

How to write a CV

Student Activity (SEND)



How do you write a standout CV?

We will all ask ourselves this question at some point, especially

when searching or applying for your dream job.

Your CV is one of the essential elements for job hunting; after all, it is what gives your potential employer their first impression of you.

Entering the world of work is very competitive and you need to ensure that your CV stands out from the others applying for the same job role.

Follow our 8-step guide on how to write a CV and create the best CV possible which will hopefully secure you the job you are applying for.

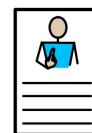
This activity will help you understand what your CV should contain and give you the opportunity to practice creating your own CV.

SECTION 1



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What is a CV?

Please write in the box below your description of a CV.

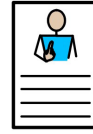
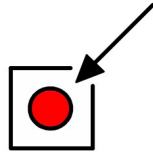
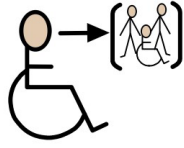


What is a CV?

ANSWER:

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers.

SECTION 1 (continued)



What to include in a CV?

Please write in the box below what information you think should be included in your CV



SECTION 1 (continued)



You should include this information in your CV



Contact details



Personal profile



Your education



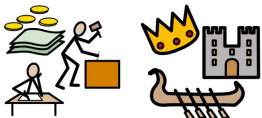
Your qualifications



Your skills



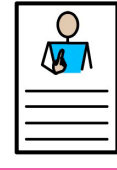
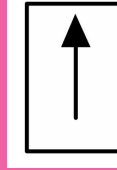
Your hobbies



Work history



Your references



CV TOP TIPS:

- > Use a professional font like Ariel or Times New Roman and keep your font size between 10 and 12.
- > Your CV should not be longer than 2 sides of A4
- > Always check your spelling and grammar!
- > One size DOES NOT fit all- don't forget to tailor your CV, so it is suitable for the job role you are applying for.
- > Always remember to provide evidence and examples to support what you are writing.
- > Don't waffle! Be informative and to the point- leave employers wanting to know more about you!



SECTION 2

The 8 steps to help you create a standout CV



In this section you will learn about what information you need to put into each section of your CV and practice writing each section yourself

STEP 1

YOUR CONTACT DETAILS



Make sure that you include your full name, email address, contact number (can be mobile, home or both), along with home address. Please write in the boxes below the correct information for you?



Full name:



Email address:



123

Mobile number:



123

Home number:



Home address:

SECTION 2 (continued)

The 8 steps to help you create a standout CV

STEP 2

YOUR PERSONAL PROFILE



2

-



Your personal profile will go at the very beginning of your CV and it is very important to tailor this to the job you are applying for.

For example, if you are applying for a shop assistant role, express your passion to help customers or to develop your experience in a retail environment.

This section should be no longer than 5-6 sentences long.



Please try and write a personal profile below.

Use the example of a Shop Assistant as the job you are applying for.

SECTION 2 (continued)

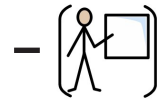
The 8 steps to help you create a standout CV

STEP 3

YOUR EDUCATION HISTORY



3



In this section you will let your potential employer know about your education history.

You will need to list the schools you attended, when you started there, when you left school and the subjects you studied.



Let us write some information about your current school in the boxes below.



Name of school:



Subjects studied:



Date started:

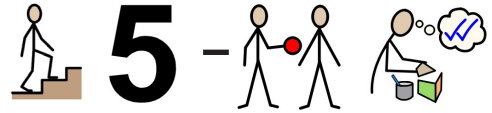


Date finished:

SECTION 2 (continued)

The 8 steps to help you create a standout CV

STEP 5 YOUR SKILLS



In this section you will let your potential employer know about the other things you are good at.

These could be things that are linked to the job role or more general skills you use in everyday life

You could list the things you can do on a computer, that you have good communication skills, you are very organised or are good with numbers.



Let us write some information about your skills in the boxes below.



