



Teach For All
A Global Network



July 23, 2024

CV Writing

Get ready to apply for your dream job! - Workshop

WHO ARE WE?

- Name:
- Job title:
- Skills I need to do the job:



WHO HAS HEARD OF DHL?

We are a logistics company.

We move goods.

We make sure that the right items
are in the right place at the right
time.



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)

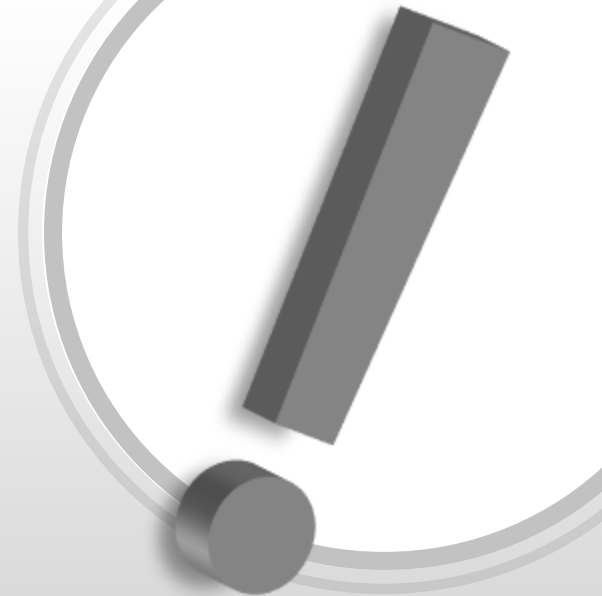


TODAYS LEARNING JOURNEY



GROUND RULES





ACTIVITY

Envision your dream job!

IN THE FUTURE I WILL WORK IN THE AREA OF..



Individual activity



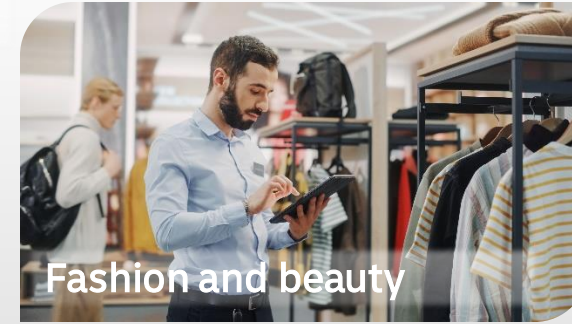
Add a post it with your name to the area on the poster where you envision yourself working in the future.



5 minutes



CAREER FIELDS





CV writing skills

WHAT IS A CV?

Curriculum Vitae: course of life

- Shows you are qualified for the job
- Showcases your achievements and experience
- Highlights your strength and skills
- Maximum 1 to 2 pages



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 WEB DESIGN & DEVELOPER

CONTACT

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 henrysilly@mail.com
 Henrysilly.com

FOLLOW ME

LANGUAGE

ARABIC	● ● ● ● ●
ENGLISH	● ● ● ● ●
FRENCH	● ● ● ● ●
SPANISH	● ● ● ● ●

HOBBIES

Photography	Swimming
Bowling pins	Music

ABOUT ME

My Name Is Henry Silly Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the

EDUCATION

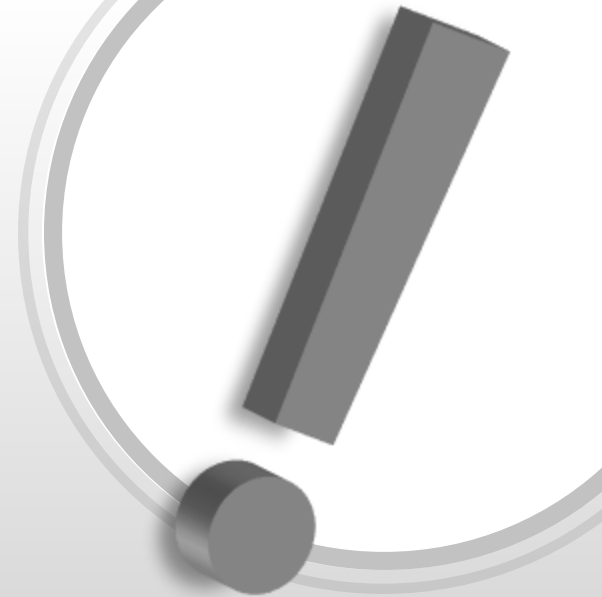
SCHOOL NAME 1 JUNE 2008 - DEC 2014
 Lorem ipsum dolor: sit amet consectetur gelit. it ellentesque eleife ornare ipsun enunc pulvinati ncidunt. quis pul vinar meliu
COLLEGE NAME 1 JUNE 2008 - DEC 2014
 Lorem ipsum dolor: sit amet consectetur gelit. it ellentesque eleife ornare ipsun enunc pulvinati ncidunt. quis pul vinar meliu
COLLEGE NAME 1 JUNE 2008 - DEC 2014
 Lorem ipsum dolor: sit amet consectetur gelit. it ellentesque eleife ornare ipsun enunc pulvinati ncidunt. quis pul vinar meliu

