



Pack 4: Writing CVs and applications

Meet Tunde, Membership Officer

Watch the video and discuss: When writing about a past experience, what are the key pieces of information that you should share?

Talk in pairs or small groups before sharing with the wider group:

Reflect on how to write about a past experience succinctly.

Ask individuals to write out a past experience in a few sentences, which could be used in an application. Often applications are word limited and it's recommended that a CV fits on two pages, so writing succinctly is important.

You could use the example created during Session 2 to make sure the sentences reference hard and soft skills. Talk through how it's important to succinctly explain the situation as evidence in an application, what you did specifically and what evidence was there of your work. After writing independently, individuals could swap their sentences with others, and offer feedback.

Meet Kirstine, Security Beadle

Watch the video and discuss: How important is it that you can do all the skills a job asks for when you apply?

Talk in pairs or small groups before sharing with the wider group:

Reflect on person specifications in job applications.

Ask individuals to look through this list of person specification bullet points, taken from a variety of job roles.

For each one, either write down one example that they could write about on an application, or if they don't have an example, write down one or more ways that they could learn it (for example, watching a video or asking to go on a course). For instances where there is an example, ensure there is a focus on the evidence for the example – what changed because of your action?

What was the situation?

What did you specifically do?

What evidence was there?

What was the situation?

What did you specifically do?

What evidence was there?

Your space for additional notes:

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- Time management skills
 - Ability to work as part of a wider team
 - Clear and confident communication skills
 - Accuracy and attention to detail
 - Good IT skills
 - Self-motivated, with ability to work without close supervision
 - Creative, dynamic and enthusiastic approach
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- Working in a busy environment
 - Administration skills
 - Patience and the ability to work effectively under pressure
 - The ability to follow instructions and take feedback
 - A sense of purpose and ability to take personal initiative

Your space for additional notes: