



Higher
Horizons+



Employability Skills

Guide to CVs, Covering Letters & Online Profiles



Aims and objectives

Understand

Understand what should be included in a CV

Identify

Identify your own Strengths and Skills

Create

Create a CV, Covering Letter and Online Profile

DID YOU KNOW?...

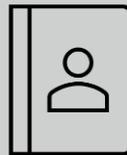
**‘Curriculum Vitae’
is Latin!**



Curriculum derives from '**Currere**' meaning '**Race-Course**'.



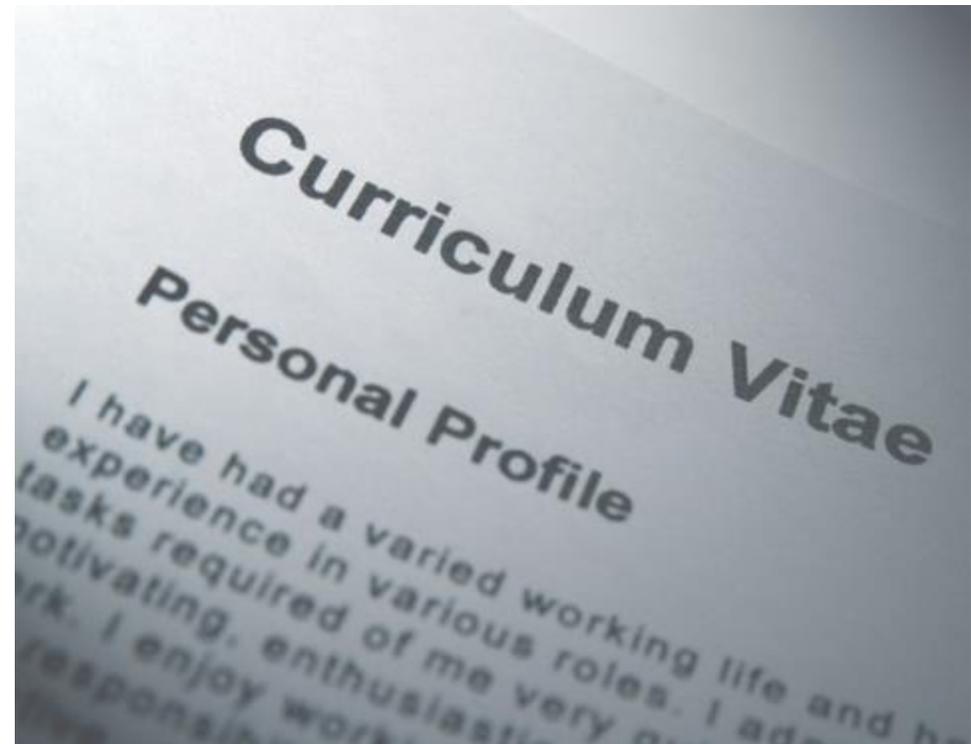
Vitae simply meaning '**Life**'



Roughly translated '**Course of Life**'

Step-by-step guide

- ✓ [Download Documents](#)
- ✓ What is a CV?
- ✓ Getting Prepared
- ✓ What to include in your CV
- ✓ How to tailor your CV
- ✓ Exploring Transferable Skills
- ✓ Writing a Personal Profile
- ✓ Employment, Experience and Qualifications
- ✓ References
- ✓ Covering Letters
- ✓ Online Professional Profiles
- ✓ Summary



Download Documents

You can download the work sheets and example documents for this session from our website by [clicking here](#).

This work pack includes:



CV SCHOOL LEAVER
James Sample
Word doc



IDENTIFY YOUR OWN
SKILLS WORKSHEET
PDF doc



COVERING LETTER
James Sample
Word doc



SPECULATIVE LETTER
James Sample
Word doc

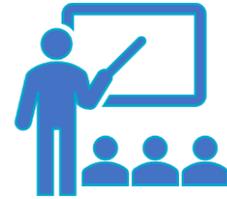


LINKEDIN PROFILE -
James Sample
PDF doc

What is a CV?

