



**Teach For All**  
A Global Network



July 23, 2024

CV WRITING

*Workbook*

# LEARNING OBJECTIVES

By the end of this workshop you will be able to:

- Identify your competencies, skills, experiences and present them in a compelling way
- Write a Curriculum Vitae (CV)
- Prepare for a job interview



# LET'S LEARN FROM EXAMPLES



Stay in your current group.



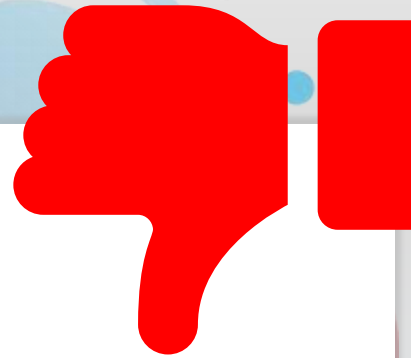
- Out of 4 CVs choose the best CV.
- Write down per CV the positive and negative elements.
- Choose who you would invite for an interview



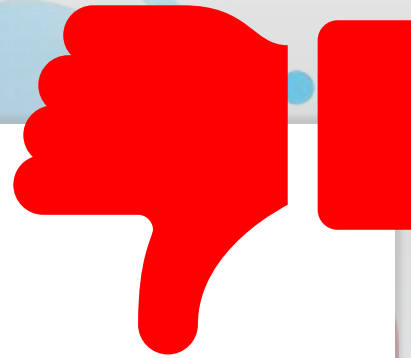
20 minutes



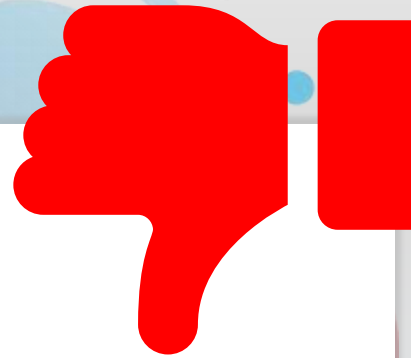
# FEEDBACK ON CV 1 - ANITA



## FEEDBACK ON CV 2 - ZAK



## FEEDBACK ON CV 3 - MICHAEL



# FEEDBACK ON CV 4 - SAMINA





# LIST YOUR ACHIEVEMENTS



Individual activity



- List your achievements so far
- Identify the skills that belong to each achievement
- Use your workbook



10 minutes





# WHAT ARE MY ACHIEVEMENTS?

## Sports, teams and clubs

Played in the school football team

## Skills

- Teamwork
- Resilience
- Self motivation
- Time management
- Leadership

## Achievements

## Skills

# WHAT ARE MY ACHIEVEMENTS?

Achievements

Skills

Achievements

Skills

# WRITE YOUR CV



Individual activity



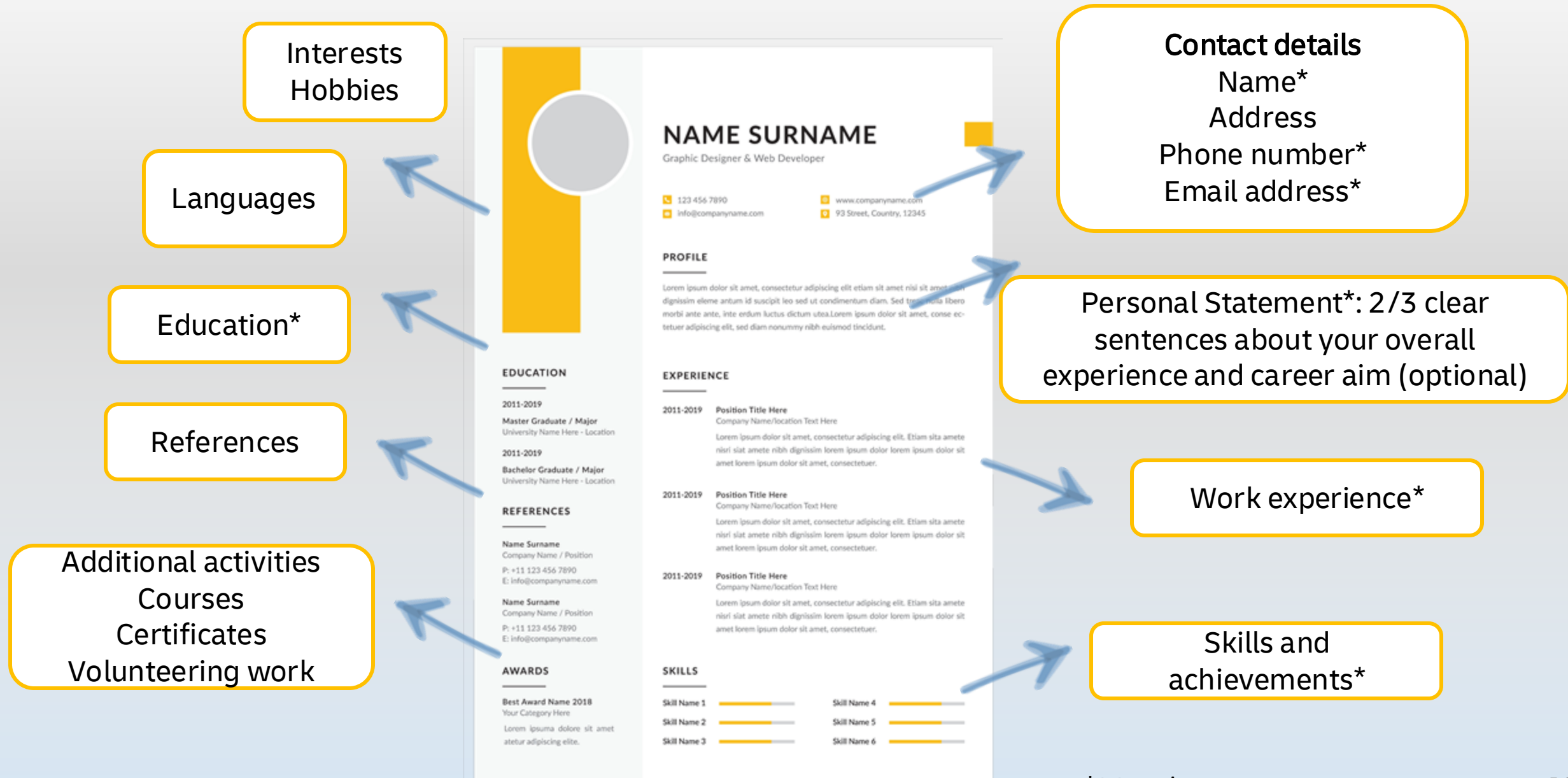
- Use your workbook
- Complete the elements of the CV



30 minutes



# WHAT SHOULD BE INCLUDED IN A CV?



\*Must have

# WRITE YOUR CV

Contact Details/  
Personal Statement

Contact details:

Personal statement:



# WRITE YOUR CV

Education/Work Experience

Education:

Work Experience:



# WRITE YOUR CV

*Achievements and Skills*

Achievements and Skills:





# WRITE YOUR CV

*Achievements and Skills*

Interests/ hobbies:

Additional activities/ Courses/Certificates/Volunteering work





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**THANK YOU FOR YOUR TIME  
AND ATTENTION**

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