

# PART 1 GAP-FILLING CV

Complete the CV below with 8 given words.

ability  
Advisor

complaints  
American

Experience  
Date of birth

Education  
food

## Curriculum Vitae

Jane Smith

Nationality	(1) <u>American</u>
(2) <u>Date of birth</u>	20 October, 1994
Address	Philadelphia, PA 19104, USA
E-mail	<u>jan smith@us.com</u>
Profile	Highly experienced and self-motivated customer service professional. Have exceptional communication skills and the (3) <u>ability</u> to build working relationships.
Mobile	098 250 9718
Professional (4) <u>Experience</u>	<p>2016-present: Executive Customer (5) <u>Advisor</u> at ASOS, London Responsible for providing exceptional customer care, meeting and exceeding KPIs. Handling customer requirements, (6) <u>complaints</u>, and questions. Managing customer details database.</p> <p>2013-2016: Catering Assistant at The London Catering Company, London Worked as a part of a team on (7) <u>food</u> preparation, delivery and clean up for cater events. Followed health and safety regulations and keep a clean and tidy workspace.</p>
(8) <u>Education</u>	<p>2010-2013: Bachelor's degree in Fashion and Business management. Kingston University</p> <p>2008-2013: BTEC Business Kingston College</p>

## PART I: GAP-FILLING

Complete the CV below with 8 given words.

Playing  
Bachelor

maintenance  
Experience

Answered  
asking

Ordered  
train

**Eliot**

(970) 333-3833  
[anthony.elliott@gmail.com](mailto:anthony.elliott@gmail.com)



### (1) Experience

09/2015 to 05/2019

#### Store Manager

LUXURY CAR CENTER, New York

- Motivate and (2) train employees to meet service, sales, and repair goals.
- Create and modify employee schedules with service levels in mind.
- Recruit and hire top mechanics, service advisors.
- Maintain detailed logs and reports of services performed, profit, and budget information.

09/2014 to 09/2015

#### Store Manager

JAPAN CAR CENTER, New York

- Answered**
- (3) \_\_\_\_\_ customer questions and resolved service issues in a timely manner.
  - Diagnosed customer issues by (4) asking probing questions and write up repair orders.
  - (5) Ordered supplies and kept inventory at optimal levels.
  - Coordinated equipment repairs and (6) maintenance.

### Highlights

- Results-oriented
- Business development
- Effective marketing
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

### Education

(7) Bachelor of Science:  
Automotive Technology - 2014  
Technical Institute, NY

### Hobbies

(8) Playing chess - great way to unwind, destress, and keep the mind sharp.

## PART I: GAP-FILLING

Complete the CV below with 8 given words.

Bachelor of Arts (BA)

Professor BA acted representative  
fluent contacting Polish orders

## Curriculum Vitae

Lena Wilson

Nationality	American and (1) <u>Polish - Ba lan - Poland</u>
Date of birth	August 20, 1999
Address	4609 Union Bay PI NE, Seattle, WA 98105
E-mail	lenawilson1999@gmail.com
Home telephone	888 756 2032
Mobile	14859710559
Education	2017-2021: (2) <u>BA</u> in Economics, University of Washington <u>representative</u>
Work experience	Current position: Sales (3) _____ at JMG Company, making monthly plans on sales strategy and (4) <u>contacting</u> potential partners 2018-2020: Part-time staff member at KFC, took (5) <u>orders</u> and prepared food
Skills	Languages: (6) <u>fluent</u> English and Polish Computing: Word, Excel, PowerPoint
Interests	Member of badminton team, did some other sports (soccer and volleyball) and (7) <u>acted</u> in some plays at high school and university
Reference	(8) <u>Professor</u> Kimmy Park, Dept. of Economics, University of Washington, 305 Savery Hall, Seattle, WA 98195-3330

## PART I: GAP-FILLING

Complete the CV below with 8 given words.

