

Year 10 Careers Assembly

Year 10 Assembly – 12/05/22

Key Themes:

- **Writing a successful CV**
- **Mock interviews**
- **Transition**
- **Transition Team**

Mock Interviews - Purpose:

- ❑ **To help you understand how to write a CV and letter of application**
- ❑ **To help you understand how an interview will work and how you should conduct yourself**
- ❑ **Develop employability skills / insights**
- ❑ **Get some feedback on how you performed to help you in the future**



Mock Interviews – How will it work?:

You will be given a number of Job descriptions:

JOB ADVERTS	
Accountancy / Clerk	Digital Marketing Assistant
Animal Care Assistant	Hairdresser
Assistant Herdsperson	Nursery / Afterschool Club Assistant
Business Administration	Retail Sales Assistant
Carpentry and Joinery	Coach and Minibus Maintenance
Chef	Horticulture Assistant

Mock Interviews – How will it work?:

- You will be given a 'How to write a CV / letter of application' pack via Teams and links to an online CV builder – '[2018 Intake group](#)'
- You will also get some information on how to sell yourself at interview.

Mock Interviews – How will it work?:

- **Registration will be held in ICT rooms during two consecutive weeks just after half term so that you can complete your CV / letter of application – week beginning 13/06/2022**
- **More information to follow before half term.**
- **Deadline for completed CVs and application letters – Friday 24/06/2022**



Mock Interviews – How will it work?:



The interviews:

- **Will happen September 2022.**
- **You will have a 15 minute interview in school with an employer regarding your application for the job you have chosen to apply for.**
- **However, you must complete your CV and application letter next half term so they can be sorted and sent to the correct employer.**
- **To be submitted by - Friday 24/06/2022**

Mock Interviews – How will it work?:

The interview:

- **The interviewers will have standard questions to ask you and you will get written feedback (strengths and areas to work on) from the interviewer after the interview.**





Key dates

- **WB 23/05/22** – Resources made available via Year 10 Transition Team
- **WB 13/06/22** – Mock interview Preparation
- **WB 20/06/22** – Mock Interview Preparation
- **WB 26/09/22** – Mock Interview Week

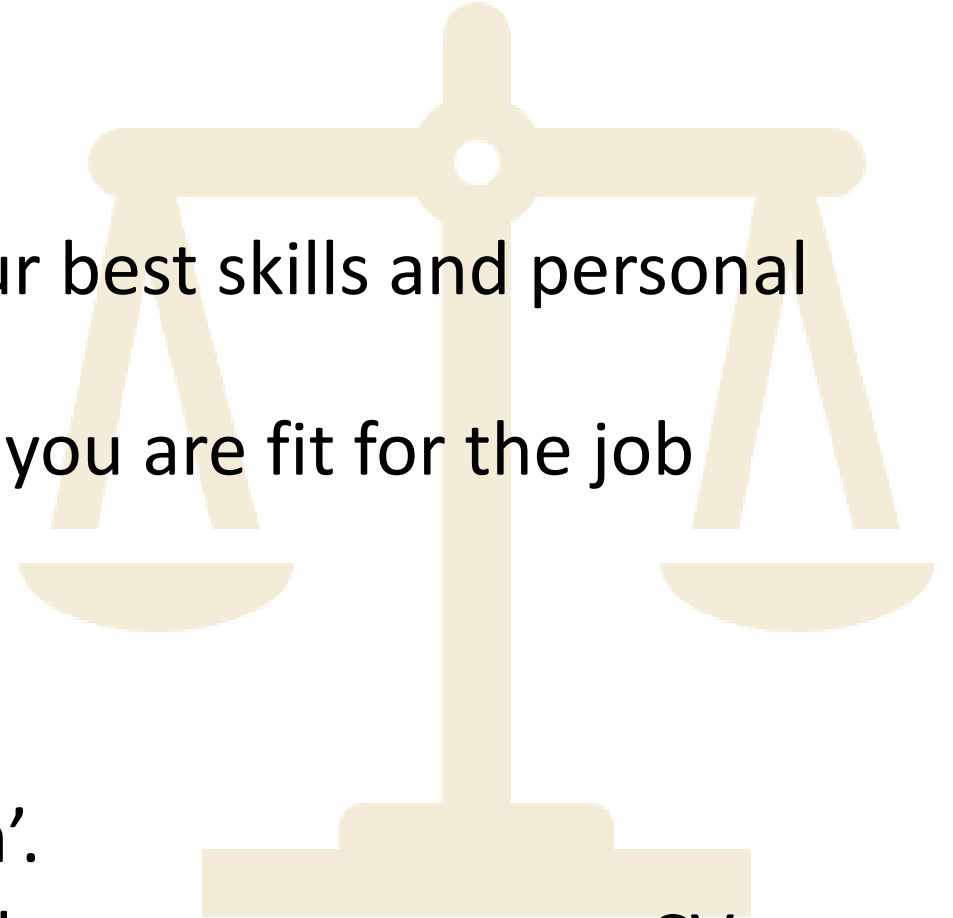
What is a CV? – Reminder.....

