

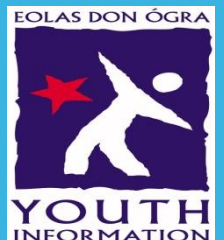


# CV BUILDING

**UNDERSTANDING “YOU” &  
SELLING YOURSELF EFFECTIVELY**



Youth Information





# LEARNING OUTCOMES

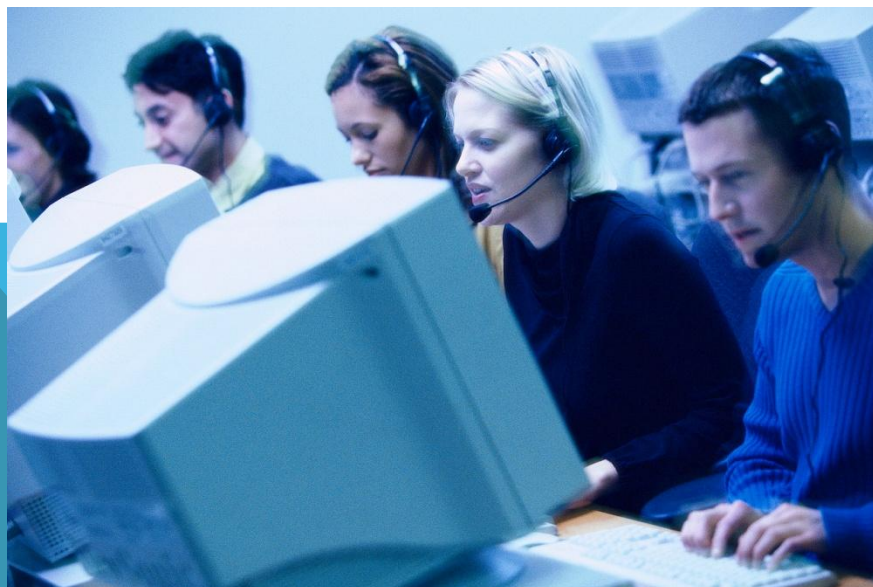
- ▶ Correctly analyse a job vacancy and identify the key skills and qualities needed to do the job.
- ▶ Understand the importance of how CVs are structured and the importance of their contents for the job you are interested in applying for.



# EFFECTIVE CV MARKETING

*“Your CV should be a positive overview of yourself and your capabilities” –*

**REMEMBER YOU ARE SELLING YOURSELF**



# TASK

- ▶ Identify key strengths you have
- ▶ Identify key skills you have
- ▶ How you may use them in a CV





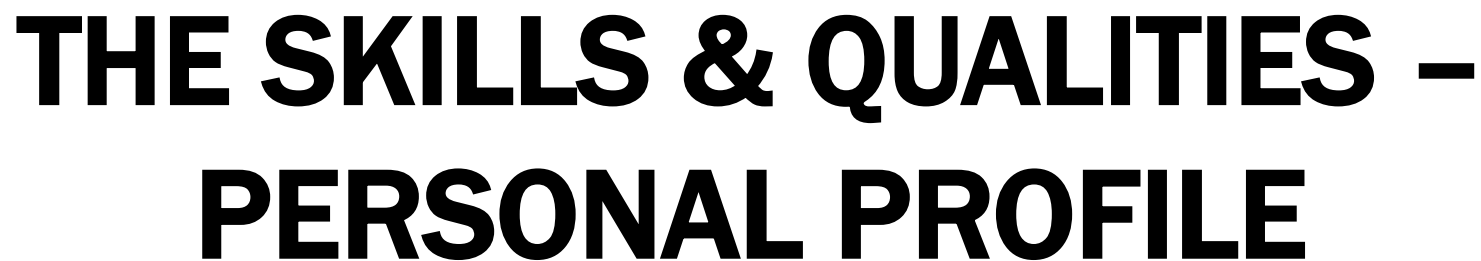
# STRUCTURE OF A CV

- ▶ Name & Contact Details
- ▶ Personal Profile
- ▶ Career Experience
- ▶ Education
- ▶ Additional Information
- ▶ Hobbies

# PERSONAL PROFILE

- ▶ A brief description of skills & abilities
- ▶ Outline your capabilities







# EXAMPLES OF PERSONAL PROFILES

- ▶ An enthusiastic, reliable individual who is honest and eager to learn new skills.
- ▶ Has the ability to be a team player or work on own initiative, versatile in their approach to work.





