Session 4: Writing CVs and applications

As you take part

Think about your own experiences.

How can you describe what you've achieved, not just in terms of tasks but in what you've learned and how you've grown?

Being clear, concise, and specific is key when you're showcasing your skills and experiences.

Meet Tunde, Membership Officer

Tunde talks about her career progression at the Abbey, and how she approaches applications.

"I wrote my applications, from A to Z, I put all my experience in there."

Meet Tunde, Membership Officer

Discuss

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

When writing about a past experience, what are the key pieces of information that you should share?

Reflect

Think about a past experience that you could share in an application.

Often applications are word limited and it's recommended that a CV fits on two pages, so writing succinctly is important.

Reflect

Try writing your own examples:

- What was the situation?

- What did you specifically do?

- What evidence was there?

Meet Kirstine, Security Beadle

Kirstine shares her career pivot after the company she was working for closed, and how other people in her role have a variety of backgrounds.

"Put all your skills down there because some skills you might not think are part of the job are."

Meet Kirstine, Security Beadle

Discuss

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

How important is it that you can do all the skills a job asks for when you apply?

Reflect

Think about different examples you could share and how you would show evidence – what changed because of your action?

Most jobs applications will include a list of things, sometimes called a person specification, that the person hiring is looking for. Sometimes you might not have an example but **can** demonstrate how you would learn it, by watching a video or asking to go on a course.

Reflect

Look at this list, taken from a variety of job roles.
Write down one example for each:

- 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
- 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

What did you think?

Whether you were leading a session, or taking part, we'd love to hear your thoughts.

Share your feedback in this short form:
https://forms.office.com/e/tqdCgnVY9V