EXPERIENCE

WORK NAME 1 JUNE 2008 - DEC 2014
 Lorem ipsum dolor: sit amet consectetur gelit. it ellentesque eleife ornare ipsun enunc pulvinati ncidunt. quis pul vinar meliu
WORK NAME 1 JUNE 2008 - DEC 2014
 Lorem ipsum dolor: sit amet consectetur gelit. it ellentesque eleife ornare ipsun enunc pulvinati ncidunt. quis pul vinar meliu
WORK NAME 1 JUNE 2008 - DEC 2014
 Lorem ipsum dolor: sit amet consectetur gelit. it ellentesque eleife ornare ipsun enunc pulvinati ncidunt. quis pul vinar meliu

SKILLS

PHOTOSHOP	● ● ● ● ●	PHOTOSHOP	● ● ● ● ●
HTML	● ● ● ● ●	HTML	● ● ● ● ●
CSS	● ● ● ● ●	CSS	● ● ● ● ●
JAVA SCRIPT	● ● ● ● ●	JAVA SCRIPT	● ● ● ● ●



ACTIVITY

What should be included in
a CV?

WHAT SHOULD BE ON A CV?



Working in groups of 4.



In your group, brainstorm on the following:

- As an employer what would you be interested in to know about a future employee before hiring?
- Write on post it notes. (1 item per post it)



5 minutes



WHAT SHOULD BE INCLUDED IN A CV?

Interests
Hobbies

Languages

Education*

References

Additional activities
Courses
Certificates
Volunteering work

Contact details

Name*
Address
Phone number*
Email address*

Personal Statement*: 2/3 clear sentences about your overall experience and career aim (optional)

Work experience*

Skills and achievements*

NAME SURNAME
Graphic Designer & Web Developer

123 456 7890
info@companyname.com

www.companyname.com
93 Street, Country, 12345

PROFILE
Lorem ipsum dolor sit amet, consectetur adipiscing elit etiam sit amet nisi sit amet, dignissim eleme antum id suscipit leo sed ut condimentum diam. Sed tristique libero morbi ante ante, inte endum luctus dictum sita. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt.

EDUCATION
2011-2019
Master Graduate / Major
University Name Here - Location
2011-2019
Bachelor Graduate / Major
University Name Here - Location

REFERENCES
Name Surname
Company Name / Position
P: +11 123 456 7890
E: info@companyname.com
Name Surname
Company Name / Position
P: +11 123 456 7890
E: info@companyname.com

AWARDS
Best Award Name 2018
Your Category Here
Lorem ipsum dolor sit amet
atetur adipiscing elite.

EXPERIENCE
2011-2019 **Position Title Here**
Company Name/location Text Here
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam sita amete nisi sit amet nibh dignissim lorem ipsum dolor lorem ipsum dolor sit amet lorem ipsum dolor sit amet, consectetur.
2011-2019 **Position Title Here**
Company Name/location Text Here
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2011-2019 **Position Title Here**
Company Name/location Text Here
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SKILLS
Skill Name 1
Skill Name 2
Skill Name 3
Skill Name 4
Skill Name 5
Skill Name 6

*Must have

HOW TO SEND YOUR CV?



On LinkedIn



Mail



Email



On your website



WHERE TO FIND JOB OFFERS?



