

## YEAR 9

**Independent learning to be completed during school closure please submit this work in whichever way is easiest for you e.g. email a Word or PowerPoint document or photo of your work; write your answer up in the body of an email; file your work to be handed in at a later date**

**PSHE:** During a two week period you would ordinarily have: one lesson

Fortnight Beginning: 8 June 2020

We are going to return to your work on careers for a couple of lessons. You have already looked at different career pathways. We are now going to start looking at things like CVs, job interviews and personal statements. These things might seem like a long way off but we return to them every year in PSHE from quite early on to help you become used to things like applying for jobs. There is a lot of excellent information at **BBC Bitesize/Careers** which will help you with all of this work.

The title of today's lesson is **CVs and Personal Statements**.

1. Use the links below, including watching the video clips within them, to have a first rough shot at writing a Curriculum Vitae, or CV.

<https://www.streetleague.co.uk/how-to-write-a-cv>

<https://www.findyourfuture.org.uk/how-to-write-a-cv>

<https://nationalcareers.service.gov.uk/get-a-job/cv-sections>

2. When you apply for courses and jobs, you often have to write a personal statement on the application, which summarises who you are and what is good about you. Have a go at writing a personal statement of no more than 200 words telling a potential employer what your skills and personal qualities are. Try searching **The Balance/Careers/Personal Skills List** to help you with this.

If you require further information please email:

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