

Tutor's Guide

Activity 9. CV Evaluation

Aim

The aim of this activity is to encourage students to appreciate what makes an effective CV by evaluating two poor quality CVs. It is hoped that by identifying the mistakes that are present, they will avoid making the same mistakes when they compile their own CV for later activities. A CV is usually the first point of contact between students and prospective employers. A good first impression is essential in order to secure an interview.

Activity

The students should be organised into groups of 4-6. Provide each group with the two examples of poor CVs and emails and ask them to evaluate them. They should discuss as a group the changes that could be made to improve the documents. Some of the points that may be identified are summarised below. However, they may identify the errors in more detail.

- Poor choice of font
- Vital information is missing
- Irrelevant information has been included
- Gillian's CV portrays a very negative image
- Both CVs lack a consistent and appealing formatting style
- Peter's CV does not include any personal information such as date of birth, nationality etc.

It is becoming more common for employers to ask for CVs to be submitted electronically. The two emails that accompany the CVs are clearly not acceptable in terms of grammar, information included and form of address used. Although the personal details included in the emails are fictitious the errors are taken from actual applications.

Once the groups have discussed the CVs for approximately fifteen minutes, the tutor may take feedback from the class and lead a class discussion on CV writing.

Assessment

This activity is developmental and not designed to be assessed.

Meta data

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