

How to write a C.V. for post 16 transition

In Year 10

- ▶ **In tutor you covered the following:**
 - ▶ **An explanation of A-levels, BTECs, T-levels, City and Guilds.**
 - ▶ **Academic and Vocational courses and sixth form schools, colleges and training providers.**
 - ▶ **Apprenticeships.**
 - ▶ **Course requirements and what they mean.**

Today

- ▶ **By the end of this presentation you should be able to answer the following:**
 - ▶ **What is Mock Interview Day (15th October)?**
 - ▶ **What is a CV?**
 - ▶ **What information is included in a CV?**
 - ▶ **What the deadline is for creating, writing and submitting your own CV to Mrs DOYLE?**

Next time

- ▶ **Next week there will be a follow up session in which you will cover:**
 - ▶ **What is a personal statement?**
 - ▶ **Why you need to have an effective and to the point personal statement?**
 - ▶ **Where it fits on the CV?**
 - ▶ **How the mock interviewers will focus on the CV and the personal statement in the interviews on 15th October?**

Mock Interview Day

- ▶ Prepares you for post 16 transition and college and apprenticeship interviews.
- ▶ Role play activity that encourages you to prepare a CV and draft a personal statement, as well as to practice your interview skills.
- ▶ You will wear professional dress and participate in a one-to-one job interview lasting up to 20-25 minutes.
- ▶ The interviewers offer advice and guidance on how to improve and develop and complete an evaluation which will be shared with you as a written record of their performance.

What is a CV?

- ▶ **CV is short for Curriculum Vitae which literally means “the course of one’s life.”**
- ▶ **A summary about you, providing someone else with the basic and important facts about you.**

What is a CV for?

- ▶ A short document which includes key descriptive information about your life.
- ▶ Employers often ask for a CV if you are applying for a job.
- ▶ It can help them decide who to ask for an interview.

What do they look like?

- ▶ **There is no one way to build a CV.**
- ▶ **They come in various styles with a range of layouts and headings.**
- ▶ **There are certain pieces of information which you would expect to find in most CVs; e.g. name, address and education background.**

What do they look like?

- ▶ A CV for someone applying for their first job will not be as detailed as a CV written later in life when there will be lots more to include.
- ▶ More experienced CV users will re-order their information to make sure the most important details are read first.

Tips

- ▶ **Keep it short, neat, easy to read and understand (between one and two sides of A4).**
- ▶ **If possible keep a word processed copy of your latest CV on file and update it each time you use it to make sure everything relevant is included.**
- ▶ **Be prepared to make changes so that you are giving the person you are sending it to the right information.**

Tips

- ▶ It should fit in with the course/job you are applying for and present you in a positive but honest way.
- ▶ Check your spelling, use decent paper and use black ink.

Drafting your CV

- ▶ Read through the headings and ensure that you understand what information is required for each heading.
- ▶ Have a good read of the exemplar CV. What do you think of it? Is your CV going to be better?
- ▶ Have a go! Use the sheets to draft your own first CV.