Career websites



Job fairs



Social media



Recruiting firms

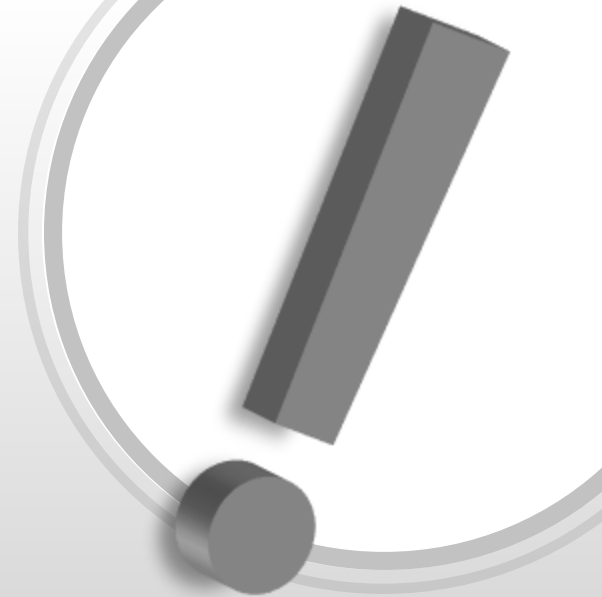


Referrals



Company websites





ACTIVITY

• Which CV would you choose, based on your first impression?

VISUALLY MOST APPEALING CV



Stay in your current group.



Out of 4 CVs choose the best CV based on first impressions.



30 seconds!





ACTIVITY

- Spot the mistakes

CHOOSE THE BEST CV



Individual activity



- You will see 6 slides. Each slide has a mistake.
- If you spot the mistake raise your hand.



1 minute per slide



SPOT THE MISTAKE (1)

Senior Project Manager
DHL IT Services, London - UK
July 2019 to March 2021

- Managing a £25m budget for the delivery of +40 Regional projects , impacting over 10k users
- Leading the implementation of a large transformational Change Programme expected to deliver \$2b savings within 5 years
- Overall budget responsibility totals €30 million



SOLUTION (1)

Senior Project Manager
DHL IT Services , London - UK
July 2019 to March 2021

- Managing a **€25m** budget for the delivery of +40 Regional projects , impacting over 10k users
- Leading the implementation of a large transformational Change Programme expected to deliver **€2b** savings within 5 years
- Overall budget responsibility totals **€30 million**

