

Year 10 PSHE Spring 1 Term

Employability Skills



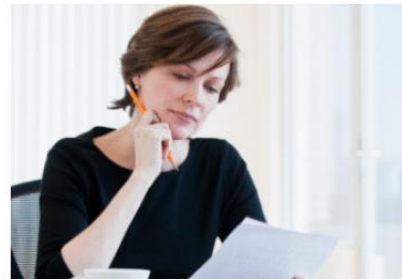
Q: How do you approach writing a 'Curriculum Vitae' (CV)?

- **To know:** To identify the main features of the two most common formats used for CV writing
- **To understand:** To recognise and evidence examples of your own skills, interests and strengths that can be used to demonstrate your experience
- **To be able to:** To use what you have learnt to begin to create a draft CV for their experience so far

What is a CV?

- CV stands for ‘curriculum vitae’
 - Latin for ‘course of life’
- It is how you sell yourself and your experience for a job or placement

You've got 30 seconds to make an impact



Your CV advertises you to a potential employer

Consider the following job adverts.

This back to last lesson – what skills would each position be looking for? What would you be focusing on to sell yourself for each one?

TALENT ACADEMY
Inspiring Futures : Informing Careers

NHS
United Lincolnshire Hospitals
NHS Trust

**Recently left school or college?
Want to take your first step into a career in health?
NURSING CADET APPRENTICE VACANCIES**

With vacancies at Lincoln, Grantham and Boston Hospitals, our Nursing Cadets will receive full training and support, working alongside our Healthcare Support staff and Registered Nurses.

Cadets will undertake work towards the Healthcare Support Worker qualification whilst being employed by the Trust on a 13mth fixed term contract, National Minimum Wage.

To apply, go to: www.jobs.nhs.uk
Job reference: 357-LN-65-18
Closing Date: 28th August 2018

 Apprenticeships



The Lymington Community Association
(Registered Charity 301880)
THE LYMINGTON ASSOCIATION

Has a vacancy for a part-time CARETAKER/CLEANER

To join the team at the Lymington Centre. Hours to be agreed with Manager, some Saturdays, plus covering holidays as and when required.

We are looking for an energetic person, who takes pride in their work to join the existing Caretaking Team. Responsibilities include room set up, breakdown, cleaning of Centre, including toilets, Pre-School, Bar, etc. Opening and Closing of Centre when required.

The team are responsible for undertaking cleaning, room set up/breakdown for clients/classes to a high standard.

Application forms and further details are available from Reception, or by calling 01590 672337 or emailing Manager@Lymingtoncommunity.com. Applications and cover letter should be in the candidate's own handwriting and submitted to the Centre Manager, Rachel Smith, The Lymington Centre, New Street, Lymington, SO41 9BQ .

You've got 30 seconds to make an impact



Your CV advertises you to a potential employer

Brainstorm what you would want people to know about you and what you'd want to reflect in a CV about you

What should go on my CV?

- Your name and contact details
 - Skills and personality traits that show you are a fit for the job description advertised
 - Your education and qualifications
 - Past jobs and work experience
 - Interests that show the 'whole person'
 - Referees – people who can back up what you say on your CV
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- **Why** are each of these bits of information important to the employer?
 - Which are the **MOST** important? Rank the list above

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SKILLS are key to a CV – you need to try to link them to each job that you are going for (you must tailor your CV to each job individually)

You would then need to be able to evidence these skills in an interview – think back to last lesson where you began evidencing your employability skills

What should/shouldn't you do in your CV?

Watch the following three 40 second clips and note down key things:

Things you <u>SHOULD</u> do	Things you should <u>NOT</u> do



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 each job you apply for
 - Align the skills and experience to what the employer is looking for, based on the job advert
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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 any spelling or grammar errors

CV format 1- chronological

How should I organise my CV?

Chronological (starting with the most recent)

- Highlights your qualifications and jobs
- Shows your experience

Personal Profile

Education and qualifications

Employment and work experience

Other skills and achievements

Interests

Referees

Mary Smith
24 Maple Road, Cardiff, Wales CF10 XXXX
Telephone: 0207 536 253
Mobile: 077-283522
Email: mary.smith@address.co.uk

Personal profile

I am a very positive, proactive and enthusiastic person who works well both on my own and as part of a team. I am confident and motivated to aim high, I have a strong desire to develop a career in customer service.

Education and qualifications

2014–2019	Northvale Park Secondary GCSEs: Maths	C
	English	B
	Science	C
	Design & Technology	D
	Geography	C

Employment and work experience

2019–2020	Customer Assistant, Tesco Express	
	<ul style="list-style-type: none">• Collected, replenished, organised and managed stock, and dealt with a range of customers• Worked under pressure and learned to stay positive and adapt in a diverse environment• Strengthened my communication, numeracy, listening and customer service skills	
2017–2019	Mentor, Poplar Youth Club	
	<ul style="list-style-type: none">• Led a group of young people aged 9–13, working to promote an interest in learning• Helped them improve their self-confidence and academic achievement, and assessed their work to help them set targets	

Other skills and achievements

- Leadership: a successful captain for the school football team, with a proven track record
- Employee of the month on three occasions during 2018
- Class President during 2018–19
- Level 3 certificate in 'Introduction to Mentoring Skills' (2017)
- Team working: reliable, honest and capable, helping teams complete learning tasks and projects properly and on time
- Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2016)

Interests

- I enjoy team and individual sports including football, cricket and badminton
- At present I play league football for Newark FC. This involves me training once a week (Thursday)
- Keen on technology, in my spare time I like to research this industry to keep myself up to date

Referees

Available on request.

CV format 2- skills based

How should I organise my CV?

Functional or skills-based

- Highlights your skills and qualities
- Shows your ability

Personal Profile

Skills and personal qualities

Education and qualifications

Employment and work experience

Interests

Referees

Alex Brown
72 Red Lane, Limehouse, London E14 XXXX
Telephone: 0207 536 253
Mobile: 077-283522
Email: alex.brown@address.co.uk

Personal profile

I am a very positive, proactive and enthusiastic person who works well both on my own and as part of a team. I am responsible, thorough, respectful, confident and motivated to do my best. I have a strong desire to develop a career in customer service.

Skills and personal qualities

Customer care	Served and helped customers of diverse ages and backgrounds. Level 3 certificate in 'Introduction to Mentoring Skills' (2017).
Communication	Worked with young people aged 9-13 to promote an interest in learning and helped them improve their self-confidence and academic achievement. Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2015).
Numeracy	Handled cash and credit transactions. Helped young people with numeracy tasks.
Proactivity	Employee of the month on three occasions in 2018. Received certificate for work experience (Trident), in recognition of my high standard of work (2016).
Organisation	Collected, replenished, organised and managed stock. Stayed positive while working under pressure in a busy retail environment. Helped teams complete learning tasks and projects properly and on time at school and college.
Leadership	Successful captain for the school football team. Class President at school (2017-2018).

Education and qualifications

2014-2019	Langdon Park Secondary	GCSEs:	Maths	4
			English	5
			Science	4
			Design & Technology	5
			Geography	3

Employment and work experience

2019-2020	Customer Assistant, Tesco Express
2017-2019	Mentor, Poplar Youth Club

Interests

- I enjoy team and individual sports including football, cricket and badminton
- At present I play league football for Newark FC. This involves me training once a week (Thursday)
- Keen on technology, in my spare time I proactively research this industry to keep myself up to date

Referees

Available on request.

Consider both CV formats – can you identify the benefits and drawbacks of each style?

Your 'personal Profile'

- This is a short introduction to you as a person/employee
- It should be a short, snappy, couple of sentences that 'sells' you to the employer

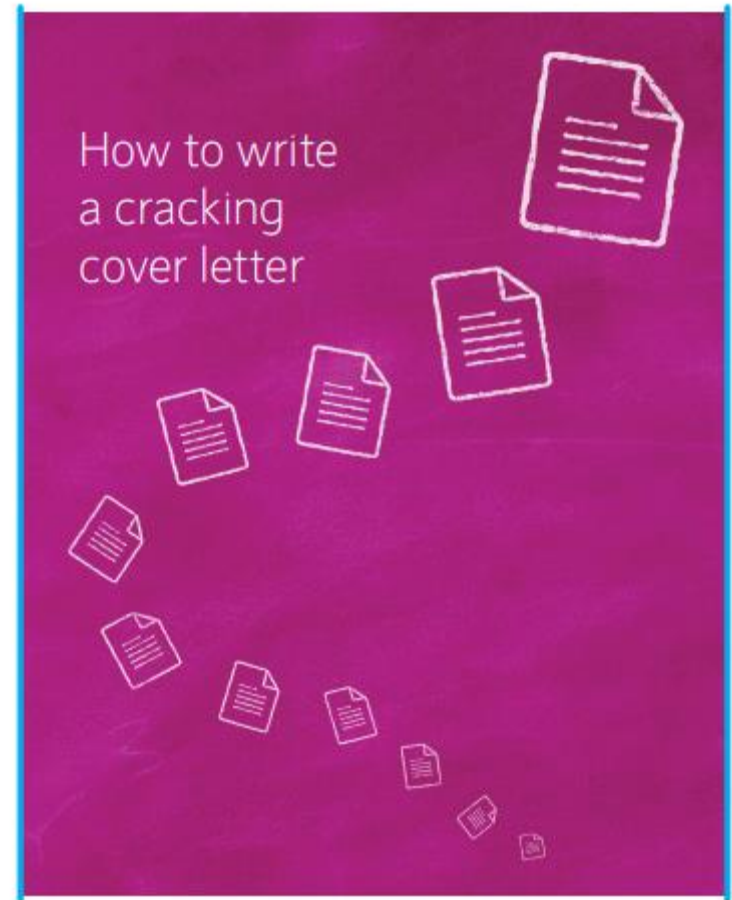
Using the example CVs, draft a 'personal profile' for yourself now

Covering letters:

- This is a letter/email that you send alongside your CV
- It's your opportunity to highlight what you want the employer to know about you
- It's a way to 'stand out from the crowd' – keep it short and succinct with the following info:
 - The job you're applying for
 - The documents you're enclosing (your CV, application form, portfolio, test)
 - Why you want to do the job, and work for the organisation specifically
 - Why they should hire you: your skills and experience and what might separate you from other applicants
 - Any achievements you are particularly proud of that demonstrate relevant or desirable skills and attributes
 - When you can start

Covering letters:

Your teacher can give you access to a booklet on 'how to write a cracking cover letter' which is really helpful



Play the boss!!

- Go to the interactive activity on Barclays LifeSkills via the link - practice what you've learnt
 - Against the clock, play the 'boss' and choose the CVs you think should be picked for the job.
 - Give the correct CVs a thumbs up and the CVs with mistakes a thumbs down.
 - See how well you did by comparing your choices to the 'boss' at the end.

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

Extension

Your own CV

- You may need to provide your work experience placement with a CV
- You may also need to write a ‘covering letter’

Using the example CVs and any documents from the lesson, start drafting your CV or covering letter now that you can use for work experience if you need to