Master of Arts – MA

Reference      Architect      Play      prepared  
Computing      current      MA      Nationality

## Curriculum Vitae

Josh Jones

(1) <u>Nationality</u>	British
Date of birth	November 19, 1989
Address	Flat 3A, 68 Home Garden, London
E-mail	joshjones89@gmail.com
Home telephone	None
Mobile	07759 865 746
Education	2012-2014: (2) <u>MA</u> in Architecture, Americana University 2008-2011: BA in Architecture, London University
Work experience	Current position: Principal (3) <u>Architect</u> at BGL Company, creating graphical images and attending local and international industry events to keep up with (4) <u>current</u> trends 2013-2016: Architect at Innovation Company, (5) <u>prepared</u> contract documents for the building contractors and contributed design ideas to firm and participated in collaborations between staff
Skills	(6) <u>Computing</u> : MS Office and AutoCaD software
Interests	(7) <u>Play</u> some sports such as skiing and snowboarding
(8) <u>Reference</u>	Ellen Roberts, Founder of Happy Homes, 17 Cadogan Street, London

## PART I: GAP-FILLING

Complete the CV below with 8 given words.

Awarded                      Date of birth                      University                      total  
Home telephone                      British                      Assistant                      Work experience

### Curriculum Vitae

Katy Beasley

Nationality	American and (1) <u>British</u>
(2) <u>Date of birth</u>	20 October, 1994
Address	Philadelphia, PA 19104, USA
E-mail	<u>katy_2@swiss.com</u>
(3) <u>Home telephone</u>	0263 364 374
Mobile	098 250 9718
Education	2000-2008: (4) <u>University</u> of Chicago, II, PhD in Comparative Literature The Department of Modern Languages Thesis title: An analysis of The Traits of Female Queer Culture in Search of Lost Time. 1999-2000: City University of New York, New York, NJ, MA in English The Department of English (5) <u>Awarded</u> : "Best Thesis in Modern English"
(6) <u>Word experience</u>	2014-present: Douglas-Kelly Professor of English University of Pennsylvania, Philadelphia, PA Taught a (7) <u>total</u> of 18 undergraduate and 9 postgraduate courses 2008- 2013: Professor (8) <u>Assitant</u> of English University of Chicago, Chicago, IL Assisted in developing and executing core curriculum requirements for over 20 under-and postgraduate courses. Supervised 16 BA theses and 6 MA theses.

## PART I: GAP-FILLING

Complete the CV below with 8 given words.

Professor

Business

played

BA

Bachelor of Arts (BA)

French

attended

England

making

## Curriculum Vitae

Olivia Lewsley

Nationality	British
Date of birth	April 20, 1986
Address	404 Hagood Street, Birmingham, AL35214, (1) <u>England</u>
E-mail	olivialew0420@gmail.com
Home telephone	0121 638 0026
Mobile	0044 121 638 0026
Education	2005-2008: (2) <u>BA</u> in Economics, University of Birmingham
Work experience	2012-Present: (3) <u>Business</u> consultant at WMO Corp., analyzing clients' data and (4) <u>making</u> business plans 2009-2011: Sales executive at Jade InterContinental Company, reviewed sales performance and (5) <u>attended</u> national and international business meetings
Skills	Languages: English and (6) <u>French</u> Computing: MS Word, Excel and PowerPoint
Interests	Members of piano club at university, (7) <u>played</u> some other musical instruments (guitar and flute) and acted in student theater productions
Reference	(8) <u>Professor</u> George O'Sullivan, Dept. of Economics, University of Birmingham

## PART I: GAP-FILLING

Complete the CV below with 8 given words.

Education	Training courses	Computing Skills	Work experience
Vietnamese	professional	Certificate	Manager

### Curriculum Vitae

#### PERSONAL INFORMATION

Full name                    Nguyen Minh Thanh  
Sex                             Male  
Date of birth                06/02/1969  
Nationality                 (1) **Vietnamese**  
Cell phone                  0912345678  
E-mail                       nguyen007@yahoo.com  
Address                     123 ABC Street, District 12, Ho Chi Minh City

#### OBJECTIVES

- To become a (2) **professional** financier.
- To work in a more professional and challenging working environment that helps to advance the abilities of financial management and financial analysis

#### (3) **Education**

1985-1989                    BBA - HCMC University of Economics  
1998-2001                    BA in English - HCMC University of Social Sciences and Humanities of HCMC

#### PROFESSIONAL QUALIFICATIONS:

2001                            ISO Internal Audit Certificate  
2002                            Chief Accountant (4) **Certificate** - Ministry of Finance of Vietnam

#### (5) **Training courses**

Team building, Solving problem, Time management, Project management, Leadership.

