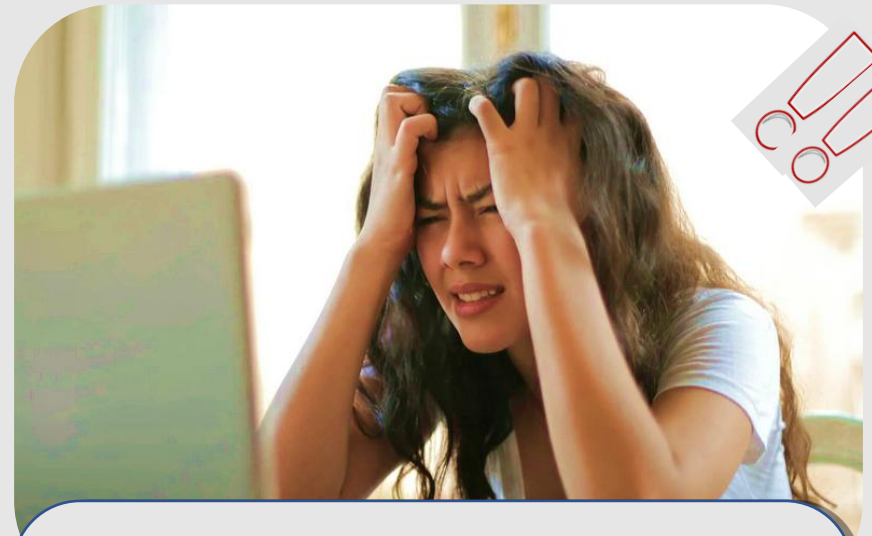


Do Now

Writing fantastic CVs and job applications

Nadine has just spent all morning filling in a detailed job application form and double-checking and attaching her CV. 'Don't forget a cover letter!' says her mom. 'I've literally just written down my whole life. What on earth am I supposed to now put in a cover letter!?' Exclaims Nadine.

Discuss: Job applications can require a lot of effort. Why is it always important to provide exactly what is asked for?



What do we mean by the terms 'CV' and 'cover letter'?

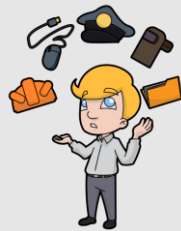
I think CVs are...

I think cover letter are...

Writing fantastic CVs and job applications

Learning outcomes:

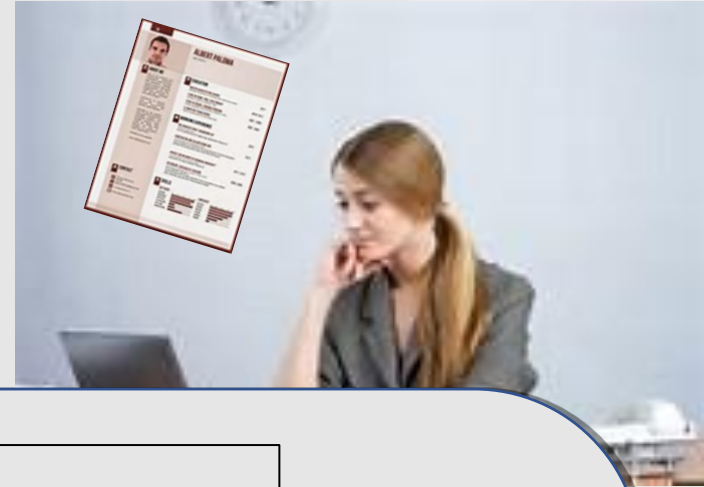
Describe what employers are looking for in a CV and cover letter, and how we can get our best qualities across to employers.



Curriculum Vitae – literally meaning ‘an account of one’s life’, this essential document is a potential employers first impression of you on paper, summing up your education, skills and work experience to date.

Cover letter - a written document that applicants submit with their resume when applying for a job, which summarises why they would be a great candidate.

Now that we know what a CV is, how do we prepare a fantastic one? Let's find out before we delve into some examples of poor and excellent students' CVs.



<https://www.youtube.com/watch?v=-QikSuQAXbA>

As you watch the clip, complete the table in your booklets

STRUCTURE

How should the CV appear?

What order should the content be in?

GENERAL TIPS

What should be include?

*What should we **NOT** include?*

What did we find out?

Don't forget to add any points you missed as we go through this together.

STRUCTURE

How should the CV appear?

What order should the content be in?



GENERAL TIPS

What should be include?

*What should we **NOT** include?*



We will now compare three different CVs from sixth-form college students. They all vary in quality.

You are going to imagine you are a manager at a small office. You need a new receptionist.

In your pairs, read through the three CVs you have been sent by potential employees.

Bob Smith
10 King Road
Dudley
West Midlands
DY6 8AT
Bob@bob.smith.com

Personal Profile
I like to play football in my spare time. I like to cook in my spare time. I like to read in my spare time. I have done charity work before. I done voluntary work before.

