

A 60 minute introduction to CV writing

Line managers session plan

The following session is an introduction for line managers to work through with team members, either 1:1 or in a team meeting, to start them on the process of preparing a CV.

To prepare for the session...

1. Read the following plan and familiarise yourself with the exercises.
2. Ensure your team understand that this is an introduction to help them get started
3. Set aside

the template CV guide available for each team member to use as an aide memoire.

Objective	Session content	Timing
Ensure your team understand how CV's are used.	<p>The purpose of a CV</p> <p>Ask the team...</p> <ol style="list-style-type: none">1. What is a CV?2. How is it used?3. Who uses it? <p>Facilitate the discussion to create a shared understanding of what a CV is and how it is used.</p> <p>Confirm...</p> <p>A CV tells the recruiter what experience you have that is relevant and how your skills match the ones they want for their job. It is your chance to help secure an interview.</p>	5 minutes
Team members start thinking about what they would include in their CV	<p>CV content – getting started</p> <p>Ask the team...</p> <p>Individually or in pairs to write on a piece of a paper, their thoughts to the following questions;</p> <ol style="list-style-type: none">1. What am I most proud of in my career?2. When have I received good feedback from colleagues and managers?3. When have I used the skills I listed above?4. What have I achieved, improved, put in place, as a result of all of this? <p>This is something you can discuss with them at their 1:1/ supervision meetings to provide additional content.</p> <p>Colleagues can also act as a great source of information to help answer these questions for an individual.</p>	20 minutes

Your CV is a passport to a job interview so it needs to say enough about you to show the recruiter that not only do you have the right skills and experience for their job, but also that it is worth their time reading your CV and meeting you.

Before you start, think about the type of job you might be applying for.

1. What sort of things will you be doing?
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- § Key responsibilities (2-3 statements)
- § Don't repeat things you have already captured in the key skills or achievements section
- § E.g. Managed a team of 8 business support staff to ensure team activities were appropriately resourced and delivered in accordance with service level agreements.

Job title **Start date – Leaving date**
 Organisation name, Organisation address

- § Key responsibilities (2-3 statements)

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It is not always necessary to include all of your early jobs, especially if you have had a longer career and your early jobs are no longer relevant to the type of work you are looking for.

QUALIFICATIONS & TRAINING

Name of course, where you did it and the date (a year is fine). You don't need to automatically include everything, put the most recent first and keep them relevant to the job

EDUCATION

You don't need to list every certificate etc ever, one line each for GCEs, GCSEs where you went and the date, you can put a range of grades, or, if they are not really relevant as you now have professional qualifications and the grades weren't brilliant, you can leave them out!

INTERESTS

This is an optional category and really up to personal preference. You may have interests that are highly relevant to the role you are applying for in which case this could demonstrate another set of relevant skills. For example, if you have pr