CV Writing

Level 1/2



Name:

Progression Tutor:

Date started:

Date finished:

**CV Writing Skills**

**Activity Objectives**

* To know what a CV is.
* To be able to highlight some key features of a CV.
* To understand what some of the key features of a CV should contain.
* To identify features of a good CV and a poorly written CV.
* Recap
* Create a CV



**CV’s**

A CV is often attached when applying for work. Not all employers require one BUT if the employer requests a CV, you should send one in with your application.

So, what is a CV?

**TASK 1**

Fill in the gaps in the paragraph below, which describes what a CV is and explains what it is used for.

**Use the words below to help you:**

CV application CV apply CV employer good

A \_\_\_\_\_\_ is short-hand for **C**urriculum **V**itae (Latin) It is sometimes used to \_\_\_\_\_\_\_\_\_ for jobs. The employer uses the information to get a \_\_\_\_\_\_\_\_\_\_\_\_\_ idea as to whether a candidate is suitable for a job.

The \_\_\_\_\_\_\_\_\_\_\_ may receive many CV’s for one job. How long do you think an employer will spend (on average) looking at your CV? (Tick the appropriate answer)

30 seconds

10 Minutes

30 Minutes

1 Minute

9 Seconds

Believe it or not, an employer will spend approximately 9 seconds initially on your \_\_\_\_\_\_\_ to see if they think it is worth spending any more time on your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**What should a CV contain?**

**Task 2**

Now we have identified what a CV is, lets think about what information might be needed in a CV.

Below are some ideas.

Highlight the one which would be useful to an Employer:

|  |  |
| --- | --- |
|  Your name | Your pets name |
| Your address | Portland College’s address |
| Whether you are vegetarian, vegan or an omnivore. | A contact telephone number for you. |
| Where you went to school/college | Your neighbours telephone number. |
|  The qualifications and level you achieved | Your medical history |
| You National Insurance number (NI) | Your nationality |
| Your Date of Birth (DOB) | What music you like listening to |
| What your favourite foods are | Where you were born |
| References | Your skills |
| Your work experience | Hobbies and interests |

**Comparing CV’s**

So far you have identified:

* **What a CV is**
* **What it is used for**
* **Some of the information it should contain.**

**Task 3**

Using this information you now have, look at the two examples of CV’s and decide which one you think would be the best to send with an application for a job at ‘One Cup Cafe’.

 REMEMBER the applicant is trying to **‘SHINE’** out from potentially 100’s of others!

Give **three** reasons **why** the CV you chose is better than the other.

1.

2.

3.

**Example 1**

**Ann Other**

**47 Down Lane,**

**Sometown**

**PC1 7ST**

**Telephone 09876543210**

**Personal Statement**

I have excellent communication and customer service skills and I feel that these would be well placed given the nature of the business at One Cup Cafe. I have experience in working within a busy catering environment, working with and attending a wide range of people and personalities. I work well within a team environment where I would use my initiative to maintain high standards and promote sales.

**Skills**

* Good organisational skills
* Excellent communication skills
* Excellent customer service skills
* Good time keeping
* Good maths and English skills
* Good standards of food and personal hygiene

**Education**

|  |  |  |
| --- | --- | --- |
| **Place of study** | **Dates (from and to)** | **Qualifications achieved** |
| The Academy, Sometown | 01/09/2015-01/06/2019 | English (Level 3)Maths (Level 3)ICT (Level 3) |
| The CollegeSometown | 01/09/2019-01/06/2020 | BTEC Catering |

**Work Experience**

|  |  |  |
| --- | --- | --- |
| Employer | Dates (from and to) | Brief description of job |
| Sometown Chip Shop | 02/2019-Present | Assistant:* Serving hot food to customers
* Handling money
* Good customer service
* Taking orders over the telephone
 |

**Achievements**

* Bronze Duke of Edinburgh award
* Basic food hygiene certificate

**Hobbies and Interest**

I enjoy playing team sports such as Football and Basket Ball and I play for Sometown Ladies Football team where I play in goal. I enjoy drawing and I especially like drawing the birds I see in my parents garden.

**References**

Available on request.

**Example 2 CV**

My name is Ann Other and I live with my Mum and Dad at 47 Down Lane,

 Sometown

 PC1 7ST

I am 18years old and I study at Sometown College where I hope to pass my Level 2 english and maths this year.

I already have a Saturday Job at Sometown Chip Shop amd Mandy the lady that works with me said I was very good with the customers because I was very nice.

I like cooking and I like to play Footie on a Saturday with Sometown Football team. I play in Goal which is sometimes a bit boring. I also like drawing and colouring in. I am very skillfull at colouring in because I like to make sure I don’t go over the lines.

I have a cat called Mini and she is small and black. She likes to watch my Dad’s tropical fish. I like watching TV. Eastenders is my favourite program. I also like watching For the Love of Dogs with Paul O’ Grady. I would like a dog.

I am a girl with brown hair and I have a disability that Mum says I shouldn’t mention

Thanks for reading my CV. I would really like a job at your cafe.

**Recap Activity**

1. **What is a C.V.?**
2. **What does it stand for?**
3. **What else does it include?**
4. **When would you use a C.V.?**
5. **What could you include on a school C.V.?**

**Task 4**

Using the guide below, create your own CV. You could use this website; <https://www.online-cv.co.uk/student-cv/>

|  |
| --- |
| First Name last nameAddress · PhoneEmail · LinkedIn Profile · Twitter/Blog/Portfolio |
| To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords. |

# Experience

|  |
| --- |
| Dates From – ToJob Title, CompanyDescribe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. |
| Dates From – ToJob Title, CompanyDescribe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. |

# Education

|  |
| --- |
| Month YearDegree Title, SchoolIt’s okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too. |
| Month YearDegree Title, SchoolIt’s okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too. |

# Skills

|  |  |
| --- | --- |
| * List your strengths relevant for the role you’re applying for
* List one of your strengths
 | * List one of your strengths
* List one of your strengths
* List one of your strengths
 |

# Qualities

Use this section to highlight your relevant passions, activities, and how you like to give back. It’s good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.

**Reference**

Using the template above it is now your turn to create a CV.