

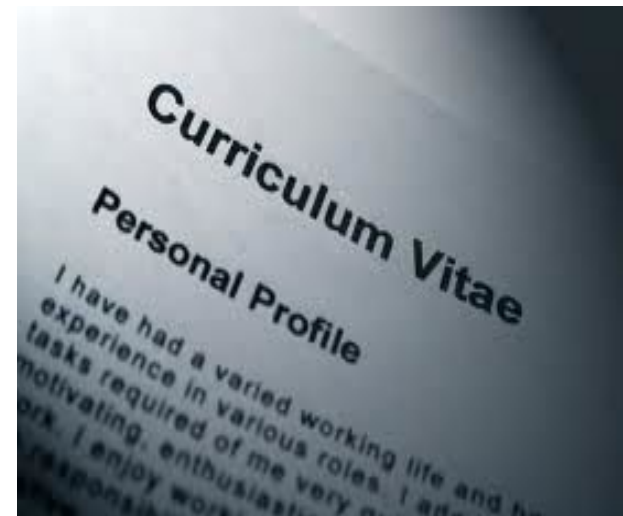


Writing and CV and preparing for a job
interview

What is a CV ?

Your *curriculum vitae*, or CV, is a summarised reflection of you. It means "course of life" in Latin and represents your professional and, sometimes, personal achievements.

When someone looks at your CV, they should be able to get a clear indication of your qualifications before ever meeting you.



What Should Teenagers Put on Their CV?

Employers are not going to expect a long job history from you. They will be looking for some indication that you are keen, sensible and likely to carry out the tasks that are set.

A CV is a chance to promote yourself as a person someone else would like to employ. The point is to try and draw out things from your experiences that may be of interest to a potential employer.

They are keen to see that it was of some interest to you, and what you enjoyed and what you learnt. You may be the person they need in their business.

Skills to Add on Your CV

Think of the general skills you have. Everyone has got them.

What do people compliment you on?

What do they say you're good at?

Are you good with numbers?

Can you draw?

Are you a good listener?

Are you a quick learner?

Can you solve problems well?

Can you communicate well?

Do you work better on your own or in a team?

Ambitions, Goals and Future Dreams

As a youngster, you may not have a great deal of history to talk about ... but you have a long future to think about.

What are your ambitions, your aspirations?

What do you dream of doing or becoming?

What do you hope to achieve?

Will the job you're going for help you reach your goals?

CV Layout and Sections

The layout and accuracy of your CV is important. Get an adult to read it and make sure it's error-free. There's nothing worse than a CV with incorrect spellings and bad English.

Try to include:

Personal Details

Education (to date, and your next step)

Work Experience

Skills and Achievements

Computer/Languages knowledge

Interests

Objectives and Ambitions

References (adults who know you and can vouch for you)

Anna Smith

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London SL82 4RT
Telephone: 0792 221 221 - 020 8994 4433
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Education

Norbury Manor Business and Enterprise College
(Subjects and Grades go here)

Work Experience

2011 - 2 weeks ABC COMMUNITY CENTRE
A summer job at a community centre for the elderly.

Organised a local advertising drive that increased the number of elderly people coming to the centre
Organised games and activities for people attending in the afternoons.
Escorted some of the elderly people to and from the centre.

Skills and Achievements

I am honest, hardworking, reliable and well-organised. I have a positive attitude, lots of patience and a good sense of humour. I really enjoy working with other people and have a very caring nature.

Computer Experience

Able to use all main Microsoft Office and the internet.

Languages

(If any)

Interests

My favourite subjects at school are _____, _____ and _____. I also enjoy _____, _____ and _____.

Objectives and Ambitions

I really enjoy helping the elderly to get involved with the play activities and find this work very rewarding. My career ambition is to become a Physiotherapist.

References

(Contact details from adults who know you and can vouch for you)

Job Interview

Prepare Ahead of Time

Before your interview, it's critical to think of as many of the questions your interviewers might ask such as "Why do you want this job?" "Tell me something about yourself".

Dress Appropriately

People form first impressions instantly, so you need to make sure your overall presentation is positive. Also, do not wear too much make-up or use strong perfumes.

Arrive Early for Your Interview

Being on time will accomplish two things. First, you'll show your employer that you take him or her and the job seriously. Secondly, you'll be more relaxed if you don't have to rush in the door sweating and out-of-breath.

Job Interview – Most common questions

“Tell me something about yourself...”

What are your strengths?

Consider the requirements of the job and compare these with your own qualities – your personality, skills, abilities or experience. Try to back these points up with examples of where you have used them.

Examples: Team work, creativity, problem solving, reliability, originality, leadership etc.

Job Interview – Most common questions

Why do you want this job?

One of the most predictable questions but a very important one! You need to demonstrate that you have researched the employer and how would you use your skills and interests.

What do you expect to be doing in 5 years time?

This question allows you to demonstrate that you have done your research on the career routes open to you. Show that you have at least a general idea of where you want to go.