- A written description of qualifications, strengths and work experience in the application of employment.
- A professional story of an individual and what they can offer.
- A chance to demonstrate to employers you are the person they wish to recruit.
- Accompanied by an effective covering letter portraying personality, work ethic, aspirations and reason for application.
- A tool for completing application forms, online profiles and help prepare for interviews.

Your CV should be continually updated to evolve with your career



Getting prepared!! – Tips to get you started



Prepare to present excellence – An average recruiter spends 15-30 seconds looking at a CV. Make sure it is error-free, honest and well presented.



You will need to adapt your CV - Always customise your CV for the position you are applying for.



Think like the employer – Research some of the key words from the company's own website.



Simplicity is key – Choose fonts that are easy to read (font size 11/12)



Research different examples of layouts – Research layouts and templates on software (such as word)



Avoid Pictures – Not necessary on a CV so keep them for your Online Profile.

What to include in your CV

- **Name** (Status not required on a CV – e.g: Mr, Miss etc)
- **Address** (Optional if applying through job sites or posting CV online)
- **Email Address** (Ensuring it is current and professional)
- **Contact telephone number** (Current with appropriate answerphone message)
- **Personal Profile / Statement** (Three sentence introduction about yourself and aspirations)
- **Key Skills /Strengths** (Bullet point skills list)
- **Qualifications & Training** (Include any current courses of study)
- **Work Experience/ History** (Most recent first)
- **References** (Typically – ‘available on request’)

Consider Personal Data

Exercise caution when sending a CV to Online Job search Sites, keeping personal information minimal. Once you have put your information online, anyone can access it.

The following can pose a risk if not secure:

- **Date of Birth**
- **Gender**
- **Home Address**
- **National Insurance Number**
- **Contact details for References**

THINK - Is this information necessary at this stage?

Tailor your CV – Use their key words

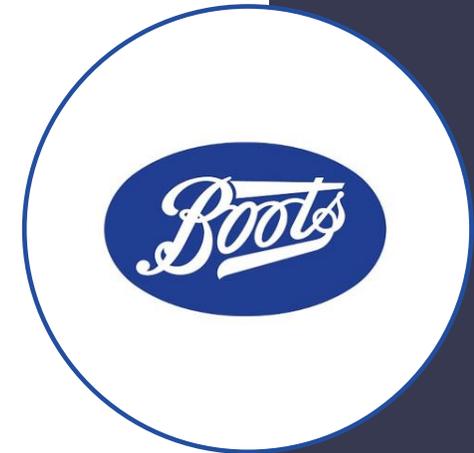
Search the company's core values on the career section of the website.

For Example – Boots Plc Core Values

- **Trust** - Respect, integrity and candor guide our actions to do the right thing
- **Care** - Our people and customers inspire us to act with commitment and passion
- **Innovation** - We cultivate an open and entrepreneurial mind-set in all that we do
- **Partnership** - We work collaboratively with each other and our partners to win together
- **Dedication** - We work with rigor, simplicity and agility to deliver exceptional results

Which words stand out?

Words impact and influence the way people think and feel, creating a better impression from the reader. It also demonstrates your research of the organisation.



Exploring your own set of skills



- ✓ A transferable skill is one that you can take into a new role.
- ✓ An acquired skill from home or work life.
- ✓ Detail these skills in your personal profile.
- ✓ Common examples include:
Multitasking, Attention to detail, Organised,



Use the ['Find your Skills' download](#) to help discover your skills

Writing a Personal Profile

Use Transferable Skills to write a personal profile.

- ✓ Your personal profile is an opening sales pitch.
- ✓ An opportunity to capture the attention of a potential recruiter.
- ✓ Use this space to sell oneself.
- ✓ Demonstrate that you are the person they need in their company.

[Use the Sample Personal Profiles download to give you some ideas](#)

Employment, Experience & Qualifications

- School Leavers, Graduates and those with limited work experience, may wish to place Qualifications and Training section before Employment History.
- Add both these sections in date order with the most recent at the top of each section.

