



SOŠ a SOU Horky nad Jizerou

Střední odborná škola a Střední odborné učiliště Horky nad Jizerou 35

Obor: 65-42-M/02 Cestovní ruch
65-41-L/01 Gastronomie

Registrační číslo projektu: CZ.1.07/1.5.00/34.0985

Předmět: Anglický jazyk

Ročník: 1.-4.

Téma: Personal identification-CV

Vypracoval: Mgr. M. Ročejdlová

Materiál: VY_32_INOVACE_67

Datum: 14.12.2012

Anotace: Všeobecná konverzační témata



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY



INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Personal identification

Curriculum Vitae (CV)

What information should be included in the CV?

Personal information/ data

Education

Work experience

Skills and competences

Additional information

Personal information

Name	day, month, year
Date of birth	email, telephone number
Address	street, city
Nationality	single/ married
Marital status	forename, surname
Contact	state (country)

Education

Secondary school

University studies

Degree:

Bachelor - Bc.

Master - Mgr.

Doctor - MUDr.

PhDr.

Skills and competences

Driving licence

a) loyal, flexible, reliable, easy-going

Language skills

b) basic user of Microsoft Office, advanced user of Microsoft Office

Computer skills

c) B class vehicles, D class vehicle

Personal skills

Categorize the international language scale from the lowest to the highest point:

Additional information

Hobbies

References

Evaluation

What is missing in this CV?

Curriculum Vitae

Personal information

Name: Karel Heřmánek

Date of birth: 15 September, 1983

Address: Karlovo náměstí 21, Praha

Nationality: Czech

Marital status: Single

Education

2001- 1998

Secondary vocational school, cook-waiter

Skills and competences

Driving licence B

languages: English, A2

Additional information

Hobbies: cooking, reading, sport

For additional information check this page:

1)<http://www.helpforenglish.cz/article/2008122201-business-03-jak-napsat-anglicky-zivotopis>

Materials:

1) <http://www.helpforenglish.cz/article/2008122201-business-03-jak-napsat-anglicky-zivotopis>