

Exercise 2: Curriculum Vitae

When you have decided on a job, the organisation needs some personal information. Usually they want you to write a CV. A Curriculum Vitae is a document in which you present information about yourself. But what should you include, what can you leave out? And in which order should you write it? The web page *Write a CV in minutes* promises you help. In a few minutes you will be able to write a short CV for yourself and you will also get some helpful tips.

At first the exercise looks difficult but there are many examples on the pages. So take your time and go through the following instructions step by step.

1. First open the home page *Write a CV in minutes*.
2. Before you can start you have to sign in. But that's very easy. You just have to give them an e-mail address and choose a password. Then click on **Go**.
3. On the next page they tell how to start. You don't have to read the "Getting Started" information. Just click on ... **click here to proceed**.
4. Step One of Four: Personal information
On this page you have to give your name, address, telephone number and e-mail address. You can also add ideas about the job you would like to have. Don't forget to give them all the necessary information, otherwise you cannot go on to the next step. Go to the bottom of the page and click on **Save ... to step two**.
5. Step Two of Four: Work History
Here you have to add information about jobs you have already done. First click on **Click Here To Add Work History Entry**. On the new page you have to fill in the job title, the company name with its location and the beginning and the end dates of your job. In the box at the bottom of the page you can write more details about the things you did. If you don't have any ideas you can click on tips and samples. After adding the information click on the **Save** button. You will be brought back to the Step Two Page. Here you can read the things you have written. Mistakes can be corrected by using the **Change** button. To go to the next page click on ... **go to step three**.
6. Step Three of Four: Education
On this page you have to add information about your education. Click on **Click Here To Add Education Entry**. Fill in the necessary information in the same way as you did before. **Go to step four** will take you to the next page.
7. Step Four of Four: Skills
Add information about your skills. Don't forget to save.
8. Click on ... **go to finish**.
9. Congratulations
Click on **Preview and order CV**. On this last page they want you to order your personal CV by paying 9.95 pounds. But you don't have to do that. Just click on **Preview CV** and an online version of your personal CV will open in a new window.