

CV success

Prepare your
Curriculum Vitae





"You must love your work, and not be always looking over the edge of it, wanting your play to begin."

George Eliot

CV Success: Learning goals

Describe what a CV is and when you would use one.

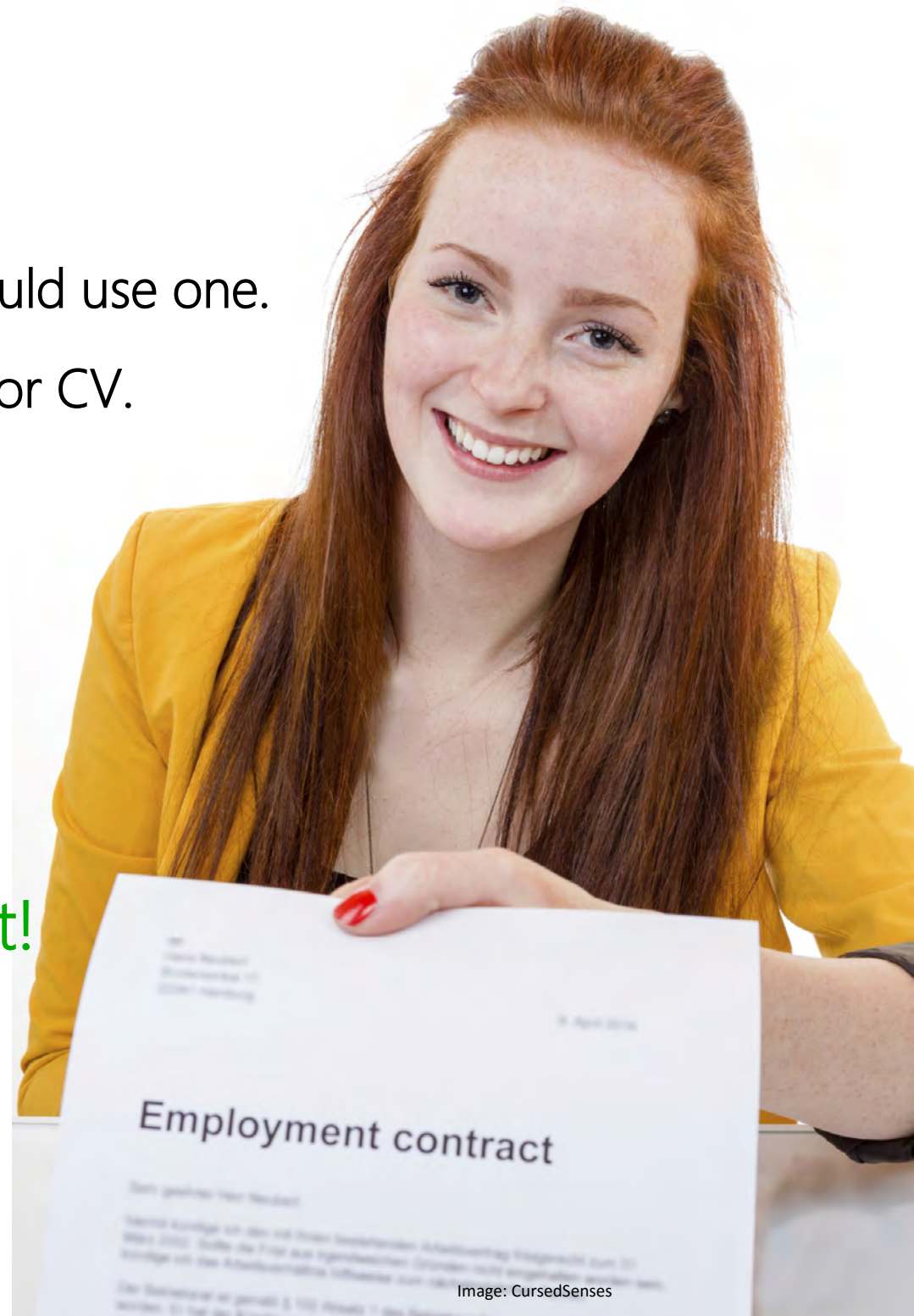
Identify the features of a good and a poor CV.

