



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

### 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](http://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](http://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](http://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.