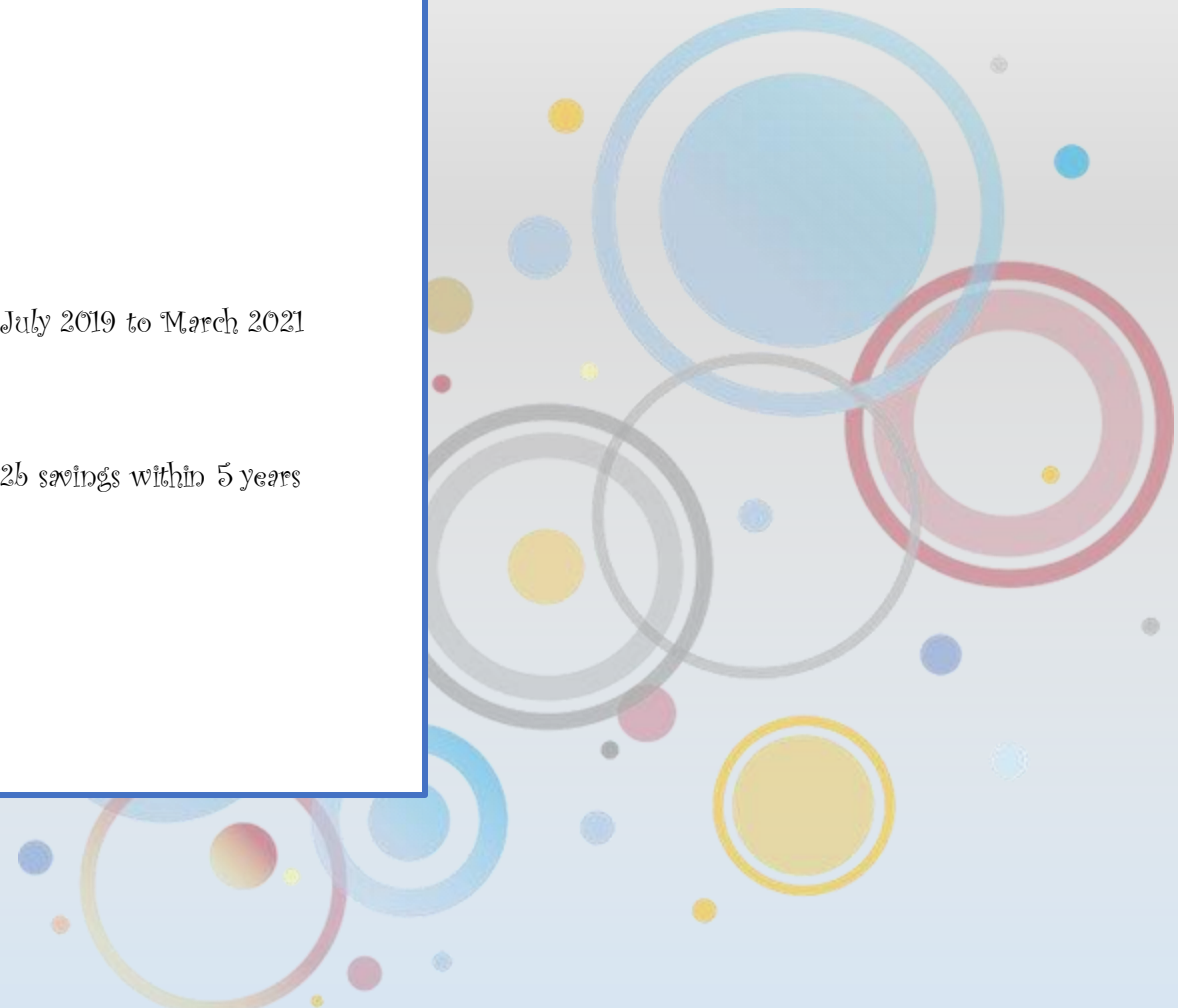
Keep currencies consistent throughout

SPOT THE MISTAKE (2)

Senior Project Manager
DHL IT Services

July 2019 to March 2021

- Managing a £25m budget for the delivery of +40 Regional projects , impacting over 10k users
- Leading the implementation of a large transformational Change Programme expected to deliver \$2b savings within 5 years
- Overall budget responsibility totals €30 million



SOLUTION (2)

Senior Project Manager
DHL IT Services, London - UK
July 2019 to March 2021

- Managing a €25m budget for the delivery of +40 Regional projects, impacting over 10k users
- Leading the implementation of a large transformational Change Programme expected to deliver €2b savings within 5 years
- Overall budget responsibility totals €30 million

Use clear font and keep size between 11-12

SPOT THE MISTAKE (3)

SENIOR PROJECT MANAGER

DHL IT Services, London - UK

July 2019 to March 2021

- Managing a **€25m budget** for the delivery of +40 Regional projects, impacting over *10k users*
- Leading the implementation of a large transformational Change Programme expected to deliver **€2b savings** within 5 years
- Overall budget responsibility totals **€30 million**

SOLUTION (3)

Senior Project Manager

DHL IT Services, London - UK

July 2019 to March 2021

- Managing a €25m budget for the delivery of +40 Regional projects, impacting over 10k users
- Leading the implementation of a large transformational Change Programme expected to deliver €2b savings within 5 years
- Overall budget responsibility totals €30 million

