

Tutor's Guide

Activity 10. Compiling your CV and Completing Application Forms

Aim

The aim of this activity is to encourage students to prepare a suitable CV. The activities later in the pack expand on adapting CVs for specific job applications.

Activity

Students are provided with some ideas on what to consider when preparing a CV. Ask the students to compile a CV that portrays themselves in a positive but accurate way. They should be particularly encouraged to include all examples of work experience, even though they may feel it is not relevant. The students should bring six copies of their CV with them to the next session. In groups of 4-6, they should be asked to evaluate each other's CV, giving feedback and constructive comments.

Assessment

The tutor may give a mark for the quality of the final CV if desired.

Meta data

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