#### (6) **Work experience**

02/2007 to now              Finance Manager, AAA Vietnam Company Ltd., HCMC,  
Main business: Mechanical Seals  
03/1997 to 01/2007         Finance and Accounting (7) **Manager**, A&C Company  
Main business: Fertilizer and pesticide  
07/1989 – 02/1997         General Accountant, Novo Ltd., HCMC  
Main business: Electronic products and components

#### LANGUAGES

(8) **Computing Skills**     English / French/ Chinese,  
MS Office, Accounting software: SAP, Sun System, Navision

## PART I: GAP-FILLING

Complete the CV below with 8 given words.

Manager      Arts      did      Trainer  
Computing      educating      Nationality      designed

### Curriculum Vitae

Brandon Victor

(1) <u>Nationality</u>	American
Date of birth	November 18, 1997
Address	1044 North Avenue, Chicago, Illinois, United States
E-mail	bvictor@hotmail.com
Home telephone	None
Mobile	202 555 0210
Education	2017-2021: Bachelor of (2) <u>Arts</u> in Exercise Science, San Jose State University
Work experience	Current position: (3) <u>Trainer</u> at Fast & Fit Center, motivating and (4) <u>educating</u> learners on healthy eating habits and lifestyles 2017-2018: Yoga instructor at MK Yoga, taught flow and movements in yoga and (5) <u>designed</u> different yoga courses
Skills	(6) <u>Computing</u> MS PowerPoint and Adobe Photoshop
Interests	Member of gymnastics club, (7) <u>did</u> some other sports (badminton and tennis) at university
Reference	Jonathan Watters, (8) <u>Manager</u> at MK Yoga, 1056 South Avenue, Chicago, Illinois, US

## PART I: GAP-FILLING

Complete the CV below with 8 given words.

Reference

Engineer

Awards

Bachelor of Science

fluent

being

Street

managing

## Curriculum Vitae

Peterson Smith

Nationality	American and Spanish
Date of birth	March 23, 1996
Address	17 Chilton (1) <u>street</u> , Cambridge, MA 02138, USA
E-mail	petersonsmith@us.hotmail.com
Home telephone	161 781 2189
Mobile	555 555 0555
Education	2014-2018: (2) <u>Bachelor of Science</u> in Computer Science, Massachusetts Institute of Technology, Cambridge, MA, USA
Work experience	2017-Present: Part-time IT (3) <u>Engineer</u> at BENN Technologies Inc., resolving malware issues and (4) <u>managing</u> Linux servers 2015-Present: Part-time IT staff at HBM Bank, (5) <u>being</u> responsible for different functions of user accounts and signing on new clients
Skills	Languages: (6) <u>fluent</u> English and Spanish Computing: coding and programing, cloud computing, APIs
(7) <u>Awards</u>	2021: Employee of the Year, BENN Technologies Inc. 2020: Employee of the Year, HBM Bank
(8) <u>Reference</u>	Professor Demetria Moore, Department of Computer Science, Massachusetts Institute of Technology, Cambridge, MA, USA

## PART I: GAP-FILLING

Complete the CV below with 8 given words.

Reference	Economics	play	manager
software	Work experience	Master	District

### Curriculum Vitae

Lien Thao Nguyen

Gender	Female
Date of birth	December 10, 1967
Address	180/1145, Pham Van Bach Street, Ward 15, (1) <u>District</u> 11, Ho Chi Minh City
E-mail	lienthaonguyen1067@gmail.com
Home telephone	(028) 3576 6543
Mobile	097 198 9622
Education	2005-2007: (2) <u>Master</u> of Business Administration, France Vietnamese Centre for Management Education, Ho Chi Minh City 1985-1989: BA in (3) <u>Economics</u> , Ho Chi Minh City Open University
(4) <u>Word experience</u>	Current position: Finance (5) <u>manager</u> at AIA Vietnam Company Ltd., HCMC, analyzing the company revenue and controlling the company expenditure
Skills	Language: English Computing: MS Office and Accounting (6) <u>software</u>
Interests	Read books and (7) <u>play</u> badminton
(8) <u>Reference</u>	Mr. Hoang Khoi Dang, Department of Accounting, MGI Company

**PART I: GAP-FILLING** *ĐỀ 2*

Complete the CV below with 8 given words.

