

Aim

- To write a personal statement for a CV

Learning intention

- I will learn about CVs

Success criteria

- I can use language in my CV which promotes who I am
- I can describe why a good personal statement is important in a CV
- I can complete a personal statement in the CV builder

Before you start

- Register on My World of Work
- Consider completing the [Strengths lesson plan](#)
- Read the [CV builder factsheet](#) and [Creating a personal statement for a CV](#) in Getting a job – Building a CV
- Download and prepare class resources

Resources and downloads

- Suitable ICT with internet access (we recommend you use the latest versions of Chrome, Firefox or, in the case of Internet Explorer, version 10 or later)
- Printer
- [Creating a personal statement](#) worksheet
- [PowerPoint presentation](#)

Duration

These are suggested timescales only and will vary dependent on your group. These activities could be delivered over two sessions:

- 10 mins: What is a CV and personal statement discussion
- 40 mins: Creating a personal statement
- 20+ mins: Complete personal statement in My World of Work

Suitable for

This activity is suitable for Senior phase: S4 to S6, and college or other means of study.

Suggested activities

What is a CV and personal statement discussion (10 mins)

- Ask what CV (Curriculum Vitae) stands for and discuss what a CV is
- Check understanding of the personal statement section. Highlight that your personal statement introduces you to an employer, and shows a little of your personality
- For more information and for further discussion points refer to the tutorial on [Creating a personal statement for a CV](#) on My World of Work
- It might also be helpful to show an [example CV](#) to give pupils a real idea of what they should include in a personal statement

Creating a personal statement (40 mins)

- Working in pairs, groups or cooperatively, explain that they are going to help each other to start to write a personal statement as many people find this the most difficult part about creating a CV
- Ask pupils to discuss their experiences, strengths, skills and personal qualities
- Issue the worksheet for pupils to complete
- Each pair should write a statement for each other based on the information they shared
- Give pupils a maximum word limit on this as a personal statement for a CV or job application should be fairly concise and is normally between 50 -100 words
- Pupils should then exchange statements and discuss
- Ask young people to read and rewrite their statements in their own words

Complete personal statement in My World of Work (20 mins)

- If there is suitable ICT with internet access pupils can now type up their statement directly into the Personal Statement section of the CV builder on My World of Work which, provides a simple template to create a CV
- Pupils should go to myworldofwork.co.uk and log in
- Select account and click on CV tab at the left hand side menu to access CV builder
- Pupils will be presented with a list of sections they can complete to build their CV but at this stage just ask them to select 'personal statement' and enter their pre-drafted personal statement
- Once this has been done they should press save and exit or they can go on and complete the other sections if time allows

Next steps and related activities

- Go on to complete the rest of the CV builder

Curriculum links

This activity is designed to support:

Career Management Skills

Strengths	I am aware of my strengths, skills and achievements.
Networks	I know how to find and evaluate information and support to help my career development.

Career Education Standard 'I can statements'

Senior Phase	<ul style="list-style-type: none"> I can draw appropriately on evidence from my skills profile to help me complete application forms, create CVs and when practising interview techniques
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Experiences and outcomes

Health and wellbeing across learning	<p>Planning for Choices and Changes HWB 4-19a Based on my interests, skills, strengths and preferences, I am supported to make suitable, realistic and informed choices, set manageable goals and plan for my further transitions.</p> <p>HWB 4-20a I am investigating different careers/occupations, ways of working, and learning and training paths. I am gaining experience that helps me recognise the relevance of my learning, skills and interests to my future life.</p>
Health and wellbeing across learning	<p>Mental, emotional, social and physical wellbeing HWB 4-11a I make full use of and value the opportunities I am given to improve and manage my learning and, in turn, I can help to encourage learning and confidence in others.</p>
Literacy across learning	<p>Listening, talking and reading LIT 4-26a By considering the type of text I am creating, I can independently select ideas and relevant information for different purposes, and organise essential information or ideas and any supporting detail in a logical order. I can use suitable vocabulary to communicate effectively with my audience.</p>
Technologies	<p>ICT to enhance learning TCH 4-03b I can use ICT effectively in different learning contexts across the curriculum to access, select and present relevant information in a range of tasks.</p>