

Teacher/Trainer Notes

Part 2: Apply

Module 6: Writing your first CV

Duration

Estimated time for learners to complete module is approximately 60 minutes, but may vary depending on the group you are working with.

The presentation takes 45 minutes including tasks. Activity will take another 20-30 minutes to complete.

Aims

- To learn about CVs
- To create my first CV

Learning intention

- I will learn about what CVs are and why I need one
- I will create my first CV

Success criteria

- I can understand what a CV is and why I need one
- I can create a CV

Resources

- Students on iPads/tablets or ICT suite with internet access.
- Smartboard if using PowerPoint presentation alongside module.
- Planit website – www.planitplus.net
- The following resources available on Planit – JSS Module 6: Writing your first CV, Writing your first CV PowerPoint presentation and access to the activity on Planit.

Preparation

- Open the [Job Seeking Skills/Part 2/Module 6](https://www.planitplus.net) section on www.planitplus.net
- Familiarise yourself with the content and activities.
- Open the [Writing your first CV PowerPoint presentation](#) and edit Notes to suit your teaching style. Example text is there as a guide.
- Check that students can open and use the Module 6: Writing your first CV content and that they can access activities on Planit.
- If using the alternative approach, print worksheets out before lesson.
- If time is limited, students can complete activities in their own time.

Presentation Module 6: Writing your first CV

Tasks and Activities

The presentation has been written to be taught alongside the module.

Tasks have been added to the presentations to make it interactive - learners will be asked questions as they go through the presentations.

Task 1	Slide 3	What should you check in your contact details?
Task 2	Slide 3	Why is the personal profile important?
Task 3	Slide 3	List three skills and one interest that you could include
Task 4	Slide 4	Which of these would you recommend?
Task 5	Slide 5	What should I write?
Task 6	Slide 7	What do you think is the most important do and don't?

Activities

Activity can be carried out within the presentation or can be completed after. Students will need login to their Planit Portfolio to complete the activity.

[Activity 1](#) – Creating a CV

Alternative approaches and follow on activities

- If unable to complete the activities online, students can use Microsoft Word, or start on paper, to create a CV, referring to the tips and the sample CV. Print out [Activity 1: Sample CV](#) as well as content before delivering this module
- Students can return to Easy CV at another time to finish completing all the sections

Reflect and Review

- Review what has been learned and reinforce key points about the importance of a good CV and how to create one

Career Management Skills

Self	I make positive career decisions
Strengths	I am aware of my skills, strengths and achievements I draw on my experiences and on formal and informal learning opportunities to inform and support my career choices
Horizons	I know how to find and evaluate information and support to help my career development I am creative and enterprising in the way I approach my career development

Career Education Scotland

Senior Phase

I can draw appropriately on evidence from my skills, strengths and interests profile to help me create a CV

I can use ICT to help me prepare a CV