



Topic	Employability Skills
Lesson	2
Lesson Title	Writing a CV
Assessed Piece for Submission	YES; the final activity should be sent to your teacher.



Useful links for this lesson

<https://www.monster.co.uk/career-advice/article/cv-tips>

This site includes a short video that describes the purpose of a CV.

<https://www.reed.co.uk/career-advice/how-to-write-a-cv/> Top tips for writing a CV.

<https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/classic-cv-template/>

This site includes CV templates that you can view.



What is a CV?

What do you think the abbreviation stands for?

When do you think you would need one?

What sort of information does it contain?





- A CV is a short account of a person's education, job history and background.
- It stands for curriculum vitae or 'curricula vitae' which means courses of life in Latin.
- They are needed when applying for jobs to give prospective employers an idea of who you are!
- Up-to-date information about you that is relevant and tailored to the job you are applying for.



CV template

NAME

Write your contact details.

OBJECTIVE

Briefly state **exactly** what it is you want - what job are you applying for. Don't waffle.

PROFESSIONAL PROFILE

List key skills you have to offer the employer. These tend to be transferable skills which relate directly to the post you are applying for and for which you can provide evidence.

SKILLS

Write skills headings which relate directly to those skills looked for in the job description. You then write the skills you have acquired under those headings. Example headings:

Communication

Marketing

EMPLOYMENT HISTORY

Write in reverse chronological order including your job title, the organisation you worked for and dates.

EDUCATION

Write in reverse chronological order. Don't forget to include your degree(s) including the institution where you studied, your degree title(s) and the passes you achieved.

QUALIFICATIONS

Here you can include other professional qualifications.

OTHER RELEVANT INFORMATION

Anything else that you think is worth sharing and relates to the job.

REFERENCES

The name of a person who can vouch for the information you have provided.





Learning outcomes:

Increasing
challenge



	I can describe what a CV is and what it needs to contain.
	I can also explain what a CV shouldn't include and explain why.
	I can create my own CV.



The next slide contains a table of statements.

You need to decide if the statement should go into a *CV* or not.

You can mark with a tick or cross or yes or no.

Decide whether you do or don't put the following on your CV

Yes/ No

Write your CV with a potential career/employer in mind.

Put your name on every page of the CV in case sheets get separated.

Put your education and previous jobs in reverse chronological order (most recent first).

Hand write your CV.

Make your CV clear, neat and tidy

Make your CV more than two pages long.

Tailor your CV to the job you're applying for, focusing on what is relevant for that particular job role.

Include experiences and interests outside of work that may be relevant (voluntary work, driving skills etc.).

Use jargon, acronyms and technical terms.

Include a photograph.

Write all of your experiences in a positive way - even if they're not positive experiences; say what you learned.

Use positive language like 'achieved', 'motivated', 'co-ordinated'.

Lie about qualifications and past experiences.



Thinking about the statements you have said should be included in a CV... Which of the statements do you think are the most relevant for CV writing? Why have you chosen those statements?



Decide whether you do or don't put the following on your CV	DO / DON'T
Write your CV with a potential career/employer in mind.	✓
Put your name on every page of the CV in case sheets get separated.	✓
Put your education and previous jobs in reverse chronological order (most recent first).	✓
Hand write your CV.	✗
Make your CV clear, neat and tidy	✓
Make your CV more than two pages long.	✗
Tailor your CV to the job you're applying for, focusing on what is relevant for that particular job role.	✓
Include experiences and interests outside of work that may be relevant (voluntary work, driving skills etc.).	✓
Use jargon, acronyms and technical terms.	✗
Include a photograph.	✗
Write all of your experiences in a positive way - even if they're not positive experiences; say what you learned.	✓
Use positive language like 'achieved', 'motivated', 'co-ordinated'.	✓
Lie about qualifications and past experiences.	✗



Other general tips about writing a CV

- Spell check your work, and ask someone else to check as well
- Avoid re-wording information from the job advert and keep repetition to a minimum
- Use an appropriate email address
- Include information on your skills
- Print it on white paper
- Keep it to 2 pages
- Any tasks you write about should include the impact it had
- Do not include a photograph
- Ensure you use paragraphs correctly



Qualification, skill or
quality?



Match the following to the above keywords; can
you justify your choices?

National Diploma, hard working, computer
literate, time management, First Aid at Work,
honest.

Challenge: Suggest 2 more for each keyword.



Qualification	Skill	Quality
National Diploma	Computer literate	Honest
First Aid at Work	Time management	Hard working
GCSE's, A-Levels, Degree...	Speak another language, play a musical instrument...	Personable, Reliable, trustworthy ...



Complete this task and send it to your teacher.



Now its time to create your own CV!!

- Using the template provided (see the next slide for a simple template), fill in the CV with your skills, qualifications and qualities.
- You can use your subject target grades/recent assessment results for your grades in each subject.
- You can leave the work experience section blank unless you have had a paper round or small part time job!

CHECK YOUR
PROGRESS



Complete this task and send it to your teacher.

CV template

Name:

Personal Profile:

Education and
qualifications:

Work experience:

Skills:

Interests and activities:

References:

CHECK YOUR
PROGRESS



Learning outcomes:

Increasing
challenge



Red	I can describe what a CV is and what it needs to contain.
Yellow	I can also explain what a CV shouldn't include and explain why.
Green	I can create my own CV.