Skillswise

Identifying commonly used terms

Match the correct answer from the column on the right to the words in the left column by drawing lines between the terms.

N/A	Curriculum Vitae
Block capitals	Please Turn Over (the page)
Occupation	people who will write references for you
Employer	a regular payment taken out of your bank account
Make payable to	Not Applicable
Direct debit	last name
NI No.	Date of Birth
Upper case	capital letters
Overleaf	on the other side of the page
PTO	write 2 numbers for the day and month, 4 for the year
DoB	job
Nationality	statements from people you know
CV	National Insurance number
Telephone inc std code	capital letters
Surname	your country
Forename	pay to this person
References	first name
Referees	the person or firm who pays you
Family name	phone number, including area code
dd/mm/yyyy	last name