



HOLLINGWORTH CAREERS GUIDE TO: EMPLOYABILITY & CV WRITING

The intended audience for this document is Students/Parents/Carers.

All students have an equal entitlement to high quality Careers Education, Information, Advice and Guidance.

At Hollingworth Academy we help you to prepare for choices and transitions affecting your future education, training and employment.

EMPLOYABILITY

As part of your learning we will look at employability skills. These are the transferable skills needed by an individual to make them 'employable'. In other words, they are things "beyond the curriculum" that make you a good future employee.

- Can you listen to people?
- Do you work well in a team?
- Are you self-motivated?

[Employability skills – have you got them? \(youtube.com\)](#)

WRITING A CV/APPLICATION FORM

A CV is short for Curriculum Vitae.

When applying for a job or for volunteering opportunities most employers will ask for a CV. You might be asked to fill out an application form, but all the information you write on an application can be taken off your CV. It's therefore really useful to write one and keep it up to date. It could be really useful to help you get a part-time job.

[How to Write a CV | Full Video | Monster \(youtube.com\)](#)

A CV is normally one A4 sheet that advertises you to a potential employer. Here is what you should include:

- Your name and contact details.
- Skills and personality traits that show you are the perfect fit for the position being advertised.
- Your education and qualifications.
- Any work or volunteering experience.
- Hobbies or sport teams you are involved with.
- Referees – Someone who can professionally confirm what you have written on your CV.

TIPS FOR A GOOD CV:

DO

- Be positive about yourself.
- Be brief and to the point.
- Check for grammar and spelling mistakes.
- Clearly highlight relevant skills and experiences.
- Change your CV to match every job you apply for.
- Make sure your CV is current.

DON'T

- Lie.
- Include any personal information such as birth, gender, or nationality.
- Leave any gaps in your education or work experience.
- Have any spelling or grammatical errors.