# CAREER EXPERIENCE

- ▶ **Dates**
- ▶ **Position**
- ▶ **Duties**

**What's**  
**Your**  
**Story?**



# EDUCATION

- ▶ **Dates**
- ▶ **Course**
- ▶ **Qualifications**





# ADDITIONAL SKILLS

- ▶ Driver's Licence
- ▶ Manual Handling
- ▶ First – Aid
- ▶ I.T Skills
- ▶ Language Skills

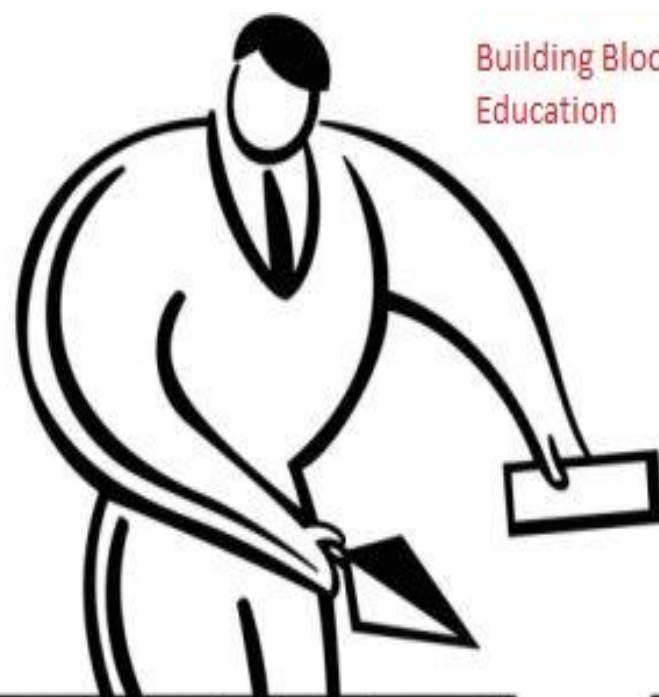
# HOBBIES & INTERESTS

- ▶ Mention briefly your interests
- ▶ i.e Soccer, Tennis, Reading, Volunteering, walking, singing etc.
- ▶ One or two lines are enough

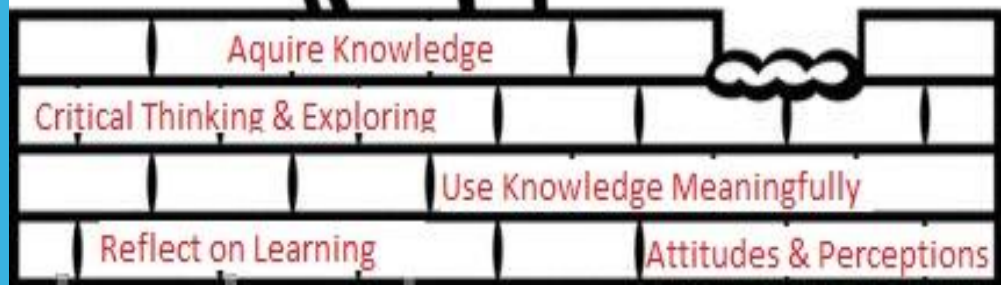


# WHAT EMPLOYERS WANT

- ▶ Reliability
- ▶ Trustworthiness
- ▶ Team Work
- ▶ Enthusiasm



Building Blocks of  
Education





# CV'S, GETTING IT RIGHT FOR IMPACT...

## Personal Profile:

### Key Skills & Qualities:

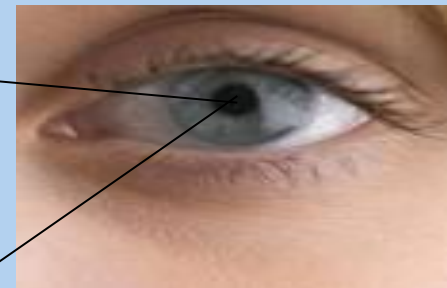
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____

### Employment History:

#### **Employer**

- Details
- Details

**Date**



**Key Skills & Qualities**

**Sub Headings...**

# WHAT NOT TO PUT ON YOUR CV

- ▶ Age
- ▶ Gender (your business, no-one else's)
- ▶ Religion (your business, no-one else's)
- ▶ Relationship status (single, married or "it's complicated"? Never put it on your CV!)
- ▶ Lies (never lie on your CV. You can emphasise your good points, but never lie – you will just get caught out.)
- ▶ Nationality
- ▶ Weird colours, designs and fonts (keep it simple!)
- ▶ A non-professional email address (Weird or joke emails like `ihatedonuts@gmail.com` give employers the wrong impression.)
- ▶ References (if employers want references from people, they'll ask you. Save that CV space for your skills, experience & achievements)



# GO GET THAT JOB!







**ANY QUESTIONS?**  
**CONTACT YOUTH INFORMATION**  
**KAREN OR ANNE**  
**085 8075996 / 087 7801575**