- |                     |                          |  |   |
|---------------------|--------------------------|--|---|
| ability<br>Advisor\ | complaints\<br>American\ | Experience<br>Date of birth\<br>Advior | Education\<br>food\<br>complants<br>ability |
|---------------------|--------------------------|--|---|

**Curriculum Vitae**

Jane Smith

Nationality	(1) <i>American</i> <b>American</b>
(2) <i>Date of birth</i>	20 October, 1994 <b>Date of birth</b>
Address	Philadelphia, PA 19104, USA
E-mail	<u>jan smith@us.com</u>
Profile	Highly experienced and self-motivated customer service professional. Have exceptional communication skills and the (3) <i>complants</i> to build working relationships. <b>ability</b>
Mobile	098 250 9718 <b>Advior</b>
Professional (4) <i>Experience</i> <b>Experience</b>	2016-present: Executive Customer (5) <i>Advisor</i> at ASOS, London Responsible for providing exceptional customer care, meeting and exceeding KPIs. <b>complants</b> Handling customer requirements, (6) <i>complants</i> and questions. Managing customer details database. 2013-2016: Catering Assistant at The London Catering Company, London Worked as a part of a team on (7) <i>food</i> preparation, delivery and clean up for <i>lien quan thi am thuc</i> cater events. <b>food</b> Followed health and safety regulations and keep a clean and tidy workspace.
(8) <i>Education</i> <b>Education</b>	2010-2013: Bachelor's degree in Fashion and Business management. Kingston University 2008-2013: BTEC Business Kingston College

# PART I: GAP-FILLING

Complete the CV below with 8 given words.

Education	Training courses	Computing Skills	Work experience
Vietnamese	professional	Certificate	Manager

## Curriculum Vitae

### PERSONAL INFORMATION

Full name: Nguyen Minh Thanh  
 Sex: Male  
 Date of birth: 06/02/1969  
 Nationality: (1) Vietnamese / Vietnamese  
 Cell phone: 0912345678  
 E-mail: nguyen007@yahoo.com  
 Address: 123 ABC Street, District 12, Ho Chi Minh City

### OBJECTIVES

- > To become a (2) professional financier.
- > To work in a more professional and challenging working environment that helps to advance the abilities of financial management and financial analysis

### Education

(3) Education  
 1985-1989  
 1998-2001  
 Humanities of HCMC

BBA - HCMC University of Economics  
 BA in English - HCMC University of Social Sciences and

### PROFESSIONAL QUALIFICATIONS:

2001: ISO Internal Audit Certificate  
 2002: Chief Accountant (4) Manager - Ministry of Finance of Vietnam  
Certificate  
 Team building, Solving problem, Time management, Project management, Leadership.

(5) Computing Skills  
Training courses  
 Training courses

(6) Work experience  
 02/2007 to now  
 03/1997 to 01/2007  
 07/1989 - 02/1997

Finance Manager, AAA Vietnam Company Ltd., HCMC.  
 Main business: Mechanical Seals **Manager**  
 Finance and Accounting (7) Manager, A&C Company  
 Main business: Fertilizer and pesticide  
 General Accountant, Novo Ltd., HCMC  
 Main business: Electronic products and components  
 English / French / Chinese,  
 MS Office, Accounting software: SAP, Sun System, Navision

### LANGUAGES

(8) Training courses  
Computing skills

### Computing skills

# PART I: GAP-FILLING

Complete the CV below with 8 given words. *Do 3*

Playing  
Bachelor

maintenance  
Experience

Answered  
asking

Ordered  
train

## Eliot

+1 (970) 333-3833

[anthony.eliot@gmail.com](mailto:anthony.eliot@gmail.com)



(1) Experience

**Experience**

09/2015 to 05/2019

Store Manager

LUXURY CAR CENTER, New York **train**

- Motivate and (2) train employees to meet service, sales, and repair goals.
- Create and modify employee schedules with service levels in mind.
- Recruit and hire top mechanics, service advisors.
- Maintain detailed logs and reports of services performed, profit, and budget information.

