



MARIA L. ENGLISH
TEACHING SYSTEM
LEARN HAVING FUN!

CV LESSON

Class objectives:

- Understand the structure and content of a resume in English.
- Learn how to effectively showcase your skills, work experience, and education.
- Familiarize yourself with common words and phrases used in an English resume.
- Gain practical tips to improve the presentation and formatting of your resume.

Basic Elements of a Resume:

Explain the essential sections of an English resume: personal information, career objective, education, work experience, skills, achievements, and references.

- Discuss the importance of tailoring the resume to each specific job position.

Formatting and Organization:

Discuss the preferred format for an English resume, including font style, size, and headings.

- Explain the importance of clear and concise language, bullet points, and consistent formatting.

- Provide examples of well-organized resumes.

Writing Effective Content:

Discuss strategies for writing impactful statements and descriptions in the work experience and education sections.

- Emphasize the use of action verbs, quantifiable achievements, and relevant keywords.
- Provide examples of strong resume content.

Language and Vocabulary :

- Introduce common words and phrases used in an English resume, such as "responsibilities," "skills," "achieved," and "references available upon request."
- Discuss the importance of using appropriate language and avoiding jargon or slang.

Review and Tips:

Summarize the main points covered in the class.

- Offer additional tips, such as proofreading for errors, seeking feedback, and customizing the resume for each application.

Q&A and Practice:

Allow students to ask questions related to resume writing in English.

- Encourage students to practice writing or reviewing their own resumes, applying the knowledge gained in the class.