Work History

Jan 2015 to Feb 2016 Job Title: Shop Assistant
In the shop I would stack the shelves, talk to the customers, count the correct change, close up at the end of the day, open up in the morning, help with the accounts and clean the floor.

Feb 2016 to Present Job Title: Office Admin Assistant
In my present job I do the photocopying, make the tea and coffee, organise the post going out, organise the post going in, make spreadsheets, type up minutes from meetings.

Key Achievements:
I got my Duke of Edinburgh Award.

Education and Qualifications

Qualification	Grade	Subject	School/College/Awarding Body	Year
GCSE	E	English	Dudley Community Secondary School	2014
GCSE	D	Science		
GCSE	B	Drama		
GCSE	C	French		
GCSE	A	Maths		

Interests and Activities
I like to read books. My favourite books are mystery novels, but I also like science. I like to take them over the park but sometimes I take them by the lake, as walking is a fantastic activity if it's not too hot. I've been to the cinema, my friend has one of them.
I like my Uncle's football, and can take apart and repair computers.

References

Mr Jones Head Teacher Dudley Community Secondary School West Midlands DY6 8AT 0121 257726	Uncle Jeff 19 Cable Road West Midlands DY7 9EW 0121 255549
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Complete in your booklets:

Identify three positives and three things that could be improved to each of the CVs. Now rank them in order of how useful they are to you as an employer.

Who will you invite for an interview and why?

Describe three ways your successful candidate has put their qualities across.

What makes you want to employ them?

What is it you think makes the poorer CV unsuccessful?

What could the candidate do to improve this?

Bob Smith

10 King Road
 Dudley
 West Midlands
 Dy6 8aT
Bobbyhayheeeee@hotmail.com

Personal Profile

I like to play football in my spare time. I like to cook in my spare time. I like to read in my spare time. I have done charity work before. I done voluntary work before.

Work History

Jan 2018 to Feb 2021 **Job Title: Shop Assistant**

In the shop I would stack the shelves, talk to the customers, count the correct change, close up at the end of the day, open up in the morning, help with the accounts and clean the floor.

Feb 2021 to Present **Job Title: Office Admin Assistant**

In my present job I do the photocopying, make the tea and coffee, organise the post going out, organise the post going in, make spreadsheets, type up minutes from meetings.

Key Achievements:

I got my Duke of Edinburgh Award.

Education and Qualifications

Qualification	Grade	Subject	School/College/Awarding Body	Year
GCSE	5	English	Dudley Community Secondary School	2018
GCSE	7	Science		
GCSE	3	Drama		
GCSE	3	French		
GCSE	8	Maths		
GCSE	9	Computer Science		

Interests and Activities

I like to walk dogs, my ~~favourite~~ dogs are probably spaniels, but I also like poodles. I like to take them over the park but sometimes I take them by the canal, as walking is a ~~favourite~~ activity of ~~mine~~. I don't mind golden retrievers either, my friend has one of them. Some people like cats, but not me.

I also won Young Citizen of the Year for my voluntary work with the elderly in Dudley and can take apart and rebuild computers and I coded my dad's work's accountancy software.

References

~~Mr~~ Jones
 Head Teacher
 Dudley Community Secondary School
 West Midlands
 Dy6 8aT

Uncle Jeff
 19 Cable Road
 West Midlands
 Dy7 8EW

01384 287756

01384 285649

Raj Visha

30 Green Road
 Dudley
 West Midlands
 DY6 8PT
 Raj.visha@hotmail.com

Personal Profile

I am a conscientious and committed person, ever ready to work hard and be part of a team. I have excellent interpersonal skills and can work with people well, from any background. I have a great sense of humour and a positive outlook. I am well qualified, have an array of experience and superb references from a variety of companies.

I am also adaptable and flexible and available to work immediately.

Work History

Jan 2019 to April 2021

Job Title: Work Experience at The Sandwich Shack

Working for this prestigious West Midlands company as a 'Sandwich Artist', I developed my interpersonal and customer service skills through working with the general public, as well as my ability to meet deadlines whilst working in a high-pressure environment. I was awarded 'Sandwich Artist' of the month three times during my time here.

March 2021 to Present

Job Title: Administration Assistant at Central Trains

This position required superb organisation skills as well as the ability to fluently navigate all of the Microsoft Office 2010 packages, including Excel, Word, PowerPoint. I then trained new administration assistants, input payroll data and acted as personal assistant for the CEO whilst his PA was on sick leave.

Key Achievements:

Outstanding Achievement Recognition Award

Given at a prize-winning ceremony by the Governors from my secondary school for students with the best GCSE results.

Gold Duke of Edinburgh Award

Presented to me by Prince William at Buckingham Palace.

