

English Department.

Teacher: Andrea Mendoza Campos.

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2020

Worksheet 2 II Term

Name:	Grade: IV grade ____ SE	Date:
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Objective: To Write a CV applying to for job.

Unit 2: The world of leisure and the world of work.

Topic: CV.

1. Take a look at the Steps to write a CV.

STEP 1: Heading.

Peter Hunzicker
Spiegelgasse 10a • 86135 Augsburg • Germany
Tel. +49-821-345767 • Email: peter.hunzicker@gmx.de
Nationality: German

STEP 2: Objective.

Objective
A graduate trainee marketing position in the IT sector

STEP 4: Education.

STEP 5: Experience.

Experience	
10/2011 - present	Co-founder and director of Uni-Face, University of Augsburg <ul style="list-style-type: none">• Boost visibility and promote a positive image for the university• Increase local business support of university projects and events• Publish and distribute publicity material for the university• Represent the university at events for graduating seniors
09/2007 - 06/2008	Community service in lieu of military service St. Afra's home for the elderly, Augsburg <ul style="list-style-type: none">• Assisted the chief warden in attending to the needs of residents

STEP 6: Skills

skills	
Languages	German (native); English (excellent command); French (working knowledge)
Computer skills	Microsoft Office (Word, Excel, PowerPoint) Graphics software (Adobe Creative Suite, Macromedia Flash)

STEP 7: Interests and activities.

Interests and activities
Competitive swimming and foreign travel (Asia, South Africa)

STEP 8: References.

References available upon request.

2. Look at the following CV Sample.

Alessandra Lucchese

PhD Candidate

Address 35-16 31st Ave
Astoria, NY 11106

LinkedIn
[linkedin.com/in/alessandralucchese](https://www.linkedin.com/in/alessandralucchese)

Phone 718-555-1234

E-mail ale.lucchese@gmail.com



Education

2017 - Master of Science in Global Finance

2018 *NYU Leonard N. Stern School of Business, New York, NY*

GPA: 3.95/4.00 cumulative.

Thesis Title: "Financial Innovation in Europe and Asia: A Comparative Look at the East vs West."

Relevant Coursework: Global Macro and Asian Markets, Foundations of Corporate Finance, Foundations of Investments, Asset Allocation, Derivatives Markets, Fixed Income Instruments and Markets, Applied Corporate Finance and Valuation.

2012 - Bachelor of Science in Finance

2016 *New York University, New York, NY*

GPA: 3.95/4.00 cumulative, magna cum laude.

Thesis Title: "How Have the 'Big 4' US Banks Impacted the Growth of Small- and Medium-Sized Businesses After the Great Recession?"

Relevant Coursework: Microeconomics, Business Accounting, International Banking, Investing, Real Estate Finance.

Awards: Dean's List 2015 & 2016.



Teaching and Research Experience

2018-01 - Finance After-School Tutor

2019-02 *Afternoon Buddies, New York, NY*

- Tutored undergrads needing remediation on fundamentals of finance and statistics.
- Gave once-weekly lectures on finance at high schools in low income neighborhoods.

2017-03 - Research Assistant

2017-10 *New York University, New York, NY*

- Worked as a research assistant on team led by Dr. Patrick Palmer investigating financial and statistical anomalies in suburban New York towns.

FORMATIVE ASSESSMENT:
(Pandemic format)

NAME:

GRADE:

DATE:

Instructions: Write a CV positioning yourself as a graduated person (in the career you want to study). You are looking for your first job. The task must contain:

- **Heading**
- **Objective**
- **Education**
- **Experience (your experience will be your professional practice)**
- **Skills**
- **Interests and activities**
- **References**