

TASK 1.

1. Complete the CV (Curriculum Vitae) (1-7) with a heading from the box:

Education / Hobbies and interests / Personal information / References /
Professional experience / Skills / Career Objective

CV

1. ???	
Name	??? (Vasiliy Petrov)
Nationality	???
Marital status	??? (Single/married)
Date of birth	??? (2th September 1982)
Address	??? (30 Gagarina str., bld.1, fl. 11 Beresnyanki, 164065 Konoshskiy district Arckangelsk region Russia)
E-mail	???
Mobile	???
2. ???	
??? (aspiring to become a lead technician)	
3. ???	
2013- to present	??? university Institute of ??? Speciality: ???
2010-2013	College ??? Speciality: ???/ Diploma in ...
4. ???	
June 2014 to present	??? (Autoservice «VASHAMASHINA») Job responsibilities: ??? (Completed most of the assigned task before the deadline)
August 2013- June 2014	???
5. ???	
??? Diagnosed the problem in small cars and used the best possible technologies and tools to solve the problem; ???	
6. ???	
??? (Playing chess), ???	
7. ???	
Upon request	

2. Write your CV. You can use the following prompts:

Job responsibilities:

Prepared complain sheet about the problem the customer faced with the car;
Primary responsibilities include identifying damaged parts and repairing them;
Modifying the car body parts by changing them on the external surface of the car;

Supervise the team of young technicians;
Assemble all the body parts that were damaged during the repair work;
Paint the exterior and straighten the parts of the car which were damaged;
Deal with functions of various automobiles;
Maintain, inspect and fix light automobiles;
Mechanical repairing of light vehicles;
Application of computer-based devices and electronic equipment in vehicle maintenance;
Worked as assistant automotive sales manager at...
Responsible for sales team management and work coordination;
Handled all sales and marketing related issues;
Did test drive demonstration on cars;
Explained features, warranty, and the paper work to the client.

Career Objective:

looking forward to build a career as an automobile technician in an automobile company that allows free working atmosphere and facilitates individual growth and independence;
looking a job in any reputed organizations that can use my skills and knowledge in automobiles;
looking for a job of an automotive service manager;
looking for a position of an automotive sales manager.

Skills:

Making presentations;
Driving license;
PC user (certificate);
Basic knowledge of English.

TASK2.

Read the Cover Letter. Underline the more formal phrase in each pair.

	Alper Apt. Daire 3 Turgut Ozal Caddesi Seyhan, Adana 30 th April
Olympic Committee PO Box 2456	
Dear Sir / Madam, ¹ <i>I am writing</i> / <i>I'm writing</i> to apply for a job with the medical support staff in the forthcoming Olympic Games. I am a qualified physiotherapist and ² <i>I've been working</i> / <i>I have been working</i> at a Rehabilitation Centre here since January 2006. I have a good level of English, and ³ <i>my German is great</i> / <i>I speak German fluently</i> . ⁴ <i>I enclose</i> / <i>I'm sending you my CV</i> as requested. ⁵ <i>Hope to hear from you soon.</i> / <i>I look forward to hearing from you.</i> ⁶ <i>Best wishes</i> / <i>Yours faithfully</i>	
/ / Ralf Boldouin	