



WP3 – INTERACTIVE INFOGRAPHICS FOR CAREER MANAGEMENT SKILLS

Oral and written communication

CALL-TO-ACTION ACTIVITY

THEMATIC AREA

Oral and written communication

ACTIVITY TITLE

Creating my CV and the ways to improve it!

TYPE OF RESOURCE

Self-Help Activity



DURATION OF ACTIVITY (IN MINUTES)

30 minutes of writing the CV and determining ways for improvements

LEARNING OUTCOME

The ability to choose appropriate CV templates and include all relevant information. Possibly determining areas to improve the CV.

AIM OF ACTIVITY

The purpose of this activity is to create a CV based on your experience and education. Once the CV has been created, brainstorm ideas on how you can improve your CV (through training opportunities, volunteering, etc.)

MATERIALS REQUIRED FOR ACTIVITY

- CV templates (supplied)

STEP-BY-STEP INSTRUCTIONS

Instructions

Step 1: Analyse the different options for written communication with the employer:

Review the different options of CV's at the following link: <https://cvapp.ie/cv-templates/simple>. Based on how you want to display your personal information and experience, choose which template would be most suitable. Make sure that your chosen template reflects your most relevant skills and achievements and for the job you are looking to apply for.

Step 2: Evaluate and determine the relevant information to include:

Choose the most suitable CV from the following templates (Template source: <https://www.recruiters.ie/blog/cv-templates>)

- [CV template 1](#)
- [CV template 2](#)
- [CV template 3](#)

Add your personal profile, summarising the job you seek and highlighting your strengths or standout skills. Include details about your education and relevant experiences, which could involve volunteer work or accomplishments related to the desired job.

Step 3: Reflect the information provided and proofread your CV:

Is all relevant information included? Is the grammar correct? If possible, get another person to proofread your CV and ask for feedback.

Step 4: Analyse and determine any areas that the CV could be improved upon:

Are there any areas that could be improved on your CV? Could you could attend a course to learn a new subject/skill? Are there any ways you could further your skills by volunteering either at an event or sport activity etc.



Lotus

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