



Liceo Técnico Santa Cruz de Triana  
"Diseñando Sueños, Construyendo Futuro"

## Guía de contenido N°2 Idioma Extranjero Inglés 3ro medio

NOMBRE:

FECHA:

Contenido:

**Objetivo de Aprendizaje AE 02** Leer y demostrar comprensión de ideas principales e información relevante en textos descriptivos, informativos, narrativos y expositivos auténticos, simples y de variada extensión, como anécdotas, currículum *vitae*, cartas y correos electrónicos, relacionados con el mundo del trabajo.

### INSTRUCCIONES

1. Escribir tu nombre y fecha.
2. Lee atentamente las instrucciones. Si lo haces puedes desarrollar una buena evaluación.
3. Utiliza destacador, marcando lo que necesites para responder.
4. Leer muy atento, si no te queda claro, lee otra vez y las veces que lo necesites.
5. **Responde utilizando lápiz pasta**, negro o azul, no usar lápiz grafito.
6. Escribe claro, así leeremos mejor tus respuestas.
7. Con el 60% de la evaluación buena obtienes un 4.0, pero puedes tener una mejor nota.
8. Ahora empieza a trabajar. ¡Éxito!

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# Reading Comprehension

## How to write a CV

Your CV is the first chance you get to make a good impression on a potential employer. What information you should add to it, let's check:

**Personal details** – Include your name and address, a phone number, and your email address. You may also add your nationality, gender and date of birth if you wish, but they are not obligatory.

**Personal profile** – This is optional, but it can be very effective in summarising your areas of expertise and characteristics. It is good to include your enthusiasm about working as a Legal Secretary and what motivates you about the industry. Use keywords and keep it brief and concise.

**Key Skills** – Include any skills you have learnt such as secretarial or IT skills. Explain what you think your personal skills are.

**Employment history** – Start with your current or last employer and work backwards. You should include the dates of employment, your job title, name of employer, nature of business, responsibilities, duties and achievements. Try not to leave gaps in your employment history; if you do, it is advisable to account for such times.

**Education and qualifications** – Write in chronological order a brief list of school, college and university qualifications, such as GCSEs, A levels, etc., together with the grades you obtained. Then list any further qualifications you have obtained, together with the names of the awarding bodies. When you include the Legal Secretaries Diploma, make sure that you mention the units you covered and that you studied through The Institute of Legal Secretaries and PAs. If you are currently studying for a qualification, mention it together with any results achieved so far.

**Interests** – This is optional but gives you a chance to portray something about your personality. Keep it simple, mention what you do in your free time and note any achievements.



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**References** – There is no need to write the details of your referees on your CV. Simply state that they are available on request, but make sure that you know who your referees are and that you have asked their permission to use them.