



Creating and updating your CV

Lesson plan

Aim

For young people to learn how to create and update their CV.

Mapping

CES 'I Can' Statements	CMS Themes and competencies
<ul style="list-style-type: none"> ★ I can share, evaluate and evidence my skills for learning, life and work to help me make successful future choices and changes ★ I can draw appropriately on evidence from my skills profile to help me complete application forms, CVs and when practicing interview techniques 	<ul style="list-style-type: none"> ★ Self: I develop and maintain a positive self-image ★ Self: I am aware of how I change and grow throughout my life ★ Strengths: I am aware of my skills, strengths and achievements

Learning Outcomes

Young people will understand how:

- ★ to access information about CVs on My World of Work
- ★ to write a CV
- ★ to access the CV builder to create or update their CV

Activity on next page...



Development of Activity

Introduction – Context of lesson

In this activity pupils will be introduced to resources to support them to create a CV.

A CV is a written document describing a person's skills, education and experience, which can be sent to potential employers to apply for jobs.

This activity will help pupils find out more information about writing a CV and how to use the CV builder to create or update their CV.

Activity on next page...

Pupil Instructions

Before you start

- ★ Sign into your My World of Work account www.myworldofwork.co.uk
- ★ If you do not have an account, click 'register' at the top right-hand side of the homepage. If you need help to do this, watch this [video](#) on how to register

How to write a CV

A CV is your opportunity to tell potential employers the story of what you've done and could do.

- ★ Read www.myworldofwork.co.uk/getting-job/building-cv to learn how to write a CV
- ★ The personal statement is the first thing people will read on your CV. You need to make the employer want to read more
- ★ For advice on writing your personal statement read <https://www.myworldofwork.co.uk/tutorial-creating-personal-statement-cv>

Using CV builder

- ★ You can access your CV from your account
- ★ To start creating or updating your CV use the CV builder
- ★ You can use the 'Creating and updating your CV guide' below to help you
- ★ In the appropriate parts of the CV builder add your
 - Personal details
 - Personal statement
 - Skills
 - Experience
 - Education
 - Interests
 - Achievements
 - References
- ★ You can save up to 10 CVs on My World of Work

Activity on next page...

Tips to help you

- ★ You can use information from your profile to help you complete your CV
- ★ When you are applying for a job, make sure you tailor your CV for the opportunity
- ★ Make sure your personal statement sounds positive and shows enthusiasm
- ★ You can share your CV at any stage to get advice from others
- ★ A good cover letter will support your CV and application
- ★ Check out the information on cover letters here
www.myworldofwork.co.uk/cover-letters

Follow-up

Young people should continue to review and update their CV to highlight any new skills, qualifications or achievements.