

Unit Award Scheme

79235 APPLYING FOR A JOB (UNIT 2): PRODUCING A CV WITH SUPPORT

In successfully completing this unit, the Learner will have

Evidence needed

demonstrated the ability to

- 1 produce a computerised personal CV following a given template

Student completed computerised CV

shown knowledge of

- 2 what a CV is
3 when to use a CV
4 essential content within a CV
5 what constitutes an effective CV.

Teacher completed checklist

Teacher completed checklist

Teacher completed checklist

Teacher completed checklist

All outcomes recorded on an [AQA Summary Sheet](#) (incorporating the [Teacher Checklist](#) if required)

Approved 29 June 2010

Level - Pre-Entry Level

Personal Development.

APPLYING FOR A JOB (UNIT 2) PRODUCING A CV WITH SUPPORT 79235

A Curriculum Vitae (CV) provides a summary of a person's experience, education and qualifications.

Typically your CV would be the first thing that a potential employer would read about you. It would influence their decision when deciding if you were suitable to have a formal interview and ultimately the job you were applying for.

A CV is short (usually no more than 2 sides of A4) so it is best to regularly review your CV to make sure it is up to date and/ or it contains information relevant for the job you are applying.

Your CV should be written in a way that puts you in a positive light but should remain honest (do not lie about education grades or employment record).

Here are a couple of examples

<p style="text-align: center;">John Jackson 12 Somerville Crescent Palmerly Hampshire GU12 7HF 01256 223113</p> <p>A motivated and enthusiastic person who is passionate about cars. Good time keeper and very reliable. Now looking forward to continuing his career in the automotive industry after relocating</p> <p>Work Experience Dec 2010 - Present Walton Brothers Motors, Shirkton, Southampton Junior Sales Advisor Assisting Senior Sales staff. Pricing cars. Checking details on company website. Talking to customers and discussing different models. Taking telephone calls and booking appointments.</p> <p>Sep 2009 – Nov 2010 Cars R Us, Easthill, Southampton Sales Assistant Valeting cars. Ensuring the show room is tidy. Displaying Promotional posters</p> <p>June 2009 – Aug 2009 McDonalds, Westside Way, Southampton Crew Member Cleaning Tables, serving food, preparing food Attained two stars</p> <p>Education 2008 - 2009 Houghton College, Southampton C&G Motor Vehicle - Pass</p> <p>2003 - 2008 Barton Science School, Odiham GCSEs English- F Maths- C Science- D IT- C</p> <p>Hobbies Restoring old cars. Finding missing parts on the internet. Attending car fairs and markets.</p>	<p style="text-align: center;"><i>Bethany James 32 Eagle Close, Hook Hampshire, RG25 8NB Home- 01252 012301 Mobile- 0770 0120120</i></p> <p>Education <i>Hillcrest High School, Hook, Basingstoke Sept 2008- May 2012</i></p> <p>Experience <i>Asda, Main Street, Hook</i></p> <ul style="list-style-type: none"> • <i>Maintain and restock inventory</i> • <i>Customer service</i> • <i>Operate computerised till system</i> <p><i>June 2011- Present</i></p> <p>Childcare</p> <ul style="list-style-type: none"> • <i>Provide child care for 3 families after school and on weekends</i> <p><i>2008- Present</i></p> <p>Achievements</p> <ul style="list-style-type: none"> • <i>Tennis Regional Champion team captain 2006</i> <p>Volunteer Experience</p> <ul style="list-style-type: none"> • <i>St Michaels Hospice, Basingstoke</i> • <i>Food bank, Hook</i> • <i>Beavers club, Hook</i> <p>Interests/ Activities</p> <ul style="list-style-type: none"> • <i>Member of Hillcrest High Tennis Team</i> • <i>Girl Scout</i> • <i>Trampoline club</i> <p>Computer Skills</p> <ul style="list-style-type: none"> • <i>Proficient with Microsoft Word, Excel and PowerPoint, and Internet</i>
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Carer or Young person to make notes of main points discussed.

Carer should write the student's name & number, sign & date on each sheet of paper submitted
Carer to date when the outcome was completed on the end of unit checklist.

Personal Development.

APPLYING FOR A JOB (UNIT 2) PRODUCING A CV WITH SUPPORT 79235

Here are some suggested CV layouts



Blank CV template

First Name Surname
Address
Mobile Number
Telephone Number
Email address

Personal information

Date of birth
Marital Status
Nationality
Languages
Sex

Profile:

This section contains a summary of your experience, skills and abilities. You should specify the exact abilities you have which will be relevant to the prospective employer thus increasing your chances of being invited for that interview. Many people do not include this part but it is very important.

Core competencies

Here you should write your professional and personal strong points. This includes the duties that you are most competent in.

Professional experience

Start Date – to current date: Job Title, Name of your current employer or your last employer if you are not currently employed.

