



# Writing a CV

## ACTIVITIES

1 Read the CV and match each section with the corresponding label (A-E).

- A Interests
- B Work experience
- C Education and training
- D Annexes
- E Skills
- F Personal information

1 ..... James Pearce  
139, Bradbury Street  
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2 ..... June 2019- present  
IT Engineer, Williams spa, London  
– handling IT and desk service issues  
– installing complex hardware and software  
– maintenance of operating systems  
– responsible for web service administration  
May 2015 - June 2019  
IT Systems Engineer, Clarke and Phillips, London  
– systems analysis and design  
– project management of access control  
– ensuring time and attendance systems  
– software engineering  
January 2012 – May 2015  
Technical support specialist, B. & S. Reading  
– checking client reports about services  
– support to the clients  
– latest offer promotion  
– marketing latest modems

3 ..... September 2007 – June 2012  
Bachelor of Technology  
London University, London  
September 2002 – June 2007  
A-Levels  
Awarding Body, London  
Mathematics – Grade A  
Physics – Grade B  
Information Technology – Grade A  
General Certificate of Secondary Education (GCSE)  
Awarding Body, London

4 ..... Troubleshooting computer hardware related issues  
Interaction in computer forums and online services to assist people in troubleshooting  
Specific software packages

5 ..... Excellent verbal and written communication skills both in the office and with external stakeholders  
Good interaction manners  
Excellent organisational and prioritisation skills

6 ..... Reference skills passport.pdf  
ICT label holder example.pdf

2 Write your CV. Remember to be clear and concise, describe your education and training thoroughly especially if your work experience is limited, present your skills and competences. You can create your own or you can use the Europass European Standard Format if you prefer <https://europass.cedefop.europa.eu/editors/en/cv/compose>