1.
No
idea

2.
Some
idea

3.
Good
idea

4.
I've
got it!



Team Rules - We
all agree to:

Give everyone a
chance to speak

Respect each other

Listen to different
points of view

Keep an open mind

Work as a team

Worksheet 1: Identify your skills

NAME:

If you have no qualifications, your CV will look more like a personal statement of your skills, achievements and goals. To do this you need to identify what skills you have that would be useful to the reader.

For each of your activities, think of what skills you use and how you could highlight them in a personal statement or CV.

	What skills do I use?	Would I include these in a CV?
Qualifications achieved or working towards		
Voluntary work		
Paid work		
Sports team		
Playing music		
Drama		
Art		
Debate		

Activity 1: Identify your skills



- Did you think of any skills you could include in your CV?

Activity 2: Types of CV

These are many different formats of CV – here are some commonly used ones:

Performance CV: A performance CV is the most popular type of CV. It highlights job titles and company names, starting with your most recent job and working backwards.

Functional CV (targeted CV): These CVs are skills-based. They focus on your relevant skills and experience, rather than past jobs. In a targeted CV you only include details that are relevant to the job you're applying for.

Student CV: You might consider using a student or graduate CV if you're still at school, college or university or have recently finished your full time education. This CV highlights your qualifications first.

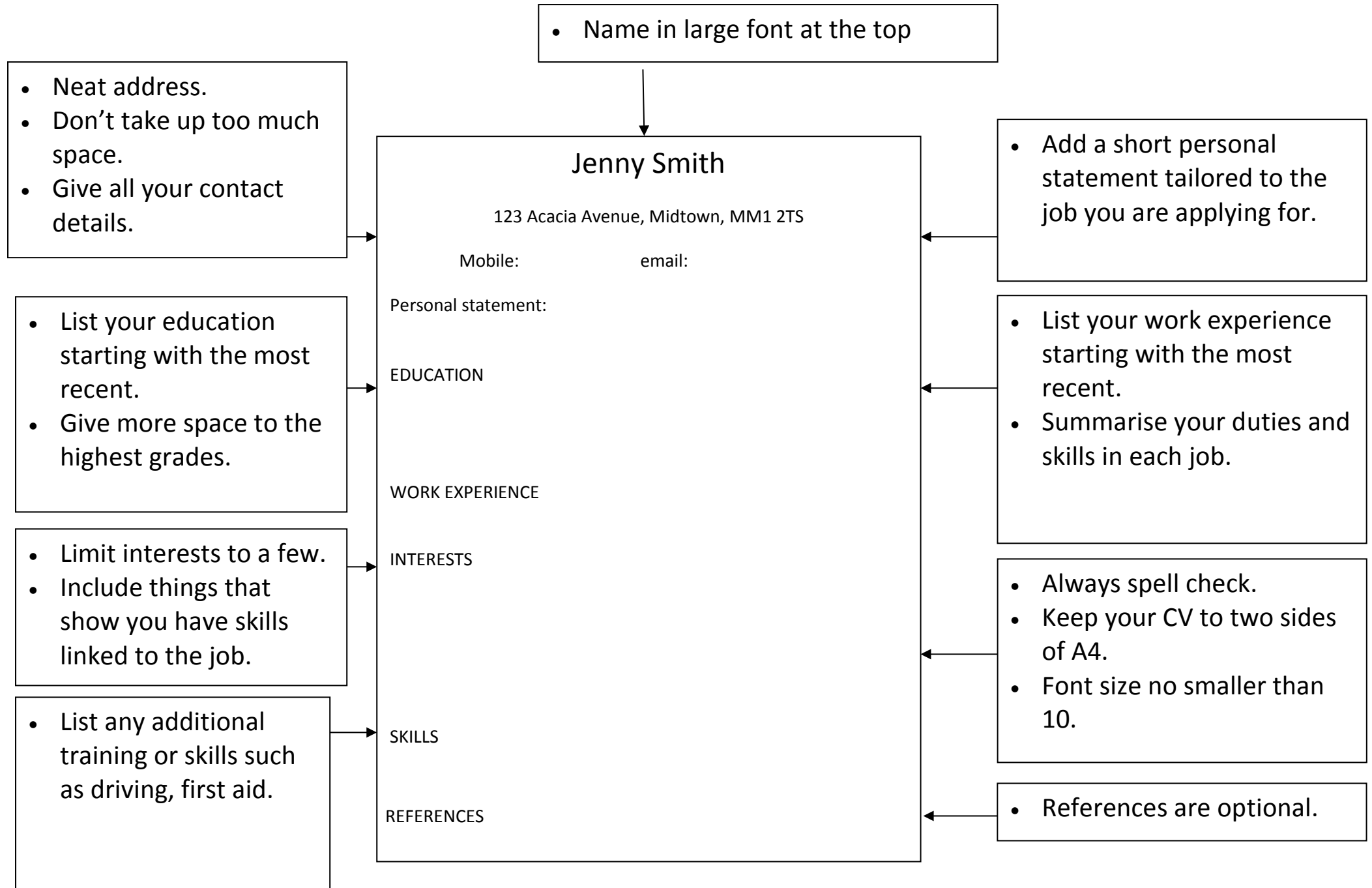
Alternative CV: An alternative CV uses an original and eye-catching format or clever wording to show off your creativity. Examples might be presenting your CV as an advert, printing your CV on decorative paper or presenting your CV details in a story format, using flash or animation in an electronic CV.