You may include a brief description of the business of the company and any other relevant information

Responsibilities:

- Briefly state about five or six jobs/tasks you have carried out in bullet form

Start date – End date: Previous job title, previous employer

Description of the organization

Responsibilities:

- Briefly state about five or six jobs you have done in bullet form

State all relevant previous employment positions you held in the past in the same way.

Professional Qualifications

- List all the relevant professional qualifications you have such as ACCA, Chartered Engineer, etc

Training

List any additional training you have such as computer training, programming and foreign/second languages

Page 1

Page 2

(Your Name in large, bold type)
(Your full address)

(Postcode)

(Telephone number, including area code)
(E-mail address)

Career profile
(A brief, business-like description of yourself)

(Skills)

(Experience)

(Personal strengths)

Key skills
(The main skills you have got)
• (Particularly those appropriate to the job you are applying for)
• _____
• _____
• _____

Career history
(Name of company, usually starting with the most recent)

(Dates you worked there)

(Job title)

(Brief description of what you did)

(Brief description of what you achieved in this position)

• _____
• _____
• _____

(Name of company, usually starting with the most recent)

(Dates you worked there)

(Job title)

(Brief description of what you did)

(Brief description of what you achieved in this position)

• _____
• _____
• _____

Name (cont.)

(Name of company, usually starting with the most recent)

(Dates you worked there)

(Job title)

(Brief description of what you did. Jobs you did some years ago require less detail than do your more recent ones)

Education and training
(Starting with the highest, most recent OR most relevant qualification)
(Name of school, college, or university)

(Dates you attended)

(The qualification you achieved)
(You could include brief details of what was covered in the course, especially if recently qualified)

• _____
• _____
• _____

(Name of school, college, or university)

(Dates you attended)

(The qualification you achieved)

(Name of school, college, or university)

(Dates you attended)

(The qualification you achieved)

(Don't go back further than your senior or secondary school)

(Professional training)
(Details of any professional training undertaken at work)
• (Qualification or skill achieved)

• _____
• _____
• _____

Personal details
(Date of birth)

(Driving licence)

(Married or single – only if relevant)

(Nationality – only if relevant)

(Interests and activities. Brief details)

(References – usually 'available on request')

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Covering letters

You should always send a covering letter with a CV. This letter needs to be short and to the point, explaining why you are sending the CV.

If it is in response to an advertised job, you could draw the employer's attention to the skills and experience you have that are particularly relevant to the post. Be careful to not just repeat exactly what is in your CV.

If you have sent a speculative letter (a letter you send to find out if there are vacancies), you could say when you will follow up the enquiry with a telephone call.

Some examples of a covering letter depending on the reason for sending your application

<p>A covering letter to send with your completed application form.</p> <p style="text-align: right;">Peter Whiting 1 Long Road Bordon GU45 1LP Tel: 01234 012012 peter@whiting.com</p> <p>Mr J Smith Personnel Officer Tesco Western Road, Bordon GU45 5UG</p> <p>Date</p> <p>Dear Mr Smith</p> <p>Enclosed is the completed application form which you very kindly sent me.</p> <p>I am interested in working as a (<i>name of job</i>) for your organisation because (<i>your reasons</i>). I believe I am a suitable candidate for this post because (<i>your reasons</i>).</p> <p>If you require any further information please do not hesitate to contact me. I look forward to hearing from you in the near future.</p> <p>Yours sincerely Peter Whiting</p> <p>Peter Whiting</p>	<p>Letter to a company where the advert stated: Write for an application form. Do not send a CV</p> <p style="text-align: right;">Peter Whiting 1 Long Road Bordon GU45 1LP Tel: 01234 012012 peter@whiting.com</p> <p>Mr J Smith Personnel Officer Tesco Western Road, Bordon GU45 5UG</p> <p>Date</p> <p>Dear Mr Smith</p> <p>I wish to apply for the post of (<i>name of job</i>) advertised in the (<i>name of the paper</i>) on (<i>date</i>).</p> <p>Please send me an application form and any further details you can make available about the job and your company. Thank you.</p> <p>Yours sincerely Peter Whiting</p> <p>Peter Whiting</p>
<p>A letter to a company that has not advertised any jobs but you would like to work for. Enclose your CV.</p> <p style="text-align: right;">Peter Whiting 1 Long Road Bordon GU45 1LP Tel: 01234 012012 peter@whiting.com Mr J Smith</p> <p>Personnel Officer Tesco Western Road, Bordon GU45 5UG</p> <p>Date</p> <p>Dear Mr Smith</p> <p>I am writing to ask if you have any vacancies in (<i>type of work</i>) that would be open to someone of my age and experience.</p> <p>I am keen to work in (<i>type of work</i>) because (<i>your reasons</i>). I have some experience in (<i>type of work</i>) which I gained by (<i>brief details of work experience, part time and holiday jobs etc.</i>)</p> <p>I am currently a student/working at (<i>name of place</i>) where I am studying/doing the following. I am (<i>brief details of the kind of person/potential employee you are/will be</i>).</p> <p>I will telephone your department in a few days to confirm that you have received this letter. I enclose a copy of my CV. I look forward to hearing from you in the near future.</p> <p>Yours sincerely Peter Whiting</p>	<p>Letter to a company where you have been asked to send your CV.</p> <p style="text-align: right;">Peter Whiting 1 Long Road Bordon GU45 1LP Tel: 01234 012012 peter@whiting.com</p> <p>Mr J Smith Personnel Officer Tesco Western Road, Bordon GU45 5UG</p> <p>Date</p> <p>Dear Mr Smith</p> <p>With reference to your advertisement in the (<i>name of paper</i>) on (<i>date</i>), I would like to apply for the vacancy of (<i>name of job</i>).</p> <p>I am interested in working as a (<i>name of job</i>) for your organisation because (<i>your reasons</i>). I enclose a copy of my CV with details of my education and experience. I believe I am a suitable candidate for this post because (<i>your reasons</i>).</p> <p>If you require any further information please do not hesitate to contact me. I look forward to hearing from you in the near future.</p> <p>Yours sincerely Peter Whiting</p> <p>Peter Whiting</p>