Store Manager

JAPAN CAR CENTER, New York

09/2014 to 09/2015

**Answered** • (3) Answered customer questions and resolved service issues in a timely manner. **asking**

- Diagnosed customer issues by (4) asking, probing questions and write up repair orders.

**Ordered** • (5) Ordered supplies and kept inventory at optimal levels.

- Coordinated equipment repairs and

**maintenance** (6) maintenance

## Highlights

- Results-oriented
- Business development
- Effective marketing
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

## Education

**Bachelor**

(7) Bachelor of Science:  
Automotive Technology - 2014  
Technical Institute, NY

## Hobbies

**Playing**

(8) Playing chess - great way to unwind, destress, and keep the mind sharp.

## PART I: GAP-FILLING

Complete the CV below with 8 given words.

De 4.

Professor \ Business \ played \ BA \  
 French \ attended \ England \ making \

### Curriculum Vitae

Olivia Lewsley

Nationality	British
Date of birth	April 20, 1986 <span style="color: red;">England</span>
Address	404 Hagood Street, Birmingham, AL35214, (1) <del>French</del> England /
E-mail	olivialew0420@gmail.com
Home telephone	0121 638 0026
Mobile	0044 121 638 0026 <span style="color: red;">BA</span>
Education	2005-2008: (2) <del>BA</del> in Economics, University of Birmingham <span style="color: red;">Business</span>
Work experience	2012-Present: (3) <del>business</del> consultant at WMO Corp., analyzing clients' data and (4) <del>making</del> business plans <span style="color: red;">making</span> 2009-2011: Sales executive at Jade InterContinental Company, reviewed sales performance and (5) <del>attended</del> national and international business meetings <span style="color: red;">attended</span>
Skills	Languages: English and (6) <del>French</del> <span style="color: red;">French</span> Computing: MS Word, Excel and PowerPoint <span style="color: red;">played</span>
Interests	Members of piano club at university, (7) <del>played</del> some other musical instruments (guitar and flute) and acted in student theater productions
Reference	(8) <del>professor</del> George O'Sullivan, Dept. of Economics, University of Birmingham <span style="color: red;">Professor</span>

## **CÂU 1 : ĐIỀN VÀO CV:**

### **Cấu trúc:**

**Gender**(Giới tính): male(nam), female(nữ)

**Date of birth**(Ngày sinh):

**Address**(Địa chỉ): No. 12 Nguyen Van Bao Street, Ward 04, Go Vap District, Ho Chi Minh City.

**E-mail**

**Home telephone**(Điện thoại nhà):

**Mobile**(Điện thoại di động):

**Education**(Giáo dục):

- 2010-2014: Ph.D. in Chemistry at the University of Adelaide
- 2006-2008: MSc in Chemistry Engineering , Quy Nhon University(
- 2010-2014:Bằng tiến sĩ. ngành Hóa học tại Đại học Adelaide
- 2006-2008: Thạc sĩ Kỹ thuật Hóa học, Đại học Quy Nhon)

**Work experience**(Kinh nghiệm làm việc):

**Current position:** Lecturer at Industrial University of Ho Chi Minh City, teaching Chemistry majors and supervising graduate students.( Chức vụ hiện tại: Giảng viên Trường Đại học Công nghiệp Thành phố Hồ Chí Minh, giảng dạy chuyên ngành Hóa học và hướng dẫn nghiên cứu sinh.)

2003-2010: Lecturer at Binh Dinh College, teaching Chemistry majors.( Giảng viên Trường Cao đẳng Bình Định, giảng dạy chuyên ngành Hóa học.)

- **B.A. – Bachelor of Arts (Cử nhân Nghệ thuật)**
- **Thạc sĩ khoa học xã hội (Master of Arts – MA)**

**Skills**(Kỹ năng): Languages: English and Chinese

**Computing** : Word, Excel, PowerPoint

**Award**(phần thưởng): Dean’s Commendations for Doctoral Thesis Excellence Doctor Andrew Hughes, Dept. of Chemistry, La Trobe University, Australia

**Reference**(Thẩm quyền giải quyết): Doctor Andrew Hughes, Dept. of Chemistry, La Trobe University, Australia