Name of skills:



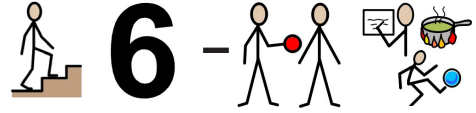
Describe how you use the skill:

SECTION 2 (continued)

The 8 steps to help you create a standout CV

STEP 6

YOUR HOBBIES



In this section you will let your potential employer know about your hobbies and interests.

Hobbies and interests can often be a great way to let potential employers know about other things you are good at and how this may benefit the job you are applying for.



Let us write some information about your hobbies in the boxes below.



Name of hobby:



Describe how you use the hobby:

SECTION 2 (continued)

The 8 steps to help you create a standout CV

STEP 7

WORK HISTORY



In this section you will let your potential employer know about any work history you may have.

This history could include any Volunteering or Work Experience you may have carried out while you were at school.

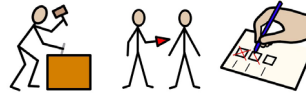
Listing your work history gives an employer some idea of the tasks you can complete and the skills you have.



Let us write some information about your Work History in the boxes below.



Name of employer:



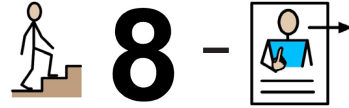
Describe the tasks you completed:

SECTION 2 (continued)

The 8 steps to help you create a standout CV

STEP 8

REFERENCES



In this section you will provide your potential employer with your references.

Most employers would like you to provide one employer reference and one personal reference. However, if you have not got an employer reference you could use two personal references. One should be from a member of the school staff who knows you well such as your Headteacher or form tutor.



Let us write some information about your References in the boxes below.



Name of employer referee:



Employer contact details:



Name of personal referee:



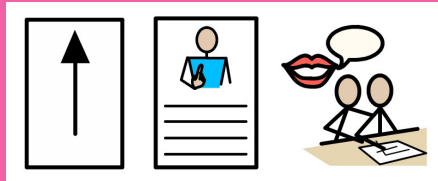
Referees contact details:

SECTION 3

CONGRATULATIONS!



You have now completed all the different sections which will help you create a great CV. Now we will try and put together all the sections into one document and create a full CV which you can use in the future.



CV TOP TIPS:

- > Use a professional font like Ariel or Times New Roman and keep your font size between 10 and 12.
- > Your CV should not be longer than 2 sides of A4
- > Always check your spelling and grammar!
- > One size DOES NOT fit all- don't forget to tailor your CV, so it is suitable for the job role you are applying for.
- > Always remember to provide evidence and examples to support what you are writing.
- > Don't waffle! Be informative and to the point- leave employers wanting to know more about you!



CONTACT DETAILS

Full Name:

Email Address:

Mobile Number

Home Number

Home Address

PERSONAL PROFILE

YOUR EDUCATION HISTORY

Name of School

Subjects Studied

Date Started

Date Finished

YOUR QUALIFICATIONS

Subject Name:

Grade Achieved / Predicted:

YOUR SKILLS

Name of Skill:

Description:

YOUR HOBBIES

Name of Hobby:

Description:

YOUR WORK HISTORY

Name of Employer:

Description of Tasks:

YOUR REFERENCES

Name of Employer Referee

Employer Contact Details

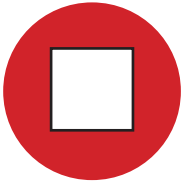
Name of Personal Referee

Referees Contact Details

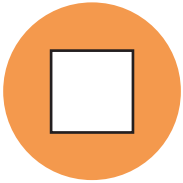


Student Feedback

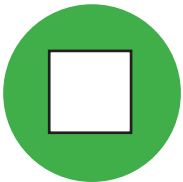
How would you describe your learning in this lesson?



I don't understand the learning in this lesson



It's not easy but I am beginning to understand



I really understand the lesson

Formal Teacher / Teaching Assistant Notes:

Staff Name

Date

Support Required (Tick Box as appropriate)

Independent Physical Verbal One to One Scribe

Explanation of Support