**Writing techniques; How to Write a Curriculum Vitae (CV)**

**✨ What Are Writing Techniques?**

Writing techniques are methods or tools that writers use to **express ideas** effectively, whether for storytelling, academic purposes, or persuasive writing. **Mastering these techniques** helps make writing **clearer**, **more interesting**, and **engaging** for the reader.

**What Is a CV?**

A **Curriculum Vitae (CV)** is a **professional document** that provides a detailed summary of your **education, qualifications, work experience**, and **skills**. It’s mainly used for job applications or academic roles. **A good CV shows your qualifications clearly** and makes you stand out to potential employers or institutions.

**Essential CV Sections**

1. **Contact Information**
	* **What to include**: Full name, phone number, email, LinkedIn (if relevant).
	* **Why it’s important**: Makes it easy for employers to contact you.
2. **Personal Statement (Optional)**
	* **What it is**: A brief (2-3 lines) description of who you are, your key skills, and your career goals.
	* **Example**:
	*“Motivated business graduate with strong communication skills and a passion for digital marketing, seeking to contribute to a growing company.”*
3. **Education**
	* **What to include**: Your degrees (university name, dates, qualifications).
	* **Why it’s important**: Shows your academic background.
	* **Example**:
	*BA in Psychology, University of Oxford, 2020–2023*
4. **Work Experience**
	* **What to include**: Job title, company, dates worked, key responsibilities.
	* **Why it’s important**: Shows what you’ve done and how your experience is relevant to the job you’re applying for.
	* **Example**:
	*Marketing Intern, XYZ Corp, 2022 – 2023*
		+ Assisted with digital campaigns, managed social media accounts.
5. **Skills**
	* **What to include**: Relevant skills (e.g., languages, technical skills, software knowledge).
	* **Why it’s important**: Highlights specific abilities that make you a strong candidate.
	* **Example**:
	*Languages: Fluent in English and Spanish*
	*Technical Skills: Proficient in MS Office, Adobe Photoshop*
6. **References** (Optional)
	* **What to include**: Names and contact information for people who can vouch for your qualifications.
	* **Why it’s important**: Provides credibility to your application.

**Practice Activity: Writing Your Personal Statement**

Write a short **personal statement** (3–4 lines) for a **teaching assistant position** in an English department.