

CV Workshop

Teacher Guidance for AP/PRUs



Who is this lesson for?

This activity is designed primarily for KS4 and KS5 students; however with minor adaptations it could be used with younger students as well. It can be used in 1:1 contexts or as group work.

Objectives

1. To identify students' own strengths and skills.
2. To be able to describe skills using professional language.
3. To recognise the parts of a standard CV.
4. To be able to evaluate a CV.

Outcome: Students will have completed a draft CV.

Lesson Structure

This can be delivered in the following ways:-

- as a one-hour session covering all content
- as four 15-minute 'stand-alone' sessions with activities

Teachers are welcome to make any reasonable changes to the content in order for it to meet their students' needs and some suggested resources, etc. are signposted below..

Additional/Extension Activities: Evaluation of own completed CV; periodic review of CV throughout the year and update where necessary.

Links to useful organisations: [Skillsbuilder](#) (for examples of articulating skills)

For more information about NCS and the opportunities we offer young people please visit us at wearencs.com

Slide	Timings	Content Guidance
1	Title Slide	CV Workshop
2	Contents	Including necessary resources
3	Activity / Session 1	Identifying your strengths
4		Introduction to what a CV is.
5		Introduction to where a CV fits into a job application process.
6		Introduction of key content for a CV.
7		Students are tasked with answering questions about their skill set - this list will form the basis for subsequent tasks in the session.
8	Activity / Session 2	Using professional language
9		Introduction to the definition of 'skill and the different types of skills.'
10		Link to Skillsbuilder skills framework as an example of different skill types.
11		Examples of how each skill could be evidenced by a school student. NB: Teachers should feel free to adapt the 'experiences' to suit their students' situations.
12		Worked example of how a student description of their strengths actually contains many skills they can talk about (in red)
13		(Typed version of the strengths and skills from slide 12)
14		Students are tasked with translating their strengths into skill statements, with example vocabulary provided.
15	Activity/Session 3	Making a CV
16		Reminder of the standard CV content (from slide 6).
17		Students are tasked to match up the fictitious information to the correct CV section.
18		Answer to the previous task.
19		Students are tasked to write down their own information for a CV in similar sections. The remainder of the session will now focus on the two highlighted sections.
20		Example of how intensifiers can be used to highlight the skills on a CV.
21		Example of how the skills can be combined into a profile statement.

22		Students are tasked to write their own profile statements, with possible vocabulary provided.
23	Activity/Session 4	Making your CV shine
24		Example CV for students to inspect and take ideas from. NB: Teachers should feel free to choose another CV to model that is more appropriate to their students if desired.
25		Magnified section of the same.
26		Second example CV for students to inspect and take ideas from.
27		Magnified section of the same.
28		Students tasked with choosing 5 ideas they liked from the previous examples and incorporating them into their own CV.
29		Must, should, could for CVs.
30		Top tips for students.
31	Link to wearencs.com	