

EMPLOYABILITY SKILLS – CREATING A CV



WORKSHEET - Creating a CV

You are going to create a CV to apply for a job, an internship, or work experience placement.

1. What is the purpose of a CV? Brainstorm with a partner and write your answer in the box below:

2. Your CV should demonstrate how you meet the requirements of the internship or work placement. Fill in the sentence:
The vacancy is for _____. Write down the ingredients that you think are necessary for a strong CV in the box below:

3. Which of the following categories of information do you want to include in your CV? What order should they go in?
Choose at least six.

Transferable skills	
Personal details	
Contact details	
Personal profile	
Education history and the qualifications you are working towards or have completed	
Employment history (with most recent role listed first) title; job role; company name; brief notes of what you do/did or what you've achieved	
Professional qualifications or training	
Current projects and roles	
Skills	
Interests	
References	
Memberships of professional organisations	

Use the table in Ex. 4 to help draft your CV.

Hint: Always carefully proofread your CV for spelling and grammar. Any mistakes give a negative impression and may mean your CV will be immediately discarded.

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4. Use the table below. Each category heading should be completed using the list from the previous page. In the details section, write the most relevant information for your skills and experiences when applied to the job, work experience, or internship you want to apply for.

Category heading:	Details:
Category heading:	Details:
Category heading:	Details:
Category heading:	Details:
Category heading:	Details:

Remember to think about the chronological order of your experience and skills and start with the most recent. If you have any gaps in dates, think about the transferable skills you were developing during those breaks between studies or work experience.