

Class Discussion

Step 2: Work History



Class Discussion

Almost every job requires these 4 skills, and employers want to see evidence of each of them on your CV:

- 1. Communication skills**
- 2. People management skills**
- 3. Team skills**
- 4. Customer service**



CV+ Activity 03

Work History



www.cvplus.co

About this section

This section is all about work.

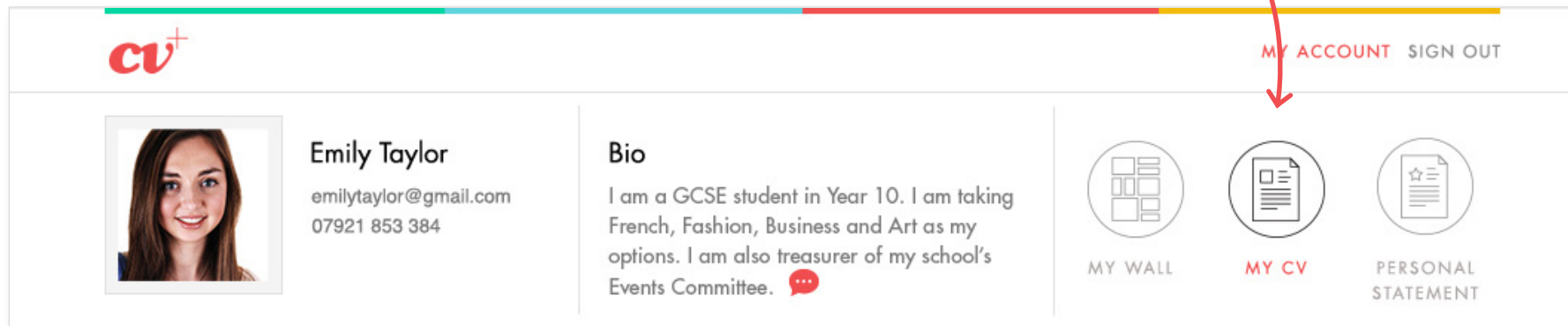
It can include anything which involved you contributing to a project, business or other person.

You can mention work experience, volunteering and unpaid as well as paid work.



For this activity:

Step 2 of the 6 Steps in the CV wizard is
Work History



The screenshot shows the CV+ user interface for a user named Emily Taylor. At the top right, there are links for 'MY ACCOUNT' and 'SIGN OUT'. The main profile area includes a profile picture, the user's name 'Emily Taylor', her email 'emilytaylor@gmail.com', and her phone number '07921 853 384'. Below this is a 'Bio' section where she describes herself as a GCSE student in Year 10, taking French, Fashion, Business, and Art, and also being the treasurer of her school's Events Committee. To the right of the bio is a navigation bar with three icons: 'MY WALL', 'MY CV' (which is highlighted with a red arrow and text), and 'PERSONAL STATEMENT'.

CV+ Activity 03

Job Title

Job Title

- ◆ Babysitter
- ◆ Animal carer
- ◆ House sitter
- ◆ Waiter or waitress
- ◆ Till operator
- ◆ Paper boy/girl

Or maybe you were...

- ◆ “An assistant to
- ◆ “A co-ordinator of
- ◆ “A demonstrator of
- ◆ “A member of support staff for
- ◆ “A guide for

CV+ Activity 03

Contract Type

Contract Type

- ◆ Paid or unpaid part-time
- ◆ Paid or unpaid work experience
- ◆ Paid or unpaid apprenticeship
- ◆ Or voluntary

Dates

You can leave the end date blank if you're still in this role.



CV+ Activity 03**Skills**

.....

This Work History entry will automatically appear on your Wall, where you can add more content to it, like video or imagery or maybe a quote from your boss.

To keep your Wall posts organised and easy to find, you need to tag it with the skills that you used in the role.

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We've made a list of the most common skills for you to select from. When you hit the 'Skills' lozenge button on your Wall, you'll see the skills you've selected in a drop down list.

You can also tag Work History entries with your own bespoke skills, which will also appear in the list.

CV+ Activity 03

Role Description

-
- ◆ Think about what your responsibilities or duties were in this role.
 - ◆ This will help you to write a Description.
 - ◆ You can make this a simple list of bullet points if you like.

Here are some verbs to get you thinking:

Handled money from the till...

Cleaned up after animals...

Managed people...

Cared for children...

Delivered newspapers...

Served tables...

CV+ Activity 03

Role Description

.....

You need to think about any achievements you had in this role too.

Did you help someone in your care, or a co-worker in a particular way?

Did you have ideas to improve the business?

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Did you give a presentation?

Did you manage other people?

Did you lead other staff?

Think of the parts of the job that you felt most proud of...

