

# Career Management Resources

## MOCK INTERVIEW DAY – Resources

Preparation for Post 16 transition is very important. We use the Mock Interview Day in October as an exercise to support Year 11 students with their organisation and preparation for the application process which commences shortly afterwards. The attached presentations were used to guide the students through C.V. and personal profile statement writing. For further support with post 16 transition please contact Mrs Doyle ([doyled@wes.swecet.org](mailto:doyled@wes.swecet.org)) or Mr Parker ([parkert@wes.swecet.org](mailto:parkert@wes.swecet.org)).

### [Tips on how to write a CV for post 16 transition](#)

#### How to write a CV

<https://nationalcareers.service.gov.uk/careers-advice/cv-sections>

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

<https://www.ucas.com/careers/getting-job/how-write-cv>

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience thus enabling you to sell your abilities to potential employers.

#### How to write a cover letter

<https://nationalcareers.service.gov.uk/careers-advice/covering-letter>

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters>

A cover letter introduces you to an employer and asks them to think about your application. It is a short letter, 3 to 5 paragraphs, that you should send with your CV or application form. You should always include a cover letter when you apply for a job using a CV.

#### How to write a personal statement

<https://www.ucas.com/undergraduate/applying-university/writing-personal-statement/how-write-personal-statement>

Your personal statement is a important part of your application, and your chance to sell yourself to your chosen university. "Ultimately, a personal statement is a chance for you to convey why you would like to study a particular course, and how you hope this will benefit you in the future.