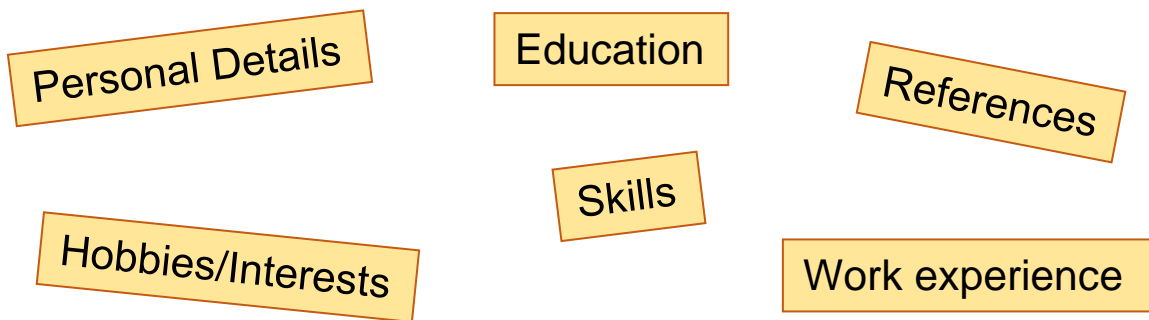


FACT FILE: CV

CV stands for *curriculum vitae* – a Latin expression meaning “life story”. In American English it is called a resumé. It summarises your **education**, **achievements** and **past job experience**. In the UK and in the USA people do not include a photo of themselves. A CV is usually sent together with a covering letter or letter of application.

There are different ways to organise a CV, but a future employer will expect to find information under the following headings:



Writing Tips:

- Keep it short and simple.
- Use a formal style level.
- Leave out irrelevant personal details.
- Your CV must match the job description. If you apply for a position at a bank, it is not important to mention your experience in gardening.
- There must be absolutely no spelling and grammar mistakes.