



English

***Topic: Writing a resume***

***Test***

# I. What is this?

## (Какое это слово?)

1. Something that makes one person or thing more likely to succeed than others.
2. Knowledge and skill gained through time spent doing a job or activity.
3. A document giving details of your qualifications and the jobs you have had in the past that you send to someone when you are applying for a job.
4. A formal meeting in which someone asks you questions to find out if you are suitable for a job.
5. A chance to do something, or a situation in which it is easy for you to do something.

***This is a plane of resume. Write your resume (Это план резюме. Напишите свое резюме)***

1. Personal Details
2. Education
3. Professional Experience
4. Skills
  - Languages
  - Additional
5. Activities
6. References

## ***4. Fill out forms*** ***(Заполните анкеты)***

Name \_\_\_\_\_

Family name \_\_\_\_\_

Age \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Occupation \_\_\_\_\_

Hobby \_\_\_\_\_

Language(s) you speak \_\_\_\_\_

Places in the UK you would like to see \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Maiden Name \_\_\_\_\_

Given name \_\_\_\_\_

Date of birth \_\_\_\_\_

Place of birth \_\_\_\_\_

Nationality \_\_\_\_\_

Occupation \_\_\_\_\_

Passport № \_\_\_\_\_

On (date of entering the country) \_\_\_\_\_

Going to \_\_\_\_\_

Coming from \_\_\_\_\_

Fore Names (in full) \_\_\_\_\_

Surname \_\_\_\_\_

Date of birth \_\_\_\_\_

Sex (M/F) \_\_\_\_\_

Nationality (Name the country) \_\_\_\_\_

Marital status (married/divorced/live separately) \_\_\_\_\_

Number of dependant children \_\_\_\_\_

Home phone number \_\_\_\_\_

Mobile phone number \_\_\_\_\_

E-mail address \_\_\_\_\_