



North Berwick High School



CV WORKSHOP

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Introduction to session



“ THINKING ABOUT THE WORLD OF WORK ”

- What should you consider
- Developing a plan
- Making the right impression –
building a CV



Considering your options



- There are so many options
- How to narrow down options
- Drawing up a target list
- Get guidance and use information
- Create a list of alternatives



Making the right impression



**“YOU NEVER GET A SECOND CHANCE TO
MAKE A FIRST IMPRESSION”**





Curriculum Vitae



“ THE COURSE OF MY LIFE ”

- A list of facts about you
- Education/work history
- List of Skills and experience



First Impressions last



- **First insight someone has of you**
- **Need to make an impression**
- **Presentation is key**
- **A selling document**
- **See it through others' eyes**



Format & Style



- **Word/pdf format**
- **Highlight titles**
- **Use clear and business-like font**
- **Keep it snappy**
- **Check your spelling and grammar**
- **Include a letter of introduction**



Example CV format



- **Name**

- **Address**
- **Telephone**
- **Email**

- **Personal Profile**

- **Career Summary**

- **Job History**

- **Additional Information**



What to include on CV



- **Contact details**
- **Profile or personal statement**
- **Education & Qualifications**
- **Work history**
- **Achievements**
- **Hobbies & other useful information**



Further details on what to include



- **Contact details – Name, address, telephone, Email**
- **Profile – Objective key skills & experience**
- **Relevant skills – Relevant to job or course**
- **Employment history – Reverse order**
- **Additional Information – Language skills, IT skills, club memberships**
- **References – Professional not family**



Dos and Don'ts



SOME COMMON ERRORS

- **Don't be too generic – tailor it to specifics**
- **Poor language – Get it checked**
- **Don't leave gaps**
- **Don't use jargon or slang**
- **Practical format**
- **Don't exaggerate**
- **Never lie**
- **Be careful what you say**



Tailor your CV



- **Different views on CVs – what they want**
- **Research the company – make it relevant**
- **Who are you sending the CV to?**
- **Review the job & person specification**



Exercise

Writing your CV



- **Contact details**
- **Brief profile**
- **Qualifications**
- **Work history**
- **Achievements**
- **Other interests and hobbies**



Summary & Conclusions



- **Have a plan before you start looking**
- **Consider what employers want to know**
- **Remember, first impressions last**
- **Have a clear and readable format**
- **Remember to sell your strengths**
- **Good luck!**