



# Life after Laurus

## Employability and CV Writing

The intended audience for this document is **Students**

**All students have an equal entitlement to high quality Careers Education, Information, Advice and Guidance at Laurus Schools that helps to prepare them for choices and transitions affecting their future education, training and employment.**

### Employability

As part of your learning we will look at employability skills. These are the **transferable skills needed by an individual to make them 'employable'**. In other words, they are things “beyond the curriculum” that make you a good future employee. Can you listen to people? Do you work well in a team? Are you self-motivated?



#### Employability Skills

“A great video that looks at Employability and soft-business skills that employers are looking for”

### Writing a CV/Application Form

A CV is short for Curriculum Vitae. When applying for a job or for volunteering opportunities most employers will ask for a CV. You might be asked to fill out an application form, but all the information you write on an application can be taken off your CV. It's therefore really useful to write one and keep it up to date. It could be really useful to help you get a part-time job. A CV is normally one A4 sheet that advertises you to a potential employer. Here is what you should include:



#### Tips for CV Writing

“A short video from monster.co.uk on how to write an effective CV for job applications”

- Your name and contact details
- Skills and personality traits that show you are the perfect fit for the position being advertised
- Your education and qualifications
- Any work or volunteering experience
- Hobbies or sport teams you are involved with
- Referees – Someone who can professionally confirm what you have written on your CV

### Tips for a good CV

Do	Don't
<ul style="list-style-type: none"> <li>• Be positive about yourself</li> <li>• Clearly highlight relevant skills and experiences</li> <li>• Be brief and to the point</li> <li>• Check for grammar and spelling mistakes</li> <li>• Change your CV to match every job you apply for</li> <li>• Make sure your CV is current</li> </ul>	<ul style="list-style-type: none"> <li>• Lie</li> <li>• Include any personal information such as birth, gender, or nationality</li> <li>• Leave any gaps in your education or work experience</li> <li>• Have any spelling or grammatical errors</li> </ul>



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### The CV - Writing down your experiences

You could write this...

I play football and the weekends and sometimes watch my younger brother play. Sometimes I help the manager of my brother's team with a warm up or at training or the matches

But, this paragraphs demonstrates more...

I really enjoy football and I play for a local team each weekend. I enjoy being part of the team, training and working together to hopefully win at the weekend, but mainly to enjoy it. I also help with my younger brother's team. This involves helping the manager with some of the coaching and warming the team up on match days. I like being able to coach and support them to improve as players.

### An Example CV

**Contact details** – include a professional work email address.

CV Example

**Contact**

Address:  
Phone:  
Email:  
LinkedIn:

**Achievements**

*This could include: Languages, Design and IT skills, plus any relevant achievements that you are proud of.*

**Personal summary**

*For example: I am a highly organized and personable individual. I have recently completed my studies in Business Studies, achieving excellent grades. I am now seeking a position in customer service to strengthen my understanding of the wider industry.*

*For example: I am a driven retail manager with over 10 years' experience in the sector. I have a proven track record of success, including working with three top performing companies. I am now looking for the right opportunity to further develop my expertise.*

*For Example: I am currently a student at Halesbury Academy where I am studying Theatre Studies. I am currently looking for some work experience in a theatre to gain an insight into the different roles within a production company.*

**Education**

School/ College name  
Year  
Qualification

School/ College name  
Year  
Qualification

**Work experience**

Company name  
Job Title  
mm/yyyy – mm/yyyy

Outline of position:  
Key responsibilities:

- 
- 
- 

References available on request.

**Name** - include both your first and surname.

**Personal summary** – use this space to talk about yourself and why you are applying for the position.

**Education** - chronologically highlight any educational qualification.

**Work experience** – chronologically detail any work or volunteering experiences.