

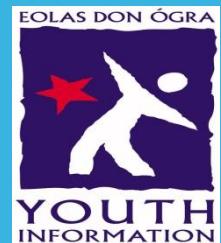


CV BUILDING

**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



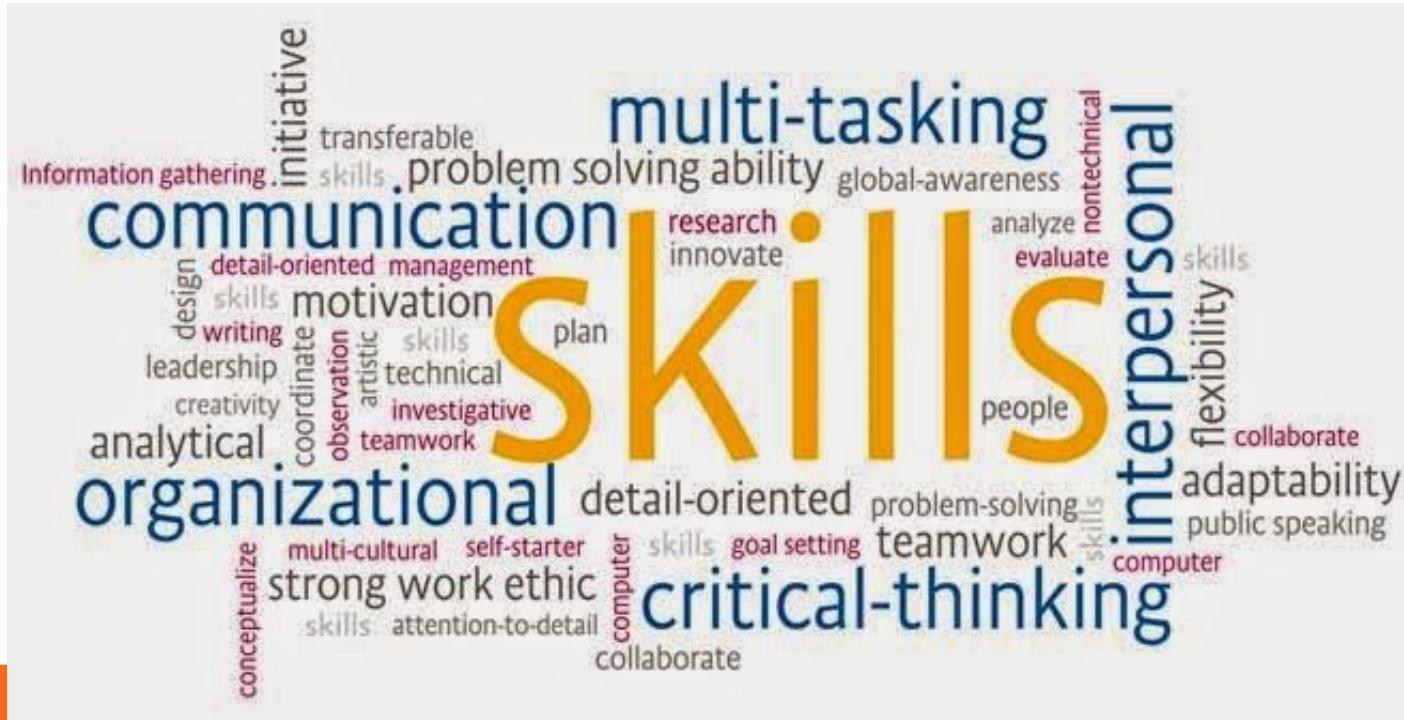
PERSONAL PROFILE

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





THE SKILLS & QUALITIES – PERSONAL PROFILE





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

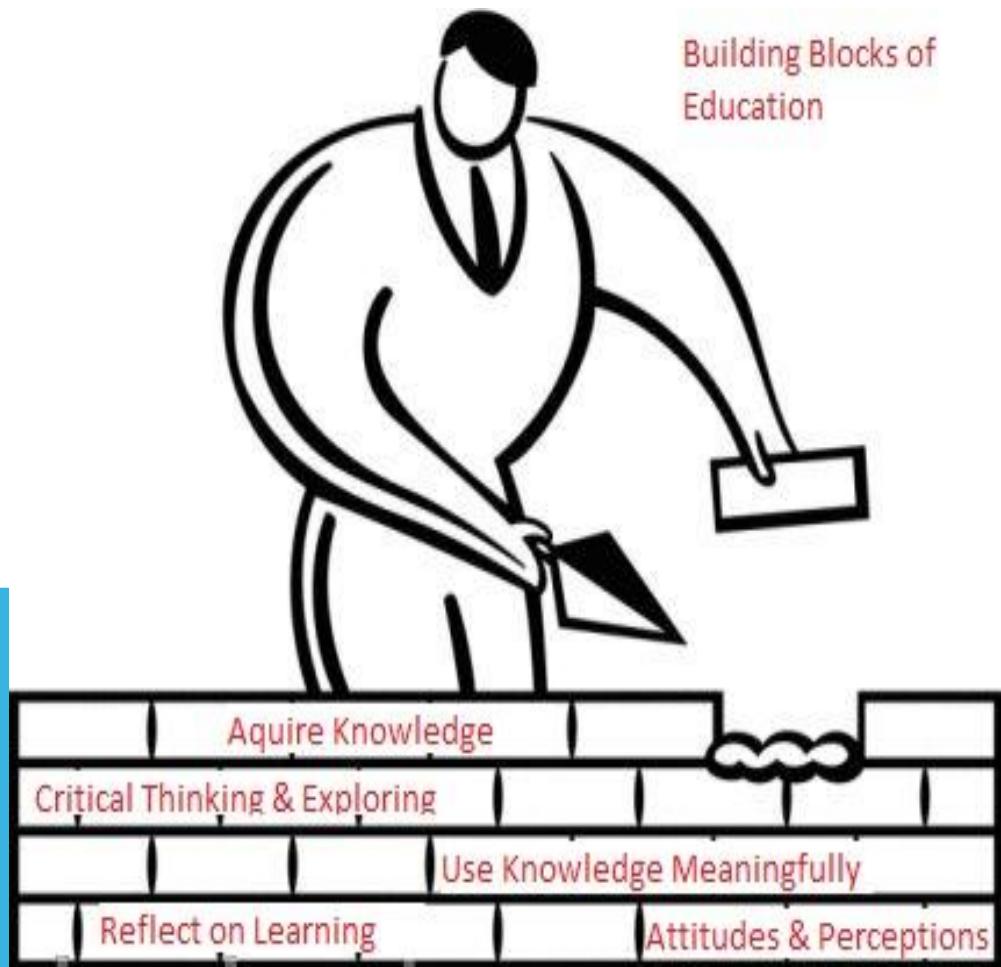
- ▶ Mention briefly your interests
- ▶ i.e Soccer, Tennis, Reading, Volunteering, walking, singing etc.
- ▶ One or two lines are enough





WHAT EMPLOYERS WANT

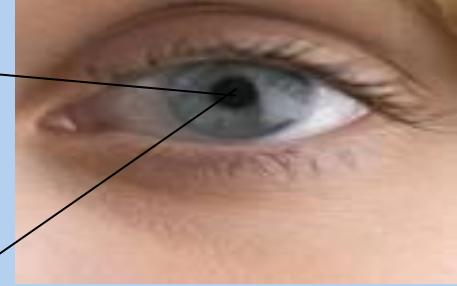
- Reliability
- Trustworthiness
- Team Work
- Enthusiasm





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

Personal Profile:	
Key Skills & Qualities:	
X _____	X _____
Employment History:	
Employer	Date
• Details	
• Details	



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
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