+49 511 4739339
james@englisch-lehrer.com · www.englisch-lehrer.com

B1 · BUSINESS WRITING · ≈ 27 MIN

Writing a CV in English — *build the CV*

You have built the blocks — now assemble them on paper. New lines, same shape.

Most recent first · profile in two or three lines **without "I"** · bullet: **verb first** and a number

NAME _____ DATE _____

YOUR BUILD — 1 · SORTING ◯ — 2 · FILL-IN ◯ — 3 · CORRECT ◯ — 4 · WRITE ◯

BRICK 1 · PROFILE LINE OR ACHIEVEMENT BULLET? · APPROX. 4 MIN ●○○

Each line belongs in exactly one column. A **profile line** says what you are professionally, with no verb at the front; an **achievement bullet** starts with a verb and names one thing you did.

- HR officer with five years of experience in technical recruitment.
- Trained twelve colleagues on the new ticket system.
- IT support specialist with a background in first- and second-line support.
- Built a monthly reporting pack for four cost centres.
- Accountant with eight years in accounts payable and a focus on month-end closing.
- Negotiated new payment terms with two logistics providers.
- Purchasing manager with a track record in supplier negotiations across three countries.
- Filled fourteen technical vacancies in a single year.

PROFILE LINE	ACHIEVEMENT BULLET

BRICK 2 · FILL IN THE RIGHT WORD · APPROX. 6 MIN ●●○

Add exactly one word per gap. Where a word stands in brackets, put it in the right form or translate it into English.

01 You left this job in 2021: _____ (introduce) a new invoice check.

02 This is still one of your duties: _____ (manage) the supplier database for two sites.

03 Completed a three-month _____ (Praktikum) in the accounts department.

04 Start the CV with your name and your job _____ .

05 Your Kenntnisse belong under the heading _____ .

06 Reported weekly to the line _____ of the accounts team.

07 In my _____ (aktuell) role I look after two accounting systems.

08 The job is still running, so the date line reads 2019– _____ .

YOUR BUILD · 1 · SORTING · 2 · FILL-IN · 3 · CORRECT · 4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN

Each line contains exactly one mistake. Underline it and write the whole line out correctly.

01 Completed a six-week practice in the purchasing department.

02 Ausbildung as a bank clerk, 2013–2016.

03 My actual role is team leader in first-line support.

04 Payroll Officer, Hannover, since 2019 until today.

05 Knowledges: SAP, DATEV, Excel.

06 Managed a team of five and reduce invoice errors by 15%.

BRICK 4 · WRITE YOUR CV OPENING · APPROX. 8 MIN

Write one line of your own CV for each task. Drop the "I" as you go.

01 Your profile line: job title, years of experience, one focus.

02 A completed achievement from an earlier job — verb first, with a number.

03 An ongoing duty in your current role — present simple, verb first.

04 One line for Education: the English term for your qualification and the years.

MINI-CHECK – CAN I DO THIS YET?

- [ ] Jobs and qualifications start with the most recent entry.
- [ ] Every bullet opens with a verb and no "I": past simple for what is finished, present simple for ongoing duties — and one of them carries a number.
- [ ] I write internship, apprenticeship, skills, manager, current and "2019–present" instead of the German words.
- [ ] For the UK and the US I leave out the photo, date of birth and marital status; German, Austrian and Swiss employers often still expect them.

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 **profile line** HR officer with five years of experience in technical recruitment.
Job title plus years, with no verb at the front.

02 **achievement bullet** Trained twelve colleagues on the new ticket system.
"Trained" comes first and names a finished piece of work.

03 **profile line** IT support specialist with a background in first- and second-line support.
The line describes the role, not an action.

04 **achievement bullet** Built a monthly reporting pack for four cost centres.
Verb first, with a number in it.

05 **profile line** Accountant with eight years in accounts payable and a focus on month-end closing.
Who you are professionally — with no finite verb.

06 **achievement bullet** Negotiated new payment terms with two logistics providers.
"Negotiated" opens the bullet in the past simple.

07 **profile line** Purchasing manager with a track record in supplier negotiations across three countries.
Role plus focus, as in the profile at the top.

08 **achievement bullet** Filled fourteen technical vacancies in a single year.
One completed result, with a number.

BRICK 2 · FILL-IN

01 **Introduced** a new invoice check.
The job is over — past simple, verb first.

02 **Manage** the supplier database for two sites.
An ongoing duty in the current role: present simple.

03 Completed a three-month **internship** in the accounts department.
"Praktikum" is an internship, not a "practice".

04 Start the CV with your name and your job **title**.
"Berufsbezeichnung" is the job title on a CV.

05 Your Kenntnisse belong under the heading **Skills**.
"Kenntnisse" are skills; "knowledges" is not used this way.

06 Reported weekly to the line **manager** of the accounts team.
"Chef" is the manager or line manager — a chef cooks.

07 In my **current** role I look after two accounting systems.
"Aktuell" is current; "actual" means real.

08 The date line reads 2019–**present**.
For "seit 2019" the date line takes "2019–present".

BRICK 3 · CORRECT

01 Completed a six-week **internship** in the purchasing department.
A Praktikum in a company is an internship.

02 **Apprenticeship** as a bank clerk, 2013–2016.
The dual-training route is an apprenticeship; vocational training works as the broader label.

03 My **current** role is team leader in first-line support.
"Aktuell" is current — "actual" means real.

04 Payroll Officer, Hannover, **2019–present**.
A job that is still running goes in the date line as "2019–present".

05 **Skills**: SAP, DATEV, Excel.
The heading for Kenntnisse is Skills.

06 Managed a team of five and **reduced** invoice errors by 15%.
Both achievements are finished, so both verbs stand in the past simple.

BRICK 4 · WRITE

Your lines may differ — just check the verb at the front, the tense and the number.

01 **Accounts payable specialist with six years of experience in a manufacturing company.**
The profile line gets by without "I" and often without a finite verb.

02 **Coordinated the move of four teams to a new payroll system in 2022.**
A completed achievement: past simple, verb first, with a number.

03 **Manage the holiday planning for a team of twelve.**
An ongoing duty in the current role: present simple.

04 **Apprenticeship as an office management assistant, 2012–2015.**
The English term plus the years — the most recent entry on top.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
Describing Work Experience
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PAIR WITH THIS
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Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN
Kurfürstendamm 30 · 10719
englisch-lehrer.com/berlin

ONLINE COURSES
englisch-lehrer.com/online
worldwide on Zoom

CONTACT
+49 511 4739339
james@englisch-lehrer.com