

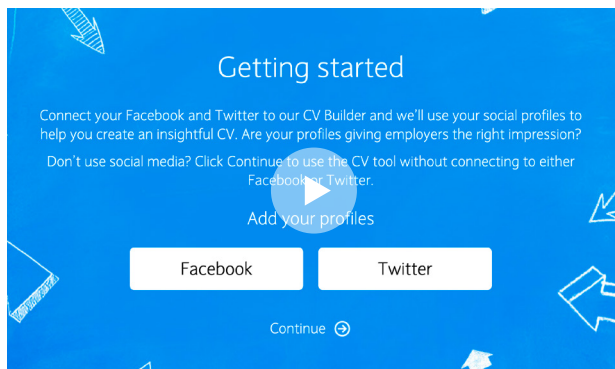
Introduction

As the world of work changes, people are finding new ways of working, studying and connecting with others, meaning that employers are looking for skills like adaptability, communication and proactivity even more. Strengthening these transferable skills and including them on a CV can really help make a great first impression to employers.

Completing these worksheets will help you to create a CV that demonstrates your skills and experience to their best advantage.

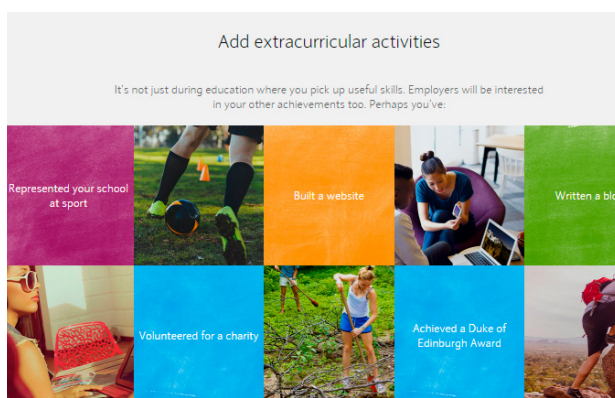
Worksheet one: Building a brilliant CV with the LifeSkills CV builder

Get started with creating your own CV using our '[CV builder](#)' interactive tool. If you already have a CV, why not use the [CV tips tool](#) to look at ways to perfect your CV. Alternatively, skip to the CV surgery activity at the end of this worksheet.



Once you've launched the tool and click 'Start Building', you will have the option to connect the tool with your Facebook or Twitter accounts to gather information from your social media profile. This will help to create a picture of who you are based on your liked pages, interests etc. Note that Barclays will not store your data or use it outside of the tool.

It's fine if you don't have any social media accounts, or simply would prefer not to connect them, you can click 'continue' to carry on without this feature.



Move through each section of the tool to fill in details including:

- Personal statement
- Education
- Work experience
- Achievements
- Skills
- Interests

Make sure to include new skills you've developed in the current work and education environment, such as remote-working, digital and online-communication skills. Use the table on the next page to reflect on your skills that you might be able to include on your CV. We've provided an example to get you started.

When you have finished, you can download a Word document version of your CV, so you can continue to perfect and edit it as you gain new skills and experiences.

CV surgery

If you know someone who would be able to read through your CV, why not give it to them and ask for feedback? Sometimes a second pair of eyes can really help to spot areas to tweak and improve. Ask them to look at your spelling, grammar, and consider whether you've included the necessary information and clear evidence of your skills and experience, in particular.

Worksheet one cont.

Skill	Your experience that demonstrates this skill
Digital skills	Quickly learning to use new technology when required by remote learning environment.