CV Tip – Make the best use of limited space by using shorter date formats such as; **Sep 19 – Jan 20** instead of **September 2019 – January 2020**



Employment Section

Detail previous employment including;

- Permanent/temporary jobs
- Full-time/part-time jobs
- Casual work
- Work Experience
- Weekend / Summer jobs
- Voluntary positions
- Apprenticeships, Industrial placements and internships

Remember to also include

- The name of the company
- The dates (from-to)
- Job title
- Brief description of primary responsibilities
- Achievements within the role (e.g. promotion)



References – Available upon request

Reasons not to add reference details on your CV;

- **Not required at the initial stage of application** – Normally requested at later stage.
- **Protection of referees data** – Prevents unwanted sharing of others information.
- **References waste space** – Use the valuable space to sell yourself.
- **Take referees details to the interview.**

References can be from teachers, social workers, employers, volunteer co-ordinators, sports coaches or anyone one who knows you in a professional capacity. References from family members or friends should only be provided if you are employed by them. Give referees information about the job to help you provide a good reference.

Always ask permission from the referee before giving their details!!

A stack of several books is visible in the lower right corner of the image, resting on a wooden surface. The books are slightly out of focus, with the top book having a dark cover and the others having lighter covers. The background is a soft, blurred light brown color.

Covering Letters

What is a Covering Letter?



- An essential introduction to the employer,
- An opportunity to showcase competence in formal writing skills.
- An opportunity to demonstrate personality and bring to the team/role.
- A description of reasons for wanting to join the company, your experiences and aspiration.
- A demonstration of having researched the company.
- Referring to two or three experiences or skills that may be relevant for the role.

Types of Covering Letters



There are two main types of covering letter

- **Covering letters** – Accompany a CV or Application Form for an [existing/advertised](#) job vacancy.
- **Speculative letters** – Sent with a CV to enquire about any potential [future/upcoming](#) job vacancies.



Preparing to write your covering letter



Getting prepared

- There's no one-size-fits-all job cover letter.
- Every employer and industry is different - personalising to fit each vacancy is essential.
- Examine the job advert, think about what they're asking to include a cover letter.

Essential skills

- Are they looking for communication, organisation and leadership skills? Demonstrate these by giving examples.

Experience

- What qualifications and work experience have they asked for?

Personal qualities

- If they specify good with people or ambitious, be sure to highlight these qualities

Finding information on the company

- Check their website, online forums and social media accounts for information about the company.
- Use core values to tailor a covering or speculative letter in order to stand out.
- Start a first draft by highlighting some of the skills and experience that they've mentioned, in the advert.
- Research the many examples of covering and speculative letters online.
- **Use the Sample Covering and Sample Speculative Letter download to get you started.**



Professional Profiles

A blurred office desk with a laptop, glasses, and papers. The text "Professional Profiles" is overlaid in the center.

What is Professional Profile?

- A professional profile is a brief summary of your skills, strengths, and key experiences. It also should convey what you are seeking or what you can offer the person reading it.
- **Keep it strong, brief and focused** - Try to stick to 500 characters or less or a brief paragraph.
- **Consider your audience** - Avoid technical jargon or abbreviations, stick to transferable skills and personal qualities.
- **Think like the employer** - Consider the main qualities they are looking for and focus on those.
- **Use the Sample Professional Profile download or search LinkedIn for more advice**



We want your feedback!



Please help us by filling out our short feedback survey using the link below:

<https://survey.alchemer.eu/s3/90313164/OutreachOnline-secure>

It will take you no more than two minutes to complete. We'll use your feedback to help us design new resources for you and other young people.

If you complete the survey you will be entered into a prize draw to win £25 Amazon voucher.