Education and Qualifications

Qualification	Grade	Subject	School/College/Awarding Body	Year
GCSE	9	English	Dudley Community Secondary School	2019
GCSE	9	Science		
GCSE	8	Statistics		
GCSE	8	French		
GCSE	7	Maths		

Interests and Activities

I am a keen amateur website designer. I worked on and produced the logo and branding for my Dad's company and ran the 'Computer Design' Club for younger students at my school.
 In my spare time I also enjoy reading Science Fiction as well as blogging, updating my Social Media accounts and keeping healthy by regularly taking part in half-marathons.

References

Sir Geoff Jones
 Head Teacher
 Dudley Community Secondary School
 West Midlands
 DY6 8AT

Ms. Sarah Green (CEO Central Trains)
 20 Central Towers
 West Midlands
 DY2 8PV

01384 287756

01384 285649

Laura Cotters

20 Queen Road
 Dudley
 West Midlands
 Dy6 8aT
 l.cotters@hotmail.com

Personal Profile

I am a happy bubbly person and generally get on with everyone – most of the time, lol!

I have excellent interpersonal skills and can rock customer service desks like a pro. I love using excel and any other spreadsheet system, I always turn up on time and I work very hard.

Work History

Jan 2019 to March 2021 **Job Title: Data Input Assistant**

In this office-based position I would input all the relevant data into excel and then create graphs and charts for management to see the progress made by our marketing department. I won Data-Inputter of the Month, three months in a row and had to go to London to receive a certificate from the Director of the company- FTW!

March 2021 to Present **Job Title: Pizza Delivery Girl**

This position requires superb timekeeping to get the customers their product on time. For this position I learned to drive a motorbike (watch out world, lol!) a skill which I can use to commute on time to future prospective careers.

Key Achievements:

Gained Head Girl Position at School – probably because I'm da best!

Education and Qualifications

Qualification	Grade	Subject	School/College/Awarding Body	Year
GCSE	7	English	Dudley Community Secondary School	2019
GCSE	5	Science		
GCSE	5	Drama		
GCSE	6	French		
GCSE	5	Maths		

Interests and Activities

In my spare time I [help out in](#) a local animal charity; I have a passion for helping vulnerable animals and have been a volunteer for the RSPCA since I was 10. I really do love animals- but I love eating those more, lol!

References

Mr Jones
 Head Teacher
 Dudley Community Secondary School
 West Midlands
 Dy6 8aT

Richard Tanker
 11 Cramble Road
 West Midlands
 Dy7 8PW

01384 287756

01384 285649

Writing fantastic CVs and job applications

We're now going to read two cover letters from some college students who are applying for their first jobs.

Start: For each one, highlight or circle any statements you think are problematic and also any you think make the candidate come across well.

1: For each of the above, also be prepared to explain to the rest of the class why you think this.

2: Re-write each of the cover letters to make the candidates sound more impressive (but only based on what they've said – don't lie!) Be prepared to show your work and explain what you changed about the cover letters.



1. Position: Apprentice Mechanic

Hello, I'm applying for this position because they said at the job centre that if I don't apply for a job every two weeks, I can't get my money anymore.

I do really like cars though. I did work experience at Volvo in Birmingham, where I cleaned all the insides of the Volvos and then I polished the dashboards. I have a good reference from the man at Volvo – I forget his name, but if you ask for the tall, ginger guy they will know who you mean.

I have 6 GCSEs at 5 or above. This includes maths and english and Science. I failed my Spanish but that wasn't really my fault, I was ill on the day of the exam so there were mitigating circumstances.

I am a polite and hard-working girl, I can work well in a team, as demonstrated when I was the captain in the netball team. My other relevant skills are cooking and photography.

2. Position: Social Media Marketing Assistant

Dear Sirs,

I am writing to you to apply for the position of Social Media Marketing Assistant.

I am a conscientious and very hard-working individual. I have excellent GCSE and A-Level results as shown on my CV (overleaf). I have really good references as well, from both the Principal of my college and the manager at the Express and Star, where I completed my work experience.

I completed my work experience at the Express and Star, where I worked with the Social Media team, updating the newspaper's Twitter account and sending competition winners details of their prizes. Everyone said I was very easy to get on with and much nicer than Mark Rolinson, who had been there previously and who no-one liked.

I have excellent computer skills and I am proficient in all Microsoft Office packages as well as all social media programmes, from Instagram to Facebook to TikTok to YouTube and many more. I can also use Photoshop, In-Design and but I'm not very good at Quickbooks even though I am taking a course in it.

I always dress to impress and make a polite and enthusiastic impression on clients. I am confident that I would fit in very well at Mizzy Marketing and I look forward to hearing from you.

