

Functional resumes spot the difference pairwork Student A

Explain this person's experience etc and list to your partner without showing your worksheets to each other, trying to find differences between the two CVs.

Resume

Arthur Lebboland

Address: 23, Park Avenue, London, SW 1 3QJ

Telephone/ fax: 01271445 7121/ 7122

Email: annielie@geemail.com

Nationality: American

Marital status: Married

Job objective

Personal assistant to a diplomat or high level politician.

Highlights of qualifications

Experience of working with people with high level, stressful positions where excellent time management is important such as CEOs.

Well travelled with knowledge of many different cultures

Dynamic, ambitious self-starter

Personal accomplishments

Interpersonal skills

Captain of the university water polo team

Leader of the winning team in a company survival skills weekend

Technological knowledge

Microsoft certification in XL, Word and PowerPoint

Often set up presentation equipment and troubleshoot for my present boss

Language skills

TOEIC score 900 (March 2003)

Conversational level of Portuguese

Employment history

Technical translator, Blue Ribbon Technologies, Inc., Pasadena, CA, 4/06 to Present

Beverage Server, The Brew Station , Pasadena, CA, 11/05 -4/06

Office Manager, City of Entertainment, Pasadena, CA 1/05 -12/05

Bellringer Buffet , Pasadena, CA, 8/04 -12/04

Clubhouse Assistant Manager, Golden Bear Country Club , Pasadena, CA, 2/02 -8/04

Education

California State University, Northridge — 2007

General Studies, Marketing and Management. Alumni Member of Alpha Delta Pi.

Boswell Secretarial College, Pasadena, CA — 1999

Associate in Applied Science. Specialized in Accounting, Business and Office Management

Community Service

Volunteer in the Boy Scouts, May-June 2001

Functional resume spot the differences Student B

Explain this person's experience etc and list to your partner without showing your worksheets to each other, trying to find differences between the two CVs.

Resume

Anne Leibowitz

Address: 23, Park Avenue, London, SW 1 3QJ

Telephone/ fax: 01271445 7121/ 7122

Email: annielie@geemail.com

Nationality: British

Marital status: Divorced

Job objective

Interpreter for a diplomat or high level politician.

Highlights of qualifications

Experience of working with people with high level, stressful positions where excellent time management is important such as bond traders.

Well travelled with knowledge of many different cultures

Sociable, extrovert and confident speaker

Personal accomplishments

Interpersonal skills

Captain of the university water polo team

Leader of the winning team in a company survival skills weekend

Technological knowledge

Experience of using XL, Word and PowerPoint

Often set up presentation equipment and troubleshoot for my present boss

Language skills

TOEIC score 900 (March 2007)

Conversational level of Spanish

Employment history

Administrative Assistant, Blue Ribbon Technologies, Inc., Pasadena, CA, 4/06 to Present

Beverage Server, The Brew Station , Pasadena, CA, 11/05 -4/06

Office Manager, City of Entertainment, Pasadena, CA 1/05 -12/05

Bellringer Buffet , Pasadena, CA, 8/04 -12/04

Clubhouse Assistant Manager, Golden Bear Country Club , Pasadena, CA, 2/99 -8/04

Education

Ohio State University, Northridge — 2007

General Studies, Marketing and Management. Alumni Member of Alpha Delta Pi.

Boswell Secretarial College, Pasadena, CA — 1997

Associate in Applied Science. Specialized in Accounting, Business and Office Management

Community Service

Volunteer in a homeless shelter, May-June 2001