Thanks for downloading our resources and working through the session. So we know whether this was useful for you, we'd love it if you could fill out our feedback survey

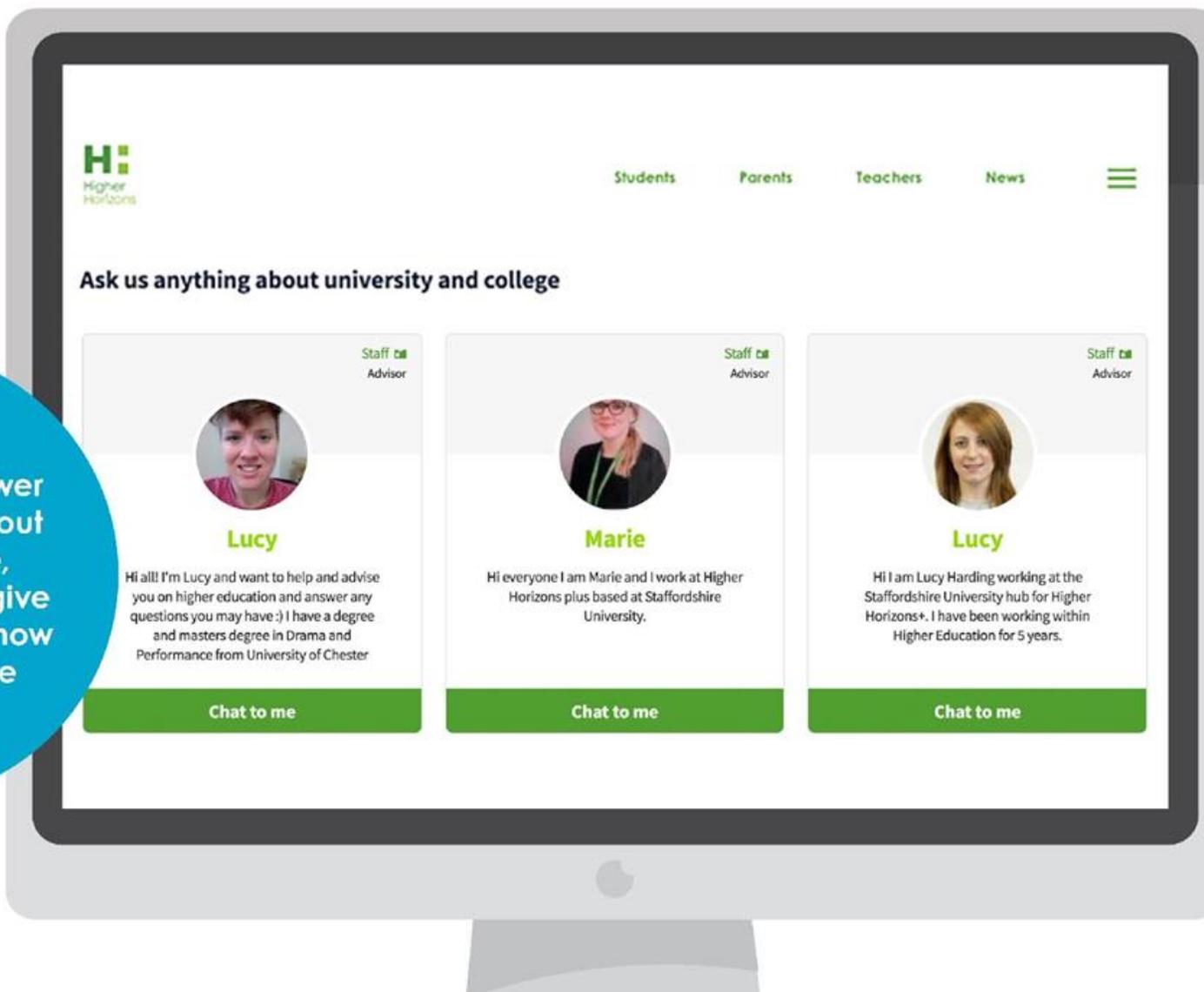


Get in touch



You can chat to our team at www.higherhorizons.co.uk/ask

We can help answer any questions about school, college, university, or just give you some tips on how to study at home





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Thanks for listening. Any questions?

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