 1994-June 1995 Au-pair in Rome, Italy o English assistant in language school.

Oct 1992-May 1994 Worked at weekends in a supermarket.

Interests
Sport – tennis – swimming – skiing – reading – gardening

