

Produce a CV Workbook

CV means Curriculum Vitae - course of life.

Name:	
Class:	
Company :	

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Skills and Qualities

Skills

Specific, teachable. Something that you can measure.

Examples: typing, writing, maths, reading and the ability to use software programs.

Qualities

A quality is a characteristic that you cannot measure, e.g friendly , trustworthy, polite, imaginative

Skills	Qualities
typing writing Computer skills repairing machines IT skills First Aid playing an instrument coding bilingual	friendly trustworthy polite imaginative hard working patient adaptable enthusiastic considerate well organised

Skills and Qualities Worksheet

Write down your four strongest skills and qualities and give examples of when you demonstrated them.

Skill	Evidence
1	
2	
3	
4	

Quality	Evidence
1	
2	
3	
4	

Extra: Look at job adverts in the paper and see if you can find the skills and qualities being asked for:

Profile Section Worksheet

Write this last:

A personal profile is a summary of your career portfolio and is just after your personal details. You should write about four to six sentences and it is better to write in the first person. It has a "who you are section", a "what you offer section" and what you are offering section. You can also use the job advert to be able to find out what is required.

Example, Amadu has recently completed his first year at Hotel Masire is looking for a new role at a beach resort. He is a keen swimmer, likes to read and is very friendly.

Who you are:	I recently completed 12 months at the prestigious Hotel Masire as a front office receptionist..
What you offer:	I am friendly, a keen swimmer and like to read my spare time.
What you are looking for:	I am looking for a customer facing role in a beach resort establishment.

Complete this for the job you are looking for:

Who you are:	
What you offer:	
What you are looking for:	

Referees Worksheet

Write down the names and contact details of two referees.

Make sure you ask them first: You will need:

Name

Address

Email

Phone

Referee 1	Referee 2
Referee 3 (Backup)	

Education Worksheet

Make copies of all your certificates, awards and put them in a folder. Scan and make them available in a folder online (if you do not know how to do this, you should take an IT course)

Always start with the latest/newest

Here is an example:

Sept. 2021 - July 2023	The Hospitality School, Jui • Diploma in Hospitality with merit
Sept. 2014 - July 2021	Prince of Wales School, Kingtom • WASSCE - Maths (C4), English (D3) etc

Now complete this table:

Dates	Education Institution / Grades

Work Worksheet

Always start with the latest/newest

Here is an example:

Oct 2023 - Date	Hotel Masire, 40 Campbell Street Duties included: <ul style="list-style-type: none">• Checking customers in and out• Answering the phone
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Now complete this table:

Dates	Company /Duties

CV Template

Amadu Bangura

Address (one line Telephone Number Email Address	
Profile Statement (maximum 5 lines) I am a hard working, reliable person with good communication skills. I am confident, bubbly with a passion for administration and enjoy new challenges. I am keen to gain experience with a company like Satchi and Satchi as I believe that the individual training that I will receive.	
Key Skills <ul style="list-style-type: none">• One• Two• Three• Four	
Work Experience	
August 2013	Company 1, 56 Jones Street, Freetown Duties included: <ul style="list-style-type: none">• Customer Service• Photocopying• Liaising with staff
May 2013 – July 2013 (Insert row below if you need more)	Company 2, 231 Blackhall Road Duties included: <ul style="list-style-type: none">• Customer Service• Photocopying• Liaising with staff
Education	
Sept 2008 – June 2013	Prince of Wales School, Kingtom <ul style="list-style-type: none">• WASSCE's: Maths (D7), English (B3), Business (B2),
Aug. 2013 – Jan. 2014	Jobready Training, Freetown <ul style="list-style-type: none">• Keyboarding Skills• Word Processing• Functional Maths Level 2
Achievements I was president of the student's union at school and in charge of the student magazine. I designed a website for the youth club that I am a member of and this site won the "Best Amateur Website" award.	
Referees	
Mrs Mary Bangura Maths Tutor Jobready Training Freetown	Mr. Abdul Kabba Head of Administration Funny Company Freetown