

David Smith  
Flat 21a  
34 London Road  
LR4 3TY  
Tel: 23323232  
Moble: 706662626

Date of birth: 23/04/79  
Nationality: British

### Work Experience

- 1995-1996 Gardener, Thames Valley Council, London  
Dutuies: Cutting grass, weeding, planting flowers
- 1996-1998 Shop assistant, Thames Garden Shop, London  
Duties: Organizing goods in shop, helping customers
- 1998-2001 Assistant Store Manager, Thames Garden Shop, London  
Duties: helping manage garden centre, ordering stuff for the shop,
- 2001- Store Manager, London Garden Supply, London  
Duties: Managing garden centre, dealing with staff,

### Education

- 1990- 1995 Blue Hill Secondary school, London  
5 GCSEs inclding English and maths

### Hobbies

- going to the pub
- computers
- gardening
- reading

### Skills and talkents

- good gardener
- good at talking to people
- can use a computer
- harworking

### Qualifications

- Gardening qualification I got from College

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## Answer the questions about David by reading his CV

1. What is David's address?  
\_\_\_\_\_
2. What is his postcode?  
\_\_\_\_\_
3. What is his e-mail address?  
\_\_\_\_\_
4. What school did he go to?  
\_\_\_\_\_
5. What qualifications does he have?  
\_\_\_\_\_
6. What was his first job?  
\_\_\_\_\_
7. What is his job now?  
\_\_\_\_\_
8. Write down one of his hobbies.  
\_\_\_\_\_
9. What is his most interesting skill?  
\_\_\_\_\_
10. Is this a good CV?  
\_\_\_\_\_

## Questions to discuss

1. What kind of a person do you think David is?
2. Is he a very educated person?
3. What do his hobbies say about him?
4. Can you find any spelling mistakes in this CV?
5. How would you make this CV better?
6. Would you change the order of the headings?
7. Would you change the font?
8. Would you change the layout?
9. Which parts would you change?
10. Re-write David's CV to make it better.



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