Be consistent when highlighting text styles

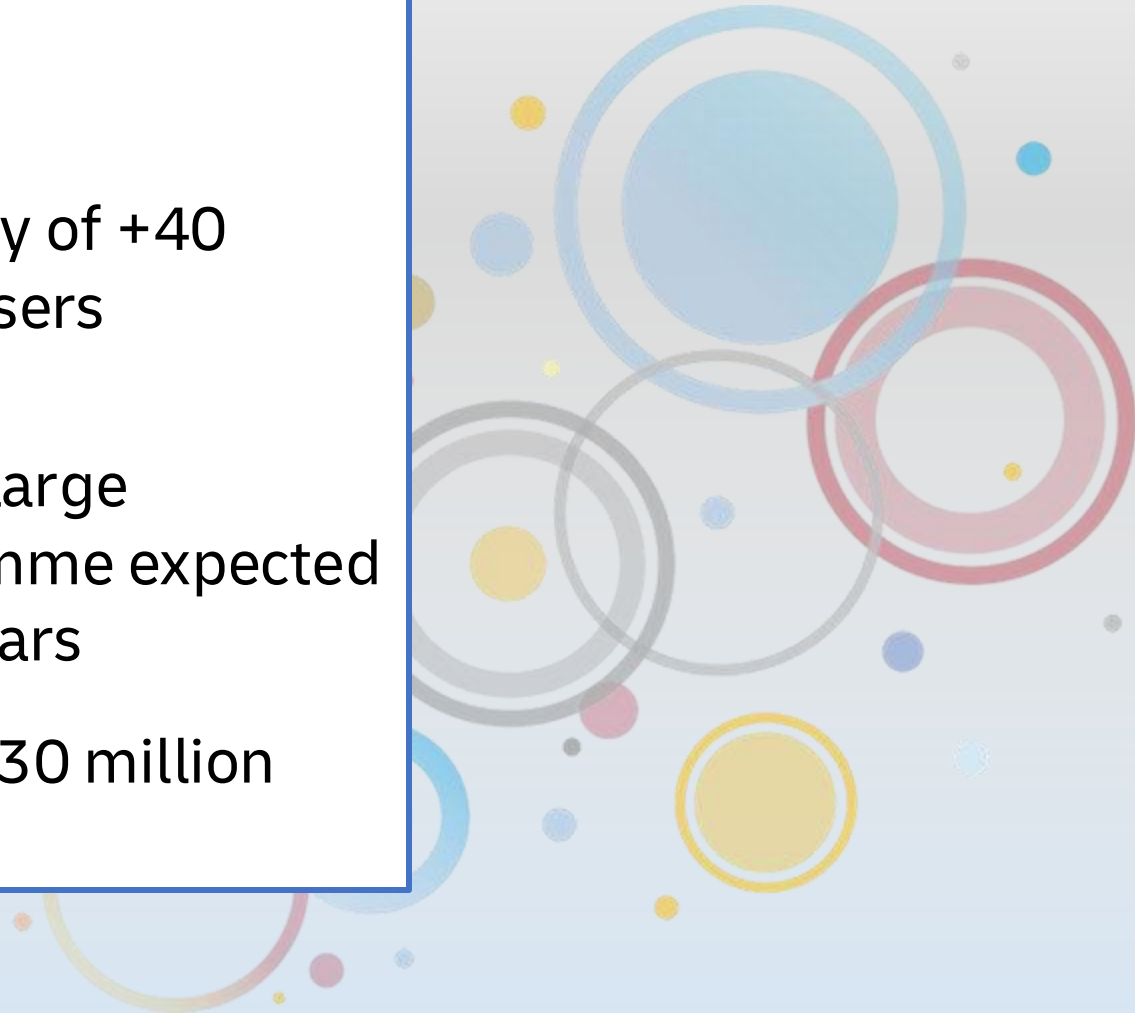
SPOT THE MISTAKE (4)

Senior Project Manager

DHL IT Services, London - UK

July 2019 to March 2021

- Managing a €25m budget for the delivery of +40 Regional projects , impacting over 10k users
 - Leading the implementation of a large transformational Change Programme expected to deliver €2b savings within 5 years
- Overall budget responsibility totals €30 million



SOLUTION (4)

Senior Project Manager

DHL IT Services, London - UK

July 2019 to March 2021

- Managing a €25m budget for the delivery of +40 Regional projects, impacting over 10k users
- Leading the implementation of a large transformational Change Programme expected to deliver €2b savings within 5 years
- Overall budget responsibility totals €30 million

