

CV Writing Skills

Timetable

Workshop 1hour30mins

Interactive presentation to cover:

- What is a CV?
- Good CV verses Bad CV – 'Spot the difference'
- What a business looks for in a CV. – What to include/not to include, how to make it stand out, how to tailor it to a specific job role.

Get the group to work in pairs or small groups for the discussion parts. Allow 5-10 mins discussion time and 3-5 mins to feed back to the group.

You will have an example of a good CV and a bad CV (the school will print these) to give to each small group.

Please feel free to add your own tips based on your experiences of dealing with CV's in business.

Break.

CV Surgery – 1hour30mins

There will be a few 'help desks' in one big room manned by at least one colleague to give students one to one advice on their CV.

Either; making suggestions of how to improve an existing CV, or help start someone off if they haven't written one before.

There will be lots of computers for students to use during this session, so students can make amendments and then come back to see you if they wish.