We're now going to read an example of an excellent cover letter for a job application. Then, discuss these questions in pairs and complete the answers in your books:

- 1: What makes this letter so much better than the other two?
- 2: How has the writer made themselves sound appealing as a potential candidate? Explain three ways.
- 3: How have they made their skills, qualifications and interests relevant to the position?
4. If you had to be picky and improve this even further, how could you?

1. Personal Statement - Position: Apprentice Mechanic
Hello, I'm applying for this position because they said at the job centre that if I don't apply for a job every two weeks, I can't get my money anymore.
I do really like cars though, I did work experience at Volvo in Birmingham, where I cleaned all the insides of the Volvos and then I polished the dashboards. I have a good reference from the man at Volvo - I forgot his name, but if you ask for the tall, ginger guy they will know who you mean.
I have 6 GCSEs at 5 or above. This includes maths and English and Science. I failed my Spanish but that wasn't really my fault, I was ill on the day of the exam so there were mitigating circumstances.
I am a polite and hard-working girl, I can work well in a team, as demonstrated when I was the captain in the netball team. My other relevant skills are cooking and photography.]

2. Personal Statement - Position: Social Media Marketing Assistant
I am a conscientious and very hard-working individual. I have excellent GCSE and A-Level results as shown on my CV (overleaf). I have really good references as well, from both the Principal of my college and the manager of The Express and Star, where I completed my work experience.
I completed my work experience at the Express and Star, where I worked with the Social Media team, updating the newspaper's Twitter account and sending competition winners details of their prizes. Everyone said I was very easy to get on with and much nicer than Mark ~~xxxxxx~~, who had been there previously and who no-one liked.
I have excellent computer skills and I am proficient in all Microsoft Office packages as well as all social media programmes, from Instagram to Facebook to Snapchat to YouTube and many more. I can also use Photoshop, In-Design and but I'm not very good at ~~xxxxxxx~~ even though I am taking a course in it.
I always dress to impress and make a polite and enthusiastic impression on clients. I am confident that I would fit in very well at ~~xxxxx~~ Marketing and I look forward to hearing from you.



Position: Library Assistant

Dear Mrs Charles,

With reference to your recent job advertisement, I am applying for the position of Library Assistant. As an avid reader of books, with substantial experience of working in library environments, I believe I would be ideal for the role. For example, in my two-week work experience placement at Localshire Library, I was entrusted with organising several displays and assisted in the issuing of library cards and other administrative tasks. I was also involved in the story time sessions for young children, where I was a volunteer reader.

As a young person myself, I would benefit your team as I can bring an insight into what the new generation are reading and interested in. For example, I used my design skills to create a display in Localshire Library promoting books by authors which started out as fanfic. My knowledge of genres like fanfic, manga, and other types of literature popular with younger people would make me an asset to your team in terms of outreach. I passionately believe that libraries serve a vital role in communities in the 21st century and I am committed to helping to make them valuable spaces for everybody.

My love of literature and hard work is reflected in my GCSEs; I have 10 GCSEs at grades 4-9, including English Language (grade 6) and English Literature (grade 6). I am studying A-Levels in English Literature, History and Art and am currently predicted BCC. I am committed to education and promoting access to education for all. This is why I believe I would make an excellent candidate for the role.

Reporting a Concern at Thornden School

- It is important to us that all of you feel safe, happy and belong at Thornden.
- We also know that sometimes it is not as easy as simply telling a member of staff
- It could be:
 - A friend you are worried about
 - Someone being unkind to you
 - Something you have heard and think we should know

How can you report anything you are worried about?

- Speak to a member of staff or parent / carer
- Visit the Well Being Den or Head of Year area
- On Satchel each week you will be sent a link to a form to share any worries you have
- On our school website homepage there is a 'Report a Concern' link.
- In the Student Bulletin there is a 'Report a Concern' link
- On all school desktops there is a 'Report a Concern' logo to click and report anything

Need Support? You're Not Alone

If anything in today's lesson has affected you, or you want to talk to someone, there is help available.

Mental Health & Low Mood

YoungMinds – <https://www.youngminds.org.uk>

Kooth – <https://www.kooth.com>

Mind – <https://www.mind.org.uk>

Talk to Someone

Your Tutor or Head of Year – We're here to help.

Wellbeing Team and School Nurse

Report a Concern on Satchel

Safeguarding Team with the Purple lanyards

Healthy Lifestyle

NHS Every Mind Matters – <https://www.nhs.uk/every-mind-matters>

Change4Life – <https://www.nhs.uk/change4life>

Apps That Can Help

Calm – For mindfulness and sleep.

Headspace – Meditation and stress relief.

Clear Fear – Manage anxiety (designed for young people).

MeeTwo – Anonymously talk to other teens, moderated by experts.

Eating Concerns

Beat Eating Disorders –

<https://www.beateatingdisorders.org.uk>

NHS Live Well – Eating Disorders –

<https://www.nhs.uk/mental-health/conditions/eating-disorders/>