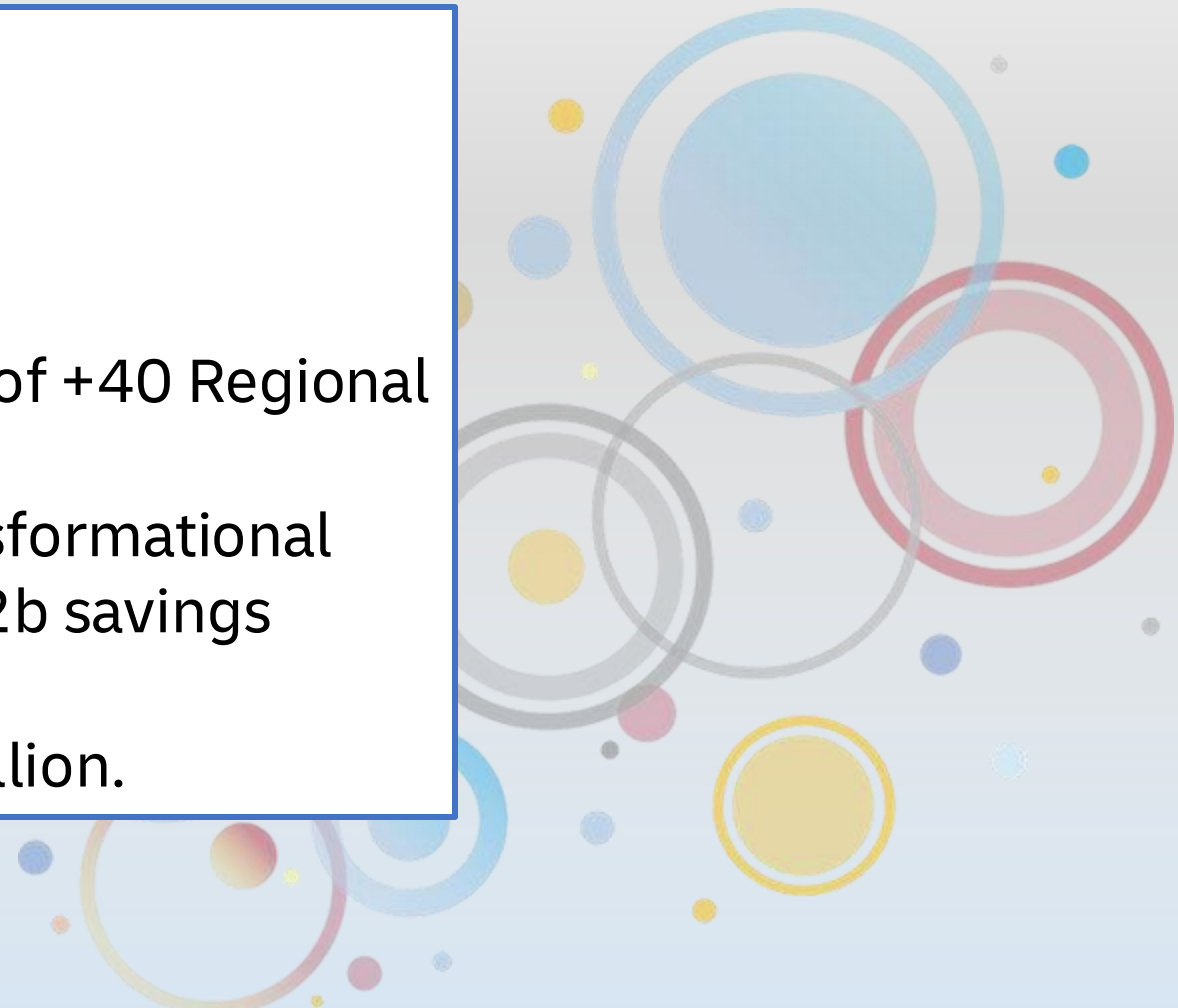


Format text content

SPOT THE MISTAKE (5)

Senior Project Managers
DHL IT Survices, , Lundon - UK
July 2019 to March 2021

- Managing a £25m budget for the delivery of +40 Regional projects, impacting over 10k users.
- Leading the implementation of a large transformational Change Programme expected to deliver \$2b savings within 5 years.
- Overall budget responsibility totals €30 million.



