



# Creating your first CV

SUITABLE FOR Key Stage 3 & 4

## Lesson Plan – 20 minutes (Assembly & Lesson)

1. Developing your career management, employability and enterprise skills

## Learning Outcomes

- Students will learn what a CV is
- Students will learn how to create their own CV
- Students will learn about online job applications and sending a CV on spec

## Frameworks

**Gatsby:** 3, 5, 6

**CDI:** 1, 4, 5, 6, 10, 11, 12, 15, 16

**Skills:** Communication, Self-Management, Digital Skills, Drive

## Resources Needed

1. 'Preparing Your First CV' PowerPoint
2. CV 1
3. CV 2
4. Top Tips (a hand out for the end of the session)
5. Reflection sheet

SLIDE NUMBER	TIMINGS	KEY TEACHING POINTS
2	1 minute	Introduction slide.
3	2 minutes	Do students know what a CV is? Does anyone have one?
3	3 minutes	Cover the key elements of a CV.
4	5 minutes	Get students to compare the two CVs – they could have a red pen to highlight any errors.
5-6	5 minutes	Discuss the two CVs – do they think that getting it wrong makes a difference?
7	1 minute	Talk about online applications.
9	2 minutes	Wash-up – ask students to complete the reflection sheet.

## Evaluation & Reflection

Check the reflection sheet. Have students identified things they wish to work on? Did all students find the session useful?

Don't forget to feedback to WorldSkills UK. Complete the survey at [www.surveymonkey.co.uk/r/VGWMZS](http://www.surveymonkey.co.uk/r/VGWMZS) or just scan this QR code:



## Additional Info

**Preparation:** Make sure that you have printed all of the resources.

**Differentiation/Meeting Individual Need:** Provide any support to students that may struggle to see the differences in the two CVs.

**Extension Work:** Students could be tasked with creating their first CV and bringing it back to the class to be checked by you and other classmates. Students could explore Youth Employment UK Careers Hub to find more tips on creating a CV and sending off job applications – [www.youthemployment.org.uk/careers-hub](http://www.youthemployment.org.uk/careers-hub)

**Plenary Actions:** Get students to register with the Young Professional and complete the quiz. Once registered, students will get access to a rich database of skills training, weekly inspiration, careers information and advice from other young people. Students who are Young Professionals can use the online

reflection area to store their own reflections of this careers activity and their skills development –

[www.youthemployment.org.uk/young-professional-training/](http://www.youthemployment.org.uk/young-professional-training/)

**Get students to visit the 'How to get a job' section of the National Careers Service website and get advice on how to write a CV and covering letter, how to fill out an application and how to stand out in an interview:** <https://nationalcareers.service.gov.uk/get-a-job>.