Activity 2: Types of CV



- What are the advantages of a performance CV?
- What are the disadvantages of a targeted CV?
- What are the differences between abilities and achievements?
- Who might use an alternative CV format?

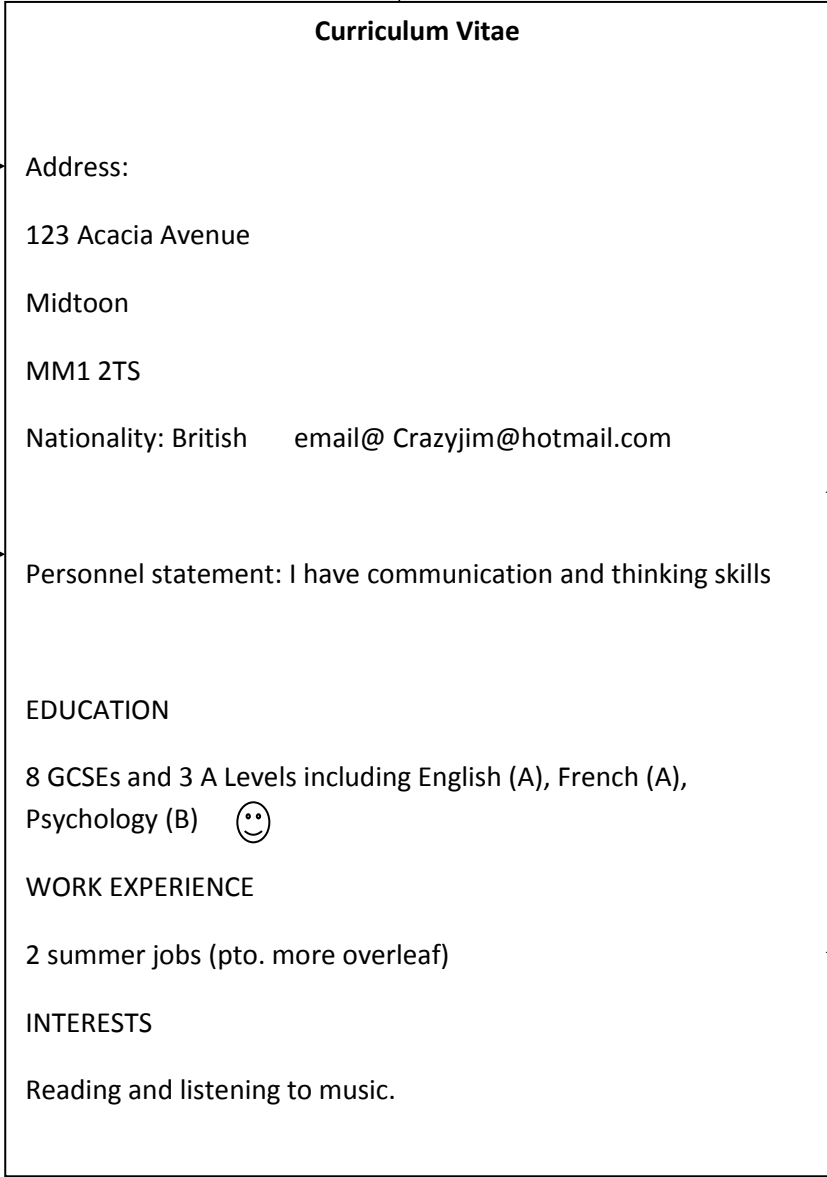
Factsheet 2: Tips for a good CV



Factsheet 3:

A bad CV

• Don't put this title in.



• The address is too spread out.
• There are spelling mistakes.
• No need for your nationality. Include all your contact details.

• No details.
• No evidence of skills or experience.

• Qualifications are in the wrong order.
• The A level grades are bunched up so they don't stand out.

• Don't use a novelty email - keep it professional.

• Don't just put a list of skills in your statement
• Give some real examples of what you have done.

• Always check for typos.

• Never use smileys, hearts, kisses or other emoticons, it looks childish.

• Don't split a section over two pages, always put the heading with its text.

• Interests don't look very social; try to give a variety of interests.

Worksheet 2: Bad CV

NAME:

TEAM:

Highlight anything on this CV that could have been done better:

Curiculum Veetay

Name: John Terrence Smith

Address: 99 Abbey Road, Derby, England, DE68 1??

Maritul Status: Single

Telephone number: 01111 333 555

Date of Birth: 26 August 1995

Place of Birth: London

Secondary Education: General School, Waterloo Road, Surrey

Further Education: None

Professional Qualifications: None

Able to drive a tractor.