SOLUTION (5)

Senior Project **Managers**

DHL IT **Survices**, , Lundo**n** - UK

July 2019 to March 2021

- Managing a €25m budget for the delivery of +40 Regional projects, impacting over 10k **ussers**
- **Leding** the implementation of a large transformational Change Programme expected to deliver €2b savings within 5 years
- **Overal** budget **responsibilty** totals €30 million

Spell check for errors and typos

SOLUTION (6)

Senior Project Manager

DHL IT Services, London - UK

July 2019 to February 2021

- **Managed** a €25m budget for the delivery of +40 Regional projects **which impacted** over 10k users
- **Led** the implementation of a large transformational Change Programme **which delivered** €2b savings over 5 years
- Overall budget responsibility **totalled** €30 million

Historical roles to be written in past tense

SPOT THE MISTAKE (6)

Senior Project Manager

DHL IT Services, London - UK

July 2019 to February 2021

- Managing a €25m budget for the delivery of +40 Regional projects, impacting over 10k users
- Leading the implementation of a large transformational Change Programme expected to deliver €2b savings within 5 years
- Overall budget responsibility totals €30 million



BEWARE OF..

- Using an unprofessional email address. Creating a new email address can be helpful.
- Missing contact details
- Keeping the CV too generic
- Too many repetitive words
- Outdated or irrelevant information
- Adding a Photo





ACTIVITY

- Which CV would you choose, when taking a closer look?

LET'S LEARN FROM EXAMPLES



Stay in your current group.



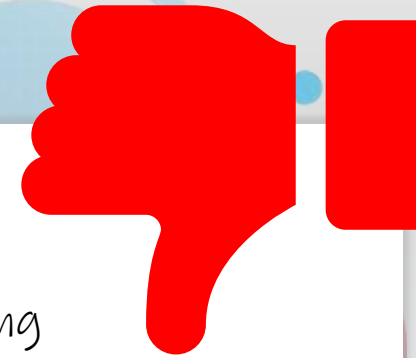
- Out of 4 CVs choose the best CV.
- Write down per CV the positive and negative elements. (Workbook page 3-7)
- Choose who you would invite for an interview



20 minutes

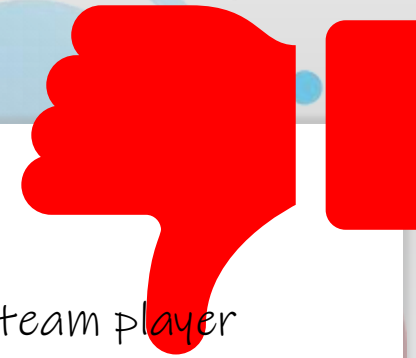


FEEDBACK ON CV 1 - ANITA



- Inappropriate email address
- Informal and chatty way of writing
- Achievements are not specific
- No phone number
- Font of headers not consistent
- Hobbies irrelevant

FEEDBACK ON CV 2 - ZAK



- No email address
- Comes across arrogant and not a team player
- Lot of exaggeration
- Personal statement at the end.
- Inconsistent bullets used
- Text formatting not clear (work experience)
- Did not proof read (Religious Studies is mentioned twice) Typo on Qualifications

FEEDBACK ON CV 3 - MICHAEL



- Easy to read
- Clear personal statement with sophisticated language



- No location (city)
- No phone number

FEEDBACK ON CV 4 - SAMINA

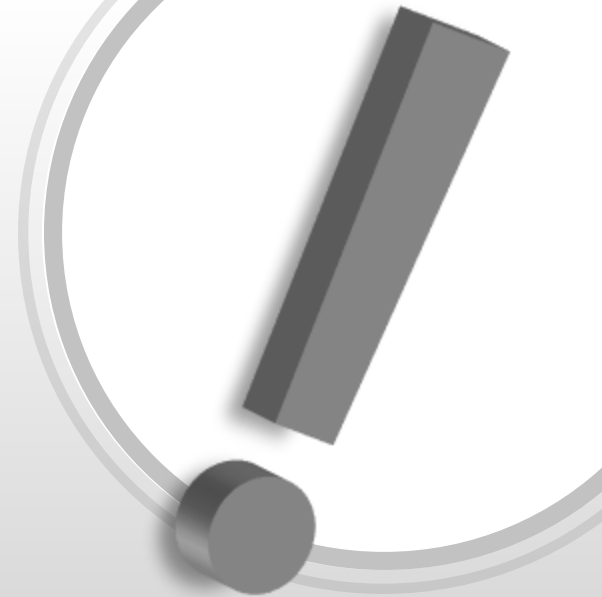


- Clear personal statement with sophisticated language
- Proved she was a team player during work experience
- Did not list all GCSE and A level subjects and grades – more concise layout
- Historical roles written in past tense
- No spelling errors
- Clear text formatting
- Only 1 currency used



AND THE INVITE GOES TO....





