



Get that Job!

CV writing and practice interviews



What is a CV ?

- A summary of your key skills, qualities and achievements and what you have to offer
- A first impression or introduction to a potential employer
- A store of information for you to tweak / update/ include on application forms
- A chance to take stock and feel proud of yourself
- An opportunity to see which areas you should be developing



What to include on a CV

A CV is a 'store' of all your achievements skills and qualities – they are not all relevant for every job.....

- Name and contact details
- List of key skills and achievements
- Work experience
- Two sentence 'profile' introducing yourself
- Education and qualifications
- Interests and hobbies
- References

Skills analysis – needed for every job

Key Skill

- Reliability and Punctuality
- Communication skills
- Team work
- Perseverance
- Use own initiative
- Responsibility and trustworthiness

Possible Evidence

- School attendance %, part time work
- Supporting younger students, volunteering
- Sport, drama, organising events
- Music exams, improved GCSE grades
- Planned coursework and revision schedule, organised own work experience
- Care for younger relatives

Skills analysis – job specific

(See advert or job description)

Job type

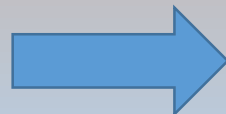
- Retail



Relevant skills

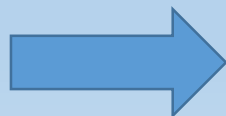
- People related – social activities, project work

- Kitchen porter/cleaner



- Sport – stamina and team work

- Food Service



- Working under pressure to complete coursework/revision deadlines

Work Experience: (most recent first including paid, voluntary and work experience)

DATES: July 2016– present EMPLOYER NAME: Mrs P Body JOB TITLE: Babysitter

Duties and responsibilities:

- **Look after two children (2 and 7) while parents go out**
- **Help children to get ready for bed**
- **Play games and read stories**
- **Reassure children when they are worried**
- **Make sure they get to sleep on time**
- **Trusted to make decisions e.g. when necessary to contact parents**

DATES: Nov 2015– Mar 2016 EMPLOYER NAME: A. Newsagent JOB TITLE: Deliverer

Duties and responsibilities:

- **Arrived at work in time to help sort papers**
- **Delivered papers reliably and quickly**
- **Was flexible and used initiative if other deliverers were absent**
- **Always polite and friendly to the general public**
- **Finished work on time and to a high standard**

Storm Robinson

storm.robinson@hotmail.co.uk / 0771234556

Profile:

I am a hard-working, reliable student, currently in Year 10 at school waiting to take my GCSEs. I plan to study.....in the sixth form / at college after Year 11 and am looking for part time work to fit alongside my studies. My career aims include....

Key skills and achievements:

- **Excellent organisational, time-management and planning skills**
- **Friendly, sociable and polite**
- **Reached grade 3 in piano/ju-jitsu/horse-riding**
- **Achieved Duke of Edinburgh Bronze/Silver**
- **Honest, reliable and punctual – 98% school attendance over last year**
- **Helped to run local youth club including planning activities programme**
- **Work well in a team but can use own initiative – am a form ambassador**

Education: Myton School, Myton Road, Warwick CV34 6PJ

Grades achieved: June 2017 – GCSE RE GRADE B

Subjects to be taken June 2018

Predicted Grade

English Language

4 (= C)

English Literature

5 (= C+)

Mathematics

6 (= B+)

Science and Additional Science

BB

BTEC Music

Merit

BTEC Creative Media

Pass

Computing

B

Geography

C

Food Technology

B

Hobbies and interests

In my spare time I take part in my local youth club where I help organise trips and welcome new members. I enjoy reading, football, kayaking and tap-dancing. I am a keen horse-rider and help out at the riding stables.

References

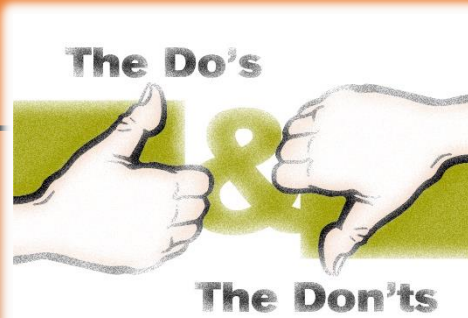
'Available on request'

Or....

Name:	Name:
Job title:	Job title:
Address: (only if appropriate!)	Address:
Post Code:	Post Code:
Contact number:	Contact number:
Email:	Email:

DO

- Make it relevant
- Tailor your CV - no longer than two sides
- Spelling and grammar – show to others for checking
- Clear and easy to read
- Honest
- Consistent typography – e.g. use of full stops, block capitals, font size etc.



DON'T

- Have inappropriate email address
- Use negative language
- Exaggerate or lie
- Forget how brilliant you are and how many skills you have!
- Make it difficult to read

Timescale for completion

- To complete by hand using blank template in form time and at home over next few weeks
- More information including example CV available on Myton school website Parents Tab/Careers Advice/ What to expect in Year 10 section
- 'Post 16 Options Day' Tuesday 11th July P5 in IT rooms
- CVs typed up and saved to Student Shared\ICT Coursework\Submit Work Here\Careers\Y10 CV Area
- Save it in your own documents FIRST then copy and paste it so that you can update it/correct it



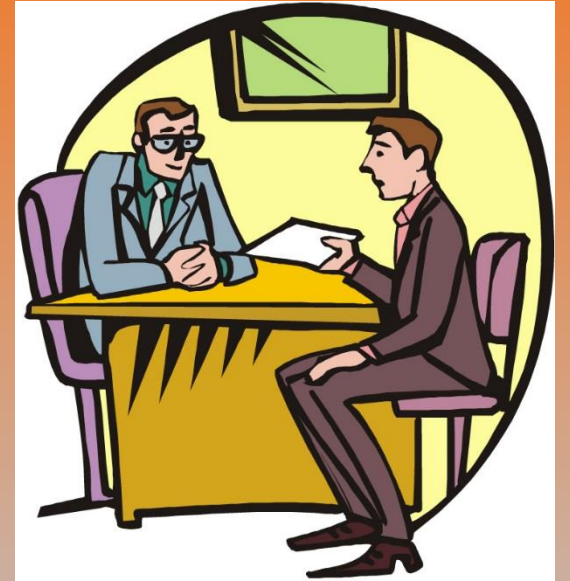
Timescale for completion

- Blank template found on Student Shared\Careers\CV template
- Your completed CV will need be saved in Student Shared\ICT Coursework\Submit Work Here\Careers\Y10 CV Area
- These will be emailed out to employers in November in advance of your practice interview
- Until Thursday 20th July you may email updated CVs from your own area to Mr Coffey at

coffey.g@myton.co.uk
- *Bring your own copy to your practice interview – just in case!*

Practice interviews

- Take place in October 2017
- 15 minutes plus five minutes of feedback
- Chance to practice making a fantastic first impression
- Smart appearance, eye contact, handshake
- Form tutors will tell you what day/time and who your interviewer is
- Check on list outside beforehand
- You will not be chased if you forget
- Please arrive five minutes beforehand
- Bring your CV as a back-up – sometimes arrangements change



Career Interests

- You have completed your Post 16 intentions via a questionnaire next week
- We will do our best to match you up with a representative linked to your career interests
- Remember – any experience is useful
- Reflect afterwards – What did I do well? What could I do better?

Don't forget

- Think of all your achievements and how much you have to offer
- If you have a chance complete CV over weekend and bring it in on Monday for tutor time
- More information during P1 on Tuesday 11th July

