



SURNAME : _____ FIRST NAME : _____

CLASS : _____ DATE (in English) : _____

PERIODE 1 : 5 séances MONDE SCOLAIRE ET PROFESSIONNEL, EMPLOI ET MOBILITE	EXPRESSION ECRITE - GR. 1 ET 2 EVALUATION 1	 Ecrire
RESULTAT : /20	COMMENTAIRE :	

➤ **SITUATION** : vous effectuez une recherche d'emploi en Grande-Bretagne

➤ **TACHE 1** : rédigez votre CV / 10

Personal information	CURRICULUM VITAE		
First name(s) / Surname			
Address			
Telephone	Mobile		
E-mail			
Date of birth	Nationality		
Gender	Status		
Qualifications			
Dates	School		
Diploma			
Dates	School		
Diploma			
Work experience			
Dates	Job		
Name of employer	Sector		
Main activities			
Dates	Job		
Name of employer	Sector		
Main activities			
Skills			
Languages			
Computer experience			
Driving licence			
Qualities			
Hobbies			
Leisure			
Sports			
Arts			

REF. N°JB-7854-2009 **SECRETARY**
F.T. 36 hrs/wk

- > word processing skills
- > interpersonal skills
- > French (written, spoken)

Send a CV and letter of application to :
JB FRENCH HOUSES, Angela Patterson,
Cosmopolitan House, Cecil Place,
Portsmouth PO6 1TA. GB

REF. N°PR-8762-2008 **F.T. RECEPTIONIST**
F.T. 38 hrs/wk

- > good communication
- > word processing skills
- > French (written, spoken)

Send a CV and letter of application to :
PEAK RETREATS LTD, Ted ELLIOTT,
2.4 Central Point Kirpal Road,
Portsmouth PO3 6FH GB

REF. N°PC-7845-2009 **SHOP ASSISTANT**
F.T. 40 hrs/wk

- > basic numeracy skills
- > good oral communication
- > English (written, spoken)

Send a CV and letter of application to :
PEACOCKS, Lucie CHANG,
28-32 London Road, North End,
Portsmouth PO6 0LN GB

