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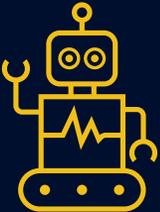


SKILLS, NETWORKING & CV MASTERCLASS

TODAY'S JOB MARKET



TECHNOLOGY



ESG AWARENESS

ECONOMY



GLOBALISATION

BREXIT

COVID



COST OF LIVING

COMPETITION



AUTOMATION

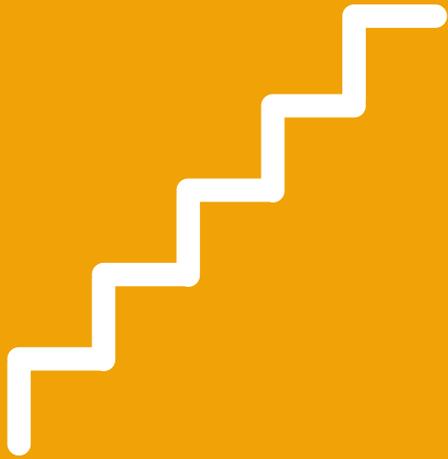
WIDENING ACCESS

CLIMATE CHANGE

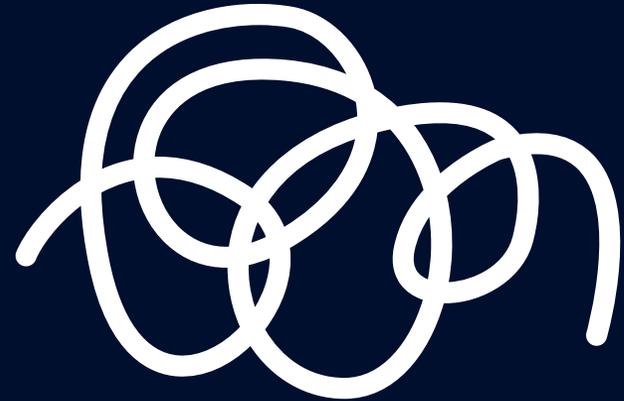


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CAREERS TODAY



PAST



TODAY

INVESTIN

TODAY'S JOB MARKET



12

THE NUMBER OF JOBS A
PERSON WILL DO IN
THEIR LIFETIME



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SOUGHT AFTER SKILLS

ACTIVE LISTENING

EMPATHY

MOTIVATION

SELF AWARENESS

INTERPERSONAL

COMMUNICATION

QUALITY CONTROL

CREATIVITY

RESILIENCE

ATTENTION TO DETAIL

TECHNOLOGICAL
LITERACY

LEADERSHIP

ANALYTICAL
THINKING

CURIOSITY

SOCIAL INFLUENCE

FLEXIBILITY

DEPENDABILITY

LIFELONG LEARNING

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WEF - FUTURE OF JOBS REPORT 2023

WHERE CAN I BE ENHANCING MY SKILLS?

SCHOOL



GROUP PROJECTS
ASSIGNMENTS/ESSAYS
VOLUNTEERING
MENTORING
ENRICHMENT

EXTRA-CURRICULARS



CLUBS/SOCIETIES
SPORTS
INSTRUMENTS
CAMPAIGNING
CODING
BLOG/VLOG
ORGANISING EVENTS

WORK EXPERIENCE



INSIGHT DAYS
SHADOWING
INTERNSHIPS
PART-TIME JOB
VOLUNTEERING

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WHAT IS A CV?

WHAT SHOULD BE ON YOUR CV?

- Contact details: full name, email address, phone number, LinkedIn profile
- Objective/introduction
- Qualifications & academic achievements
- Work Experience
- Voluntary Experience
- Extracurricular activities
- References “available on request”

WHAT SHOULD IT LOOK LIKE?

When you save your CV, remember NAMECV, no 'draft 1'!

Professional, tidy, coherent, and free of any grammatical or spelling errors

There is no one way to write a CV – format and styles can depend on industry

Clear headings

Approach creativity with caution!

Tailor the CV to the job

Don't include:

- Date of birth
- Gender
- Marital status, disabilities, Ethnicity/Nationality
- Photo (unless requested)

Reverse chronological order



HOW TO BUILD A CV

WHAT SHOULD I BE INCLUDING?

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HOW TO BUILD A CV

REVIEW



MIND MAP ACADEMIC
ACHIEVEMENTS
PROFESSIONAL
EXPERIENCES
EXTRACURRICULARS

IDENTIFY



WORK OUT WHAT
SKILLS YOU HAVE
ACQUIRED AND
DEVELOPED

SUMMARISE



DRAFT SENTENCES
ILLUSTRATING
ACCOMPLISHMENTS
AND REFERENCE THE
SKILLS

BUCKET CV vs TAILORED CV

John Doe

Address | Mobile number | Email address | LinkedIn profile

Objective

I am an ambitious and hard-working A Level student with strong analytical and problem-solving skills. I am looking to gain professional experience in the software engineering industry, where I can best apply my numerical aptitude, creativity and capacity to work well under pressure.

Education

Sixth Form College, Location (2018-2020)

A Levels - Predicted Grades: Maths (A), Physics (A), Business Studies (B)

High School, Location (2013-2018)

GCSEs - 10 (Grades 8-6) including Maths and English

Work Experience

Waiter - Fox & Hounds Pub, Location (August 2019 - ongoing)

I currently balance my studies with working part-time as a waiter, where my leadership skills and my ability to multi-task, and communicate effectively enable me to:

- Deliver a quality customer service to diners
- Take on additional responsibilities, such as supporting the kitchen staff
- Train and coordinate new staff members

Young Computer Scientist Programme, InvestIN Education (November 2019)

I attended an immersive career-experience day, working alongside top computer scientists where I gained first-hand experience in some of today's most pioneering technology, including:

- Coding an Artificial Intelligence application
- Penetration testing: identifying vulnerabilities in secure systems

IT Consultancy, Location (April 2019) - two-week unpaid work experience

I completed a work experience placement shadowing three IT system administrators, where I:

- Supported the updating of the internal IT system used by a client and brainstorming its new design
- Conducted research into similar systems to gain an insight into the key requirements

Additional Skills & Interests

Sports

As an enthusiastic team-player, I was nominated to be the team captain in my school's football team throughout 2017-18.

IT

Proficiency in Microsoft Office and Google Docs and the following programming languages: HTML, Java and Python. I also created and hosted a website that displays the various programming projects I have worked on in my spare time: www.website.com

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EXPAND YOUR.. KNOWLEDGE

HAVE MEANINGFUL
CONVERSATIONS



UNDERSTAND THE SKILLS
NEEDED IN INDUSTRIES
OF INTEREST

HOW CAN YOU PRACTICE
THESE?



KEEP UP TO DATE WITH
THE LATEST TRENDS
AND DEVELOPMENTS



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GAIN MEANINGFUL