ACTIVITY

What are useful skills in the workplace?

CHOOSE THE BEST CV



Work in groups with the same interest in the “envision your dream job” activity.



- On post it's, write down the skills you need in order to work for an employer in your area of interest.
- Think about your preferred future area of work
- Add the post it's to the applicable work area poster



10 minutes



SKILLS

Professional skills

Financial management
Project management
Analytical skills
Writing
Customer service
Technical skills
Sales skills
Public speaking

Personal competencies

Networking
Resilience
Conflict management
Teamwork
Emotional intelligence
Adaptability
Leadership
Critical thinking
Time management

Decision-making
Problem-solving
Creativity
Cultural competence
Quick Learner
Interpersonal skills
Communication
Attention to detail



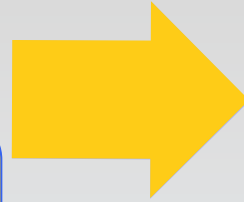
ACTIVITY

- List your achievements and skills

WHAT ARE MY ACHIEVEMENTS?

Sports, teams and clubs

Played in the school football team



Skills

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

LIST YOUR ACHIEVEMENTS



Individual activity



- List your achievements so far
- Identify the skills that belong to each achievement
- Use your workbook (page 8-10)



10 minutes



XYZ RESUME FORMAT

XYZ Resume format

X: What did you *accomplish*?

Y: What were the qualitative *results*?

Z: which *skills or experience* did you use to achieve the outcome?

Achievement

Played in the school football team

Achievement with XYZ

I was rewarded keeper of the year in the football team twice, the team got promoted due to us winning all games. Attending all keeper training sessions and additional masterclasses improved my keeper skills.

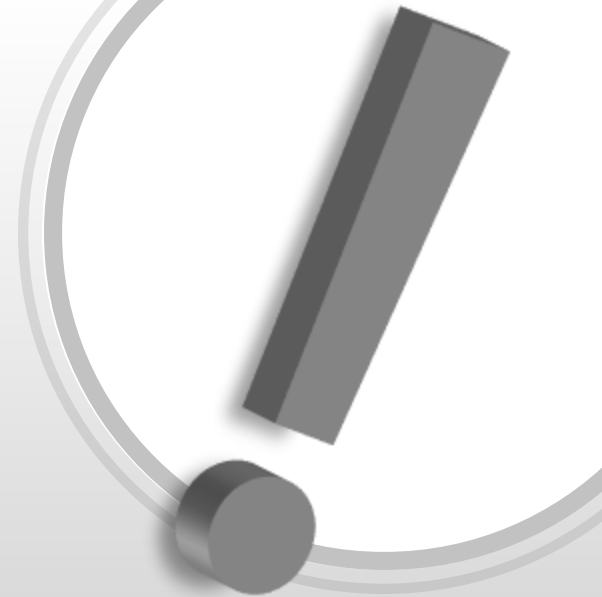
SUMMARY

So far we have covered;

- Which **elements** should be included in a **CV**
- **Common mistakes** to avoid on a CV
- **Useful skills** in the workplace
- Your **achievements** and skills



**KEY
POINTS**



ACTIVITY

Write your CV

WRITE YOUR CV



Individual activity



- Use your workbook (page 11-16)
- Complete the elements of the CV



30 minutes



SUMMARY


Today we have covered;

- Which **elements** should be included in a **CV**
- **Common mistakes** to avoid on a CV
- **Useful skills** in the workplace
- Your **achievements** and skills
- Writing a CV



**KEY
POINTS**

YOUR MAIN TAKEAWAY



What is the **main takeaway** of today's workshop for you and why?

You have completed this session



Congratulations!



Teach For All
A Global Network



**THANK YOU FOR YOUR TIME
AND ATTENTION**

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