Interests: Golf and Fishing

Activity 3: Good and bad CVs



- What could have been done better?
- What impression might this CV give to an employer?

Activity 4: Create your CV

Try to complete your own CV using Worksheet 2 and the CV checklist:

Spelling and punctuation

Layout

Your strengths

Your details

Your interests

Your referees

Worksheet 3: Create your CV

Your name

Your profile (how would you describe yourself in one minute to a stranger - highlighting your best skills and abilities)

Your skills (give examples of how you have used these)

1. Leading or organising

2. Communication

3. Teamwork

4. Managing your time

5. Using ICT

6. Writing

7. Use of numbers

Qualifications (and working towards)

Additional skills or non-school qualifications, certificates

Interests

References

Activity 4: Create a CV



- Was this an easy or difficult activity? Why?
- Could you differentiate between abilities and achievements?
- How would you adapt your CV for a specific job?
- How would you adapt your CV for different jobs?



"Every
industrious man,
in every lawful
calling, is a
useful man."

Ralph Waldo Emerson

What will you take forward from this experience?

How do you think your team worked together?

Where are you now in relation to these learning goals?

Describe what a CV is and when you would use one.

Identify the features of a good and a poor CV.

- | | | | |
|------------|--------------|--------------|-----------------|
| 1. | 2. | 3. | 4. |
| No
idea | Some
idea | Good
idea | I've
got it! |

