

## CURRICULUM VITAE (CV)

- 1) a) Rewrite the information about Mike Mann below in full sentences (watch out for the correct use of tenses)
- b) Mike Mann wants to apply for a new job: What job could it be? Write an application letter (why does he want the job, why is he the right candidate...)
- c) Write your own CV and a letter of application for a job in tourism

Name:	Mike Mann
Date of birth:	17.08.1973
Address:	2713 Baker Street 92136 Yellowbridge CA
Marital status:	married
EDUCATION	
09/04-11/04	Certificate of Hotel Management: UCLA
05/00-08/04	Diploma in Hospitality Management: Università di Salerno; Italy
07/97-08/97	internship as a travel consultant Happy Travel – travel agency Yellowbridge CA
09/95-06/97	Degree in Tourism and Management Tourism College Orange County CA
07/92-06/95	internship as a cabin attendant trainee American Airlines Houston, Texas
09/86-06/92	high school Yellowbridge CA
09/79-06/85	elementary school Yellowbridge CA
LANGUAGES	
English – mother tongue	
Spanish – fluent	
Italian – fluent	
French – basic	
EMPLOYMENT EXPERIENCE	
07/04 to present	part time receptionist Hilton Hotel Yellowbridge CA
07/97-08/97	internship as a travel consultant Happy Travel – travel agency Yellowbridge CA
07/92-06/95	internship as a cabin attendant trainee American Airlines Houston, Texas
09/90-06/92	co-editor of the weekly school paper senior radio chat-show host of the school radio