1. Sender's address

2. Employer's address

3. Date

4. Salutation

5. Subject line

6. Introduction about the job

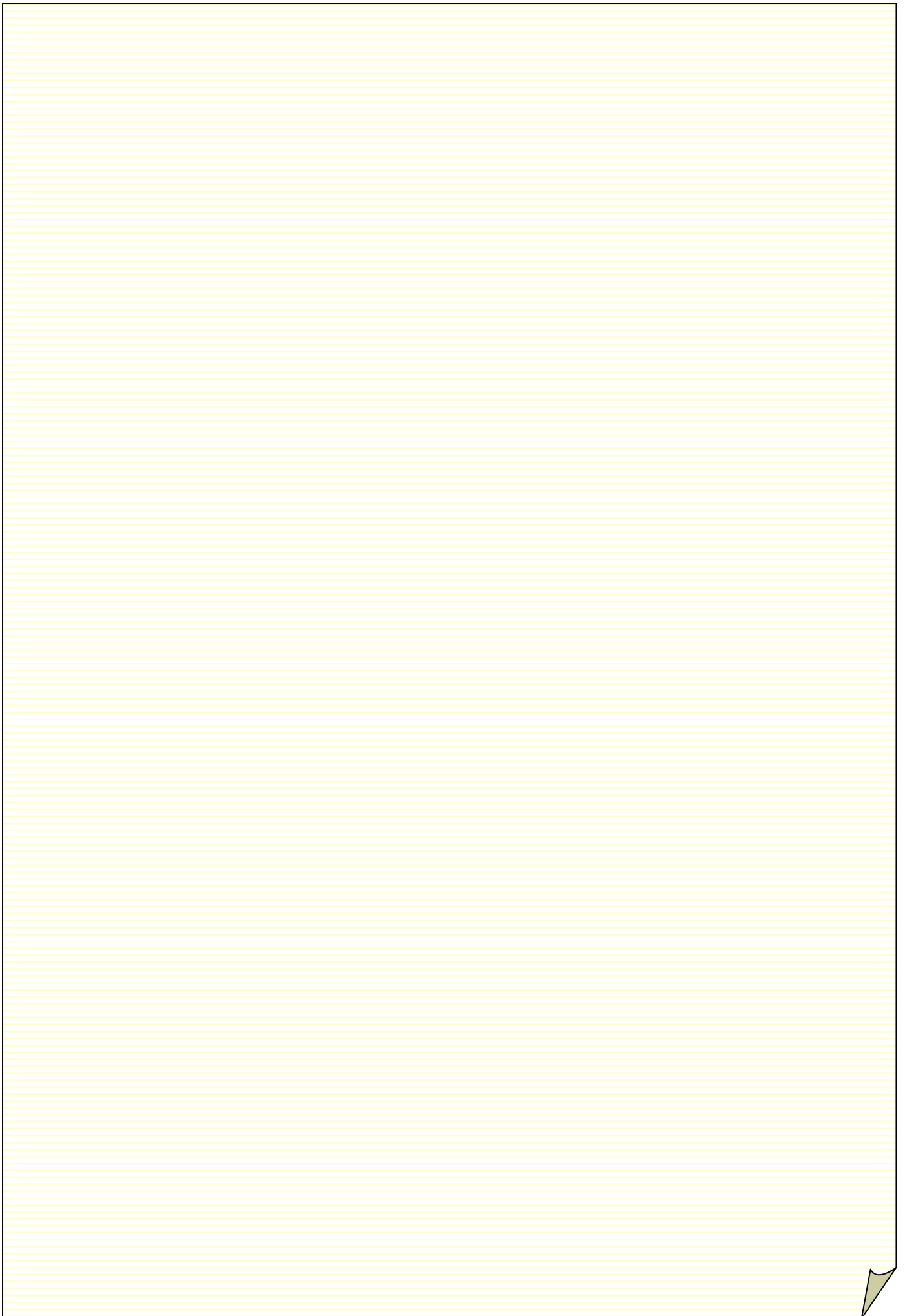
7. Qualifications

8. Work experience

9. Conclusion about the skills


10. Complimentary close

11. Signature




SURNAME : _____ FIRST NAME : _____

CLASS : _____ DATE (in English) : _____

PERIODE 1 : 5 séances MONDE SCOLAIRE ET PROFESSIONNEL, EMPLOI ET MOBILITE	EXPRESSION ECRITE - GR. 3 ET 4 EVALUATION 1	 Ecrire
RESULTAT : /20	COMMENTAIRE :	

➤ **SITUATION** : vous effectuez une recherche d'emploi en Grande-Bretagne

➤ **TACHE 1** : rédigez votre CV / 10

Personal information	CURRICULUM VITAE		
First name(s) / Surname			
Address			
Telephone	Mobile		
E-mail			
Date of birth	Nationality		
Gender	Status		
Qualifications			
Dates	School		
Diploma			
Dates	School		
Diploma			
Work experience			
Training periods			
Personal interests			
Additional information			

①

SECRETARY REQUIRED

Hard-working, enthusiastic person required to answer telephone, type letters, arrange appointments, etc...

Requirements :

- . Minimum of 3 years experience
- . Computer experience
- . Fluent in English
- . Own transportation

**EXCELLENT PAY
MEDICAL INSURANCE**

Please send a CV to :
Airesales Scotland Company
19 Sandyford Place Lane
Glasgow G3 7HS
SCOTLAND

②

Wanted: Full time waiters and waitresses for new restaurant. Min 2 yrs exp required. Fixed term contract.

Applicants must combine the ability to work well under pressure and the sense of communication. Please apply in writing to the Manager, The Golden House JEP J 14 206.

③

P/T CASHIERS wanted at Ladbrokes D.I.Y

25 hrs p.w

Aged 21+, accounting exp., 4 mid-week afternoons and all day Sat. £5.50 p.h plus productivity bonus. **FREE** all services London Travel Card.

For more information,
please contact:
**Jim Adam on
(071) 4521478
(any time).**

④

Experienced typists needed part time. High school diploma required. Strong verbal and written communication skills, typing, flexible hours. Salary acc to qualifications and exp. Apply to personnel manager. Motto Inc. 25 High Lane. Ealing. London W13. GB.

⑤

URGENTLY NEEDED F/T RECEPTIONIST

exp. + foreign language. Morning shift 7 days p.w. Attractive salary + smart uniform. Please submit your CV to:
Sue Jones, Royal Park Hotel
1W231PL Rotherham, South Yorkshire.

⑥

2 F/T salesmen/cashiers

for July and August
aged 21+, 2 yrs.exp.
foreign European language
professional School Leaving Certificate in retailing
pleasant appearance
attractive wages
10 am-3 pm including Sat.

Send your CV and letter of application to:

Eileen Precious
The Gift House
Heathrow Airport, terminal B, London