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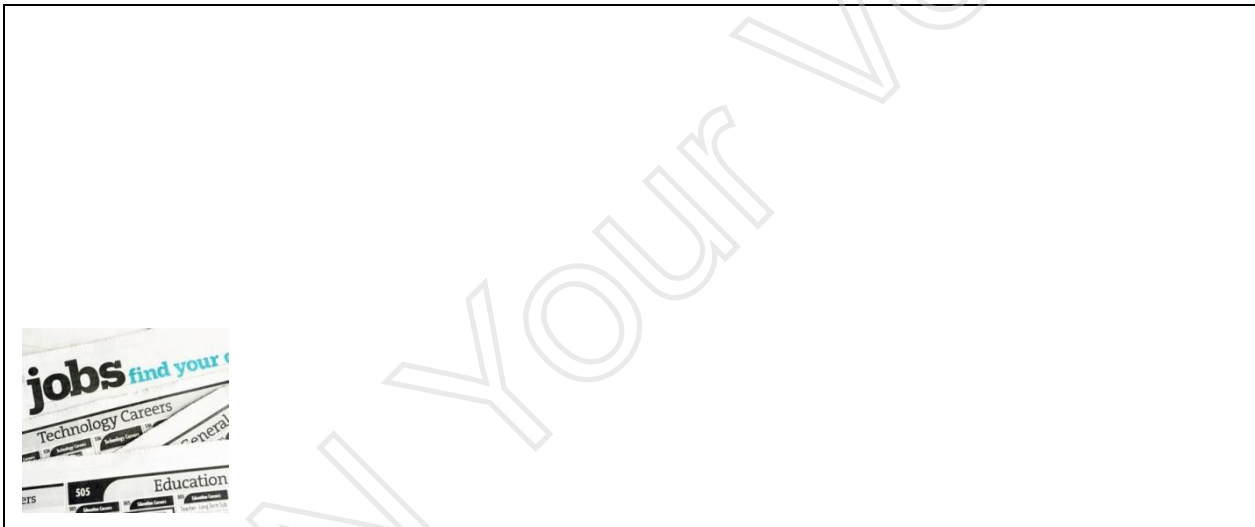
AQA Outcome 1

Demonstrate the ability to produce a computerised personal CV following a given template;

Create your own CV, print it off and attach it to this page.

AQA Outcome 2

Show knowledge of what is a CV;



AQA Outcome 3

Show knowledge of when to use a CV;

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AQA Outcome 4

Show knowledge of essential content within a CV;

AQA Outcome 5

Show knowledge of what constitutes an effective CV;



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AQA Unit Award Scheme: Checklist and Portfolio Content

Centre Name: _____

Centre Number: _____

Student Name: _____

Student Number: _____

Unit Title: PERSONAL DEVELOPMENT: APPLYING FOR A JOB PRODUCING A CV WITH SUPPORT

Unit Code: 79235

Outcomes	Evidence	Date completed	Carer's Signature
1	Young person's CV		
2	CV explained		
3	When to use a CV list		
4	CV essential information list		
5	Effective CV information		

Carer/ worker's signature _____

Date completed _____

Assessor's signature _____

Date completed _____

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AQA Unit Award Scheme: Summary Sheet

Name of Centre _____

Centre No

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Unit Title APPLYING FOR A JOB UNIT 2 PRODUCING A CV WITH SUPPORT

Unit Code 79235

***Dates must be used to record the achievement of each outcome in the columns below**

Student Details		Outcomes *													Date of Completion
		1	2	3	4	5									
Number	Name														
	SURNAME, FORENAME														

Signed _____ (Unit teacher)

Signed _____ (Co-ordinator)

Date _____

Sheet No 1 of 1