

CV

T Level resource improvement project 2022

T Level

Employability

CV

Objectives

- To be able to use technology to communicate your skills and behaviours
- To create digital documents

Task 1

- Create a CV that you can send to potential employers for your work placement.
- Use lessons learnt from the last five sessions to communicate information on your CV.
- Use the English language.
- Include your personal statement, which demonstrates your ability to use different technologies, your employability skills, your maths/numeracy skills and how you are going to behave during the work placement.

Task 2

- Research examples of different CVs on the internet.
- In pairs, discuss the positives or negatives of a chosen CV.
- Individually, plan your CV.
- Using the software of your choice, create your CV.

Task 3

- Research your future ideal job on the internet.
- Is your CV relevant to the job advertised? What do you need to apply for this job?
- Assume you have the required qualifications and skills and you are going to apply. Create a covering letter to go with the CV for this job application.

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