



CV Workshop

Aims:

- Describe what a CV is used for.
- Understand and explain what a CV should highlight about yourself.
- To know what an employer is looking for.
- Create a draft CV.



WHAT IS A CV?

- ❑ CV is short for Curriculum Vitae, which is a Latin phrase.
- ❑ This loosely means 'the course of my life'.
- ❑ A CV outlines a person's academic and professional history, which is usually used for applying for jobs.



WHAT'S INCLUDED IN A CV?

- Your name
- Contact details
- Skills and personality traits showing your suitability for the job
- Education and qualifications
- Past employment and work experience
- Interests that show the 'whole person'
- Referees – people who can back up what you are saying within your CV

THERE ARE 2 MAIN FORMATS FOR A CV...



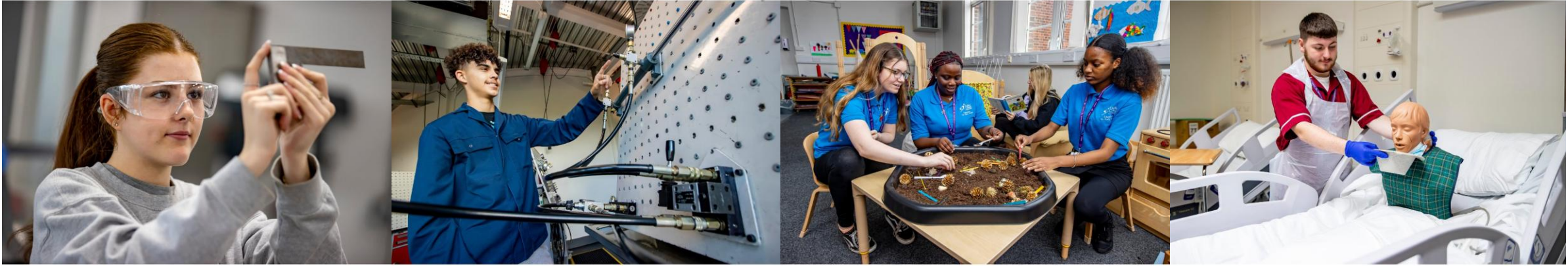
Chronological:

A chronological CV makes your education and work experience stand out first.

Functional/skills-based:

A functional or skills-based CV makes your skills stand out more.

WHAT MAKES OR BREAKS A CV?



It could be something as simple as:

- Poor spelling and grammar
- Irrelevant information
- Made up experience or skills
- Unorganised appearance or format
- Too long

An inappropriate email address is particularly something that could put an employer off from inviting you to interview straight away.





BE THE BOSS!

Now you know what makes a bad CV, see if you can spot the good from the bad within this game...

You only have 10 seconds per CV!

<https://interactive.barclayslifeskills.com/module/play-the-boss-student>

GAME RULES:

1. *Against the clock, play the boss and choose the CVs you think should be picked for the job.*
2. *Give correct CVs a thumbs up and the CVs with mistakes a thumbs down.*
3. *See how well you did by comparing your choices to the boss.*

BE THE BOSS!...

REVIEW

What was challenging about reviewing the CVs?

What did you learn about the way an employer might review your CV?



CREATE A CV

Imagine you are one of the personalities below and create a CV for them.



Emma Watson – Actress and activist

Some of her highlights are transferable skills like public speaking, advocacy, teamwork, and managing a public profile.

You can practice listing education, roles, campaigns, and key achievements.



Marcus Rashford – Footballer and campaigner

Great for showing how achievements, awards, and community work fit into a CV.

You can highlight leadership, teamwork, charity work, and discipline.



Greta Thunberg – Environmental activist

Illustrates skills like research, public speaking, campaigning, and project leadership.

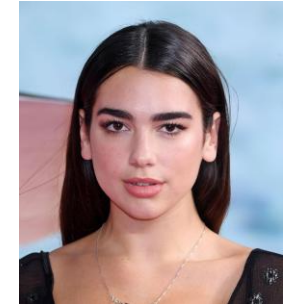
You can focus on achievements, media appearances, and advocacy experience.



Sir David Attenborough – Broadcaster and natural historian

Excellent for highlighting experience over decades, specialist knowledge, awards, and public engagement.

Shows how to structure a CV for a long and varied career.



Dua Lipa – Singer and songwriter

Can showcase creativity, project management (albums/tours), awards, and collaborations.

Useful for discussing non-traditional CV paths and transferable skills.

TO SUMMARISE



DO:

- Be positive and sell yourself
- Highlight your relevant skills and experience
- Use evidence
- Be brief and to the point
- Check spelling and grammar
- Change your CV to match every job/college you apply for
- Align the skills and experience to what the employer is looking for, based on the job advert



DON'T:

- Lie
- Use more than two pages or cram it all into one
- Include your date of birth, gender, orientation, marital status, religion or nationality
- Leave gaps in your school or work record
- Have spelling or grammar errors

