

UNIT 10

ENGLISH FOR BUSINESS

WITH THE INSPIRE ACADEMY

JOB APPLICATIONS

SKILLS

WHAT SKILLS TO DEMONSTRATE IN YOUR APPLICATION

job-specific skills

transferable skills

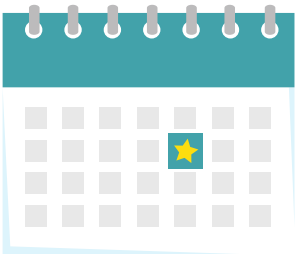
adaptive skills



Reliability



Leadership skills



Organisation



Communication



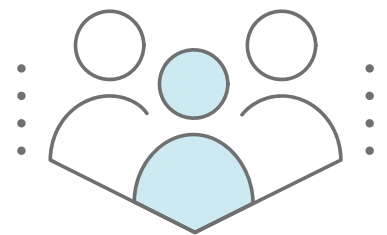
Problem-solving



Loyalty



Fast learner



Team-work

EDUCATION

ENGLISH EQUIVALENTS OF FRENCH QUALIFICATIONS

le Brevet

GCSEs

le Baccalauréat

A-Levels

une license

a degree

EXPERIENCE

HOW TO INCLUDE YOUR RELEVANT WORK EXPERIENCE

Stage

Internship

Apprentissage

Apprenticeship

Bénévolat

Volunteering

Poste de...

Position of...

OTHER SKILLS

SHOW OFF YOUR OTHER SKILLS AND COMPETENCIES

Languages spoken:

- English
- French
- Spanish
- German
- Italian
- Mandarin

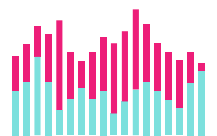
- Native Speaker
- C1 Level
- B2 Level
- B1 / A2 Level

IT Competencies:

- Experience of Microsoft Applications  Microsoft

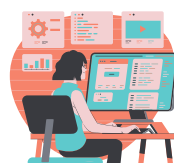
- PowerPoint
- Excel
- Word

- Experience of music / video-editing software



- Experience of computer coding languages

- Experience of software



SAMPLE CV

FILL IN THE BLANKS TO COMPLETE YOUR OWN ENGLISH CV



[NAME].....
[ADDRESS]
[PHONE]
[EMAIL]

EDUCATION

[Name of institution, City, Country]
[Qualification , Graduation Year]
.....
.....
.....

EXPERIENCE

Year - Year **[Name of company]**.....
 [City, Country]
 [Title of position]
 [Job description].....
.....

Year - Year **[Name of company]**.....
 [City, Country]
 [Title of position]
 [Job description].....
.....

OTHER SKILLS

- Languages: (level:)
- Experience of
- Other interests include:

