

Lesson plan for CV topic - duration 30 minutes+

Learning objectives

- To discover how to make your CV stand out.
- Why first impressions are important
- To discover how to write a good CV

Resources

- WizeUp powerpoint presentation
- Videos
- Kahoot! quiz
- CV examples

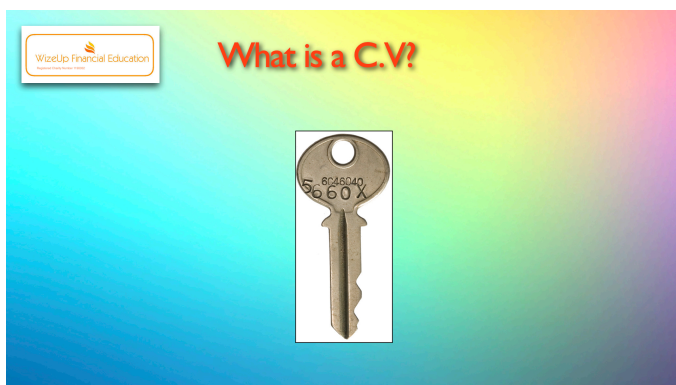
Content & teaching activity

Slides

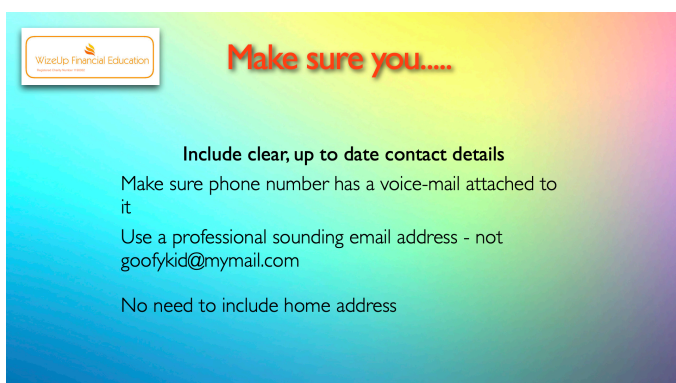


•Starter


- Explain that there is no one thing that improves a CV
- Improve lots of things by a small amount.
- Will be upwards of 750,000 young people looking for work so you have to stand out



- Ask students what the purpose of a CV is.
- Push them to answer to get an interview NOT to get a job.
- Use key in lock analogy.
- Every job has a unique lock - the CV has to be written in such a way to unlock the door.
- No generic CV
- Maybe 200 applicants for every job



- When an invitation to attend an interview comes along there will be just one call or email.
- So contact details need to be clear and up to date.
- Mobile phone number with voicemail.
- Professional sounding email address such as firstname.secondname@gmail.com
- No need to include home address at this stage.

 **Make sure you.....**


Word-process your C.V.

Print on good quality A4 white paper

At least 120g/m²

Print in high quality, not draft

- Make a good first impression.
- Always word process.
- Use heavy paper - it will stand out.
- Normal school paper is 80g - 120g is twice as thick.
- Use the best print quality.

 **Make sure you.....**

Word-process your C.V.

Use a good font - Times, Arial, Verdana are good


Use 12 point with 14 point for headings, use bold sparingly

Keep it to one page

Use an uncluttered layout

Use good English in short, concise sentences. Bullet points are good

- Ask the class which of those three fonts they would use for three different jobs - they will almost all choose the same one.
- Use 12 point font size with 14 point for headings.
- Not too much bold - loses effect.
- Every fact should be accessible within 3 seconds.
- Bullet points are good. Makes life easier for reader.

 **Make sure you.....**

Write in reverse chronological order
Most recent experience first

Put key-words on the left of the page

Focus on skills relevant to the job

Include details of charity or voluntary work

Try to demonstrate teamwork or organisational skills

- Always write in reverse chronological order.
- Leave out profile unless its good and grabs the readers attention.
- Don't user cliches.
- Focus on key skills that are relevant to the job.
- Do some charity work or voluntary work as this looks good on CV and UCAS and employers know they will be getting a wide skill set.

Good point her to discuss transferable skills.

Discuss skills that students have from part time jobs and how they can be moved across into a career.

 **Make sure you.....**

Use strong action words
Led, actioned, created, changed, built, influenced

Check spelling mistakes and punctuation


Get somebody to proof read it

Send a covering letter

Send it to the right person! Research




- Use demonstrative words.
- Get someone to read it and listen to their comments - it's not criticism.
- Always spell check and context check eg their and there. Any mistakes means it will be discarded.
- Send a short covering letter to go with the CV.
- Research who to send it to - sending to a person has a much greater impact.



Covering letter

Always send one with your C.V.
Use good quality paper - at least 120g/m2
Contact information in top right hand corner
Addressee in top left hand corner
Always address to a person
Date it

- Keep covering letter short
- 3 paragraphs
- 1 - why you would like the job
- 2 - why you a great candidate
- 3 - why this job suits you and thanks



Other types of CV

Email
Online form
Video

- If CV is going to be emailed then make covering letter the body of the email and the Cv should be an attachment (pdf).
- If it is an online form make sure that you fill in the free format box fully an interestingly. It is the only bit where you can stamp your personality onto the application.
- Video CV - practise with phone.

Could show a film from the website here is time allows

Test Knowledge

Kahoot! Quiz on the website

Plenary

Write a CV for a particular part time job.

List your transferable skills and say how you can highlight them in your CV.

Discuss results