



# Tailoring your CV and using networks

Age range: 16-19



# What's out there and how do I find it?

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## What's out there?

- Paid employment
- Voluntary work
- Internship (paid or unpaid)
- Work experience
- Work-based training



## How do I find it?

### Less visible routes

- Word of mouth
- Speculative enquiry
- Social networks
- Local associations

### Visible routes

- Job adverts – in newspapers, industry magazines or online
- Jobcentre Plus
- Recruitment agencies

# Definition of networking

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To make contact and cultivate relationships with others who can help your career development

## Networking is...

- A way to find those 'hidden' jobs
- Building relationships with people at every opportunity
- A two-way process
- Being positive and proactive
- Helping each other

## Remember to...

- Use your existing connections
- Get yourself out there
- Go social
- Use the right etiquette
- Be honest

# Networking is a two-way process

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## Active listening

- Find out how you can help them
- Repeat back what you've understood
- Be clear about what you can do to help
- Ask for the help you need



## Open questions

- Use open questions
- Take an active interest
- Ask for the help you need

# Time to network

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## Talk to a partner and find out:

- What previous work experience they have
- What career they are interested in pursuing
- What career they are interested in pursuing

# Networking dos and don'ts

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## ✓ Do

- Always look out for chances to network
- Introduce yourself: don't wait to be introduced
- Think about how you can make a good impression
- Be professional
- Be yourself
- Be a good listener and look for ways to help others
- Explain what you want to find out or what you're looking for

## ✗ Don't

- Brag or exaggerate
- Gossip
- Just ask for a job – explain what you're looking for
- Pester people





# What is a CV?

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- Your CV is an advertisement for you
- It sells your skills, experience, interests and personality traits
- CVs can be:
  - Chronological: show your education and work experience in date order
  - Functional: highlight your skills first
- Like any advert, your CV needs to be attention grabbing and honest

# Tailor your CV

Always tailor your CV to each job and highlight the skills the employer is looking for:

1. Choose a job vacancy that interests you
2. Compare the skills it mentions to those on your CV
3. Think of one or more skill you would need to demonstrate better to get this job
4. Write a new explanation or example to demonstrate this skill





# CV tips

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## ✓ Do

- Be positive and sell yourself
- Highlight your relevant skills and experience
- Use evidence
- Be brief and to the point
- Check spelling and grammar
- Tailor your CV to each job

## ✗ Don't

- Lie
- Use more than two pages or cram it all into one
- Include your date of birth, gender, orientation, marital status, religion or nationality\*
- Leave gaps in your school or work record without explanation

## Check your CV

- ✓ Formatting
- ✓ Have you included all the relevant information?
- ✓ Are you using examples to demonstrate all your skills:
  - In your education and work experience?
  - Through your other achievements and interests?

\*Employers can't ask for these or base decisions on them.