

Level 1 Unit WS2: Producing a CV

1 Know the purpose of a CV

Explain the purpose and importance of a CV to students, including how it can help to showcase their skills, experiences, and qualifications to potential employers

Discuss the different situations in which a CV might be used, such as when applying for a job, an internship, or a scholarship

1.1 Outline why a CV might be used when applying for a job

Discuss how a CV is often used as a key component of a job application, alongside a cover letter and other supporting documents

Emphasize the importance of tailoring a CV to the specific requirements of the job being applied for

1.1 Know information required in a CV

Provide guidance on the different sections and information that are typically included in a CV, such as personal details, education, work experience, skills, and interests

Emphasize the need for accuracy, clarity, and relevance when selecting and presenting information in a CV

2.1 Identify core information needed to complete a CV

Help students to identify the most important and relevant information to include in their CV, based on their skills, experiences, and the job requirements

Encourage students to organize the information in a clear and concise way, using headings, bullet points, and other formatting techniques as appropriate

Know the purpose of a reference in a CV

Discuss the role of references in a job application process, and how they can provide additional information about a candidate's character, abilities, and work performance

Explain the difference between personal and professional references, and the importance of choosing suitable referees

3.1 Outline why a reference is needed in a CV

Explain how a reference can help to validate a candidate's qualifications, experiences, and achievements, and provide insights into their work style, character, and potential fit with a particular job or organisation

3.2 Identify suitable referees for a CV

Discuss the different types of referees that may be suitable for a CV, such as former employers, teachers, mentors, or other professionals who have worked closely with the candidate

Provide guidance on how to approach potential referees and request their permission to be listed as a reference

Be able to produce a CV

Provide a template or outline for a CV that students can use as a starting point

Encourage students to tailor their CV to the specific requirements of a job, and to highlight their most relevant skills, experiences, and achievements

Provide guidance on how to format and structure a CV, and how to proofread and edit it for clarity and accuracy before submission.

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