- A Curriculum Vitae or CV is:
- A short written description of your education, qualifications, previous jobs, and sometimes your personal interests, that you send to an employer when you are applying for a job.
- Remember, you have 30 second to make a good impression.



What should go on my CV? - Reminder

- Your name and contact details
- Personal Profile – This will include your best skills and personal qualities.
- Skills and personality traits that show you are fit for the job descriptions advertised.
- Your education and qualifications.
- Past jobs and work experience.
- Interests that show the ‘whole person’.
- Referees – people who can back up what you say on your CV.



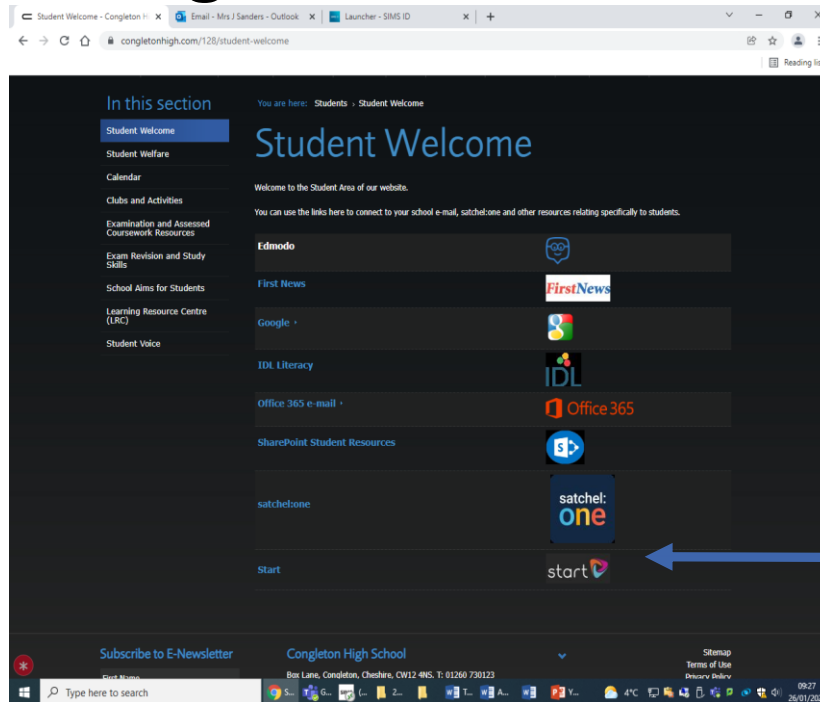
CV Tips – Reminder....

- **Do**
 - Be positive and sell yourself
 - Highlight your relevant skills and experience
 - Use evidence
 - Be brief and to the point
 - Check spelling and grammar
 - Change your CV to match each job you apply for
 - Align the skills and experience to what the employer is looking for, based on the job advert
- **Don't**
 - Lie
 - Use more than two pages or cram it all into one
 - Include your date of birth, gender, orientation, marital status, religion or nationality*
 - Leave gaps in your school or work record
 - Have any spelling or grammar errors
 - *Employers cannot ask for these or base decisions on them.

Your task.....



- Write CV using START – You will be working on this during your registration computer room sessions.
- You can also log in at home and work on this in your own time.



The easiest way to log into START is by going to the student home page on CHS website.

