M4.

Applying for an internship: Writing a CV

This structure might help you to write your own CV and to give feedback!

headline

CURRICULUM VITAE
Emma Watson

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personal information

Personal statement
I have always loved meeting new people and exploring new places. As I learned French when I was a child, I am sure that spending a year at a French University will be a valuable experience.

I expect to improve my language skills and get to know the country I was born in and my family comes from. I am looking forward to studying at a French university, learning more about the culture and telling people there about Britain.

interests, motivation, plan for the future→ related to the application
how it would help you develop

Education
2011 to date   University of Oxford, UK
2009-2011   Brown University, Providence, RI, USA
2003-2006   Secondary School: Homeschooled
1997-2003   Primary School: Dragon School, Oxford, UK

school, university (in chronological order)

Qualification/Skills
acting   fourteen years of experience
Language skills English native speaker; good written and spoken French

recent achievements

Work experience
2013   Regular Job: The Bling Ring
2013   Regular Job: This is the End
2012   Regular Job: The Pearks of Being a Wallflower
2011   Regular Job: My Week with Marilyn
2009-2010   Volunteer work: People Tree, fair trade clothing
2007   Ballet Shoes
2000-2011   Regular Job: Harry Potter films

list of jobs/ work experiences (in chronological order)

Hobbies and interests
Member of the Oxford literary club; I play field hockey in the Universities hockey society; I enjoy reading, going to the theatre meeting friends.

References
Available on request

if employers are interested, they will ask for it

extra-curricular activities

style: 9-10 point size, bold to highlight, clear font (easy to be read)
computer-typed and without mistakes
formal writing (high register!)
no contractions
chronological order

———— = useful phrases