

The Bishop's Stortford High School & Rotary

CV Writing Workshop

22/07/2013

Rotary Club of Bishop's Stortford

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The Goal of the Workshop

- Write a CV with the aim of obtaining employment



Workshop Topics

- Using a CV to get a job
- Your CV
- Writing your CV
- Covering letter



Marketing

- Employer - public image and Sits Vac advert
- You - your image and your CV



Selling

- Employer

- Sell itself to the right candidate
- Recruitment Process – interview, assessments, tests, group assessments, personality profiling



Selling

- You

- Sell yourself to the right employer for the right job



CV- Curriculum Vitae

- “An overview of a person's life and qualifications”
 - Concise
 - Written
 - Communication



Your CV

- Facts
 - Qualifications
 - Awards
 - Contact information



Your CV

- Experiences & Responsibilities
 - Work experience – part of school curriculum, outside school
 - Evening and/or weekend work
 - Volunteer activities



Your CV

- Interests

- Activities in which you are positively involved
- Time you spend on those activities
- New skills you are learning



Writing your CV

- Lay out
 - Presentation, paper quality, grammar, spelling, fonts, etc
 - One page of A4 - chronology
 - Referees – personal & professional



Covering Letter

- Tailored to the advert and the employer
 - First contact with employer
 - Engage with employer



Covering Letter

- Personal qualities
 - Objectives and ambitions
 - Highlight qualities with facts
 - Take care – self promotion is no recommendation !!



Job Advert

- Jobs can be either
 - Customer facing
 - Back office



Job Advert

- Customer facing jobs - phrases
 - Running a busy store
 - Diverse team of staff
 - Fast paced environment
 - Marketing & promotions



Job Advert

- Back Office jobs - phrases
 - Entering time & data accurately
 - Allocating funds
 - Filing & preparing documents
 - A good eye for detail
 - Numerate, good working knowledge of Excel



Other considerations

- Application forms
- What the employers are looking for ?
- Assessments/Tests
- Personality profiling
- Web sites



Example CV

Marie SPRITEMOTO

Home Address Cottage Place Tel: 0888 8888
20 Sunset Crescent Mobile: 91234 567891
Windsor Email: m.sprite@ggg.com
4AA 1BB Nationality: British

EDUCATION

2008-10 Herts-Windsor Intelligent High School
Predicted A-Levels: Economics (A), Business (A), Politics (B)
AS Level: Business Studies (B)

2007-08 Gap Year - See Work Experience section

2005-07 GCSEs: 8 at Grade A, 3 at Grade B

WORK EXPERIENCE

2008 Jan - Aug Organic Nurseries INC, Potatoes, Herts
Cashier - regularly in charge of shop, including cashing-up,
handling customers queries - worked long hours to tight
deadlines. Developed eye for detail and communication.
(Gap Year - paid work)

2007 Sep - Nov Rotary Exchange Program
Hamburg, Germany - 10 weeks home stay with German family -
attended local school - helped german students prepare for
their english proficiency exams

2007 June Super Glue Administrators, Break Beach
Office Assistant - 2 weeks work experience - wrote and edited
promotional Christmas Shopping Newsletter published in
free employee newspaper. (Work experience, school program)

2006 May Big Sandwich Catering, New Camp
Catering Assistant - 2 weeks work experience - Serving and
preparing foods for weddings and funerals.
(Work experience, school program)

ADDITIONAL ACTIVITIES/SKILLS/AWARDS

Music: Electric and Classical Guitar (Grades 1 -6)
Travel: France and Germany
School Activities: Basketball team (runners up in World Cup Championships)
Joint organizer of College Charity Fair (raised \$3000 in a week)
Driving: Full clean driving licence
Languages: French and German to GCSE Grade A
Computing: Familiar with MS Office, Leopard OX, Excel, Pages
Awards: School Colours, Green Tie, Department of Guitar Studies

REFEREES Mr. Rock Rockefeller, Windsor High School, CM23, Tel: 333333

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Example Job Ad

SANDWICH BAR SHOP ASSISTANT

Job No: SUH/11656

Wage: MEETS NAT MIN WAGE

Hours

16 PER WEEK
MONDAY TO SATURDAY BETWEEN 10AM AND
3PM.

Location

WALLINGTON, SURREY SM6

Duration

Permanent

Date posted

12 May 2010

Pension details

No details held

Description

Previous experience not necessary as training will be given.
Must be presentable as you will be dealing with the public.
Duties serving customers, cleaning of the counter areas and
shop, washing dishes as well as any other duties required.
Employer operates a no smoking policy.

How to apply

You can apply for this job by telephoning 0208 6476234 ext 0
and asking for Louai Fouad.

Employer

Crumm's Bakery

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Example Job Ad

ASSEMBLY OPERATIVE LEP

Job No: HTN/4635

Wage

£6.20 PER HOUR

Hours

40 PER WEEK, MONDAY - FRIDAY, 8AM - 4:30PM

Location

HOUGHTON LE SPRING, TYNE AND W DH4

Duration

Permanent

Date posted

27 May 2010

Pension details

No details held

Description

This Vacancy is being advertised on behalf of MTrec who is operating as an employment agency. This Local Employment Partnership employer shares information about new starters with Jobcentre Plus for statistical purposes only. See www.direct.gov.uk for further information. This vacancy is being advertised on behalf of MTrec who is operating as an employment. business. Assembly experience preferred. Duties will include hand assembly of products, quality inspection, working as part of a team, general housekeeping, and other associated tasks as required. Applicants can also forward a CV via email to: chris.salkeld@mtrec.co.uk

How to apply

You can apply for this job by telephoning 0191 3506090 and asking for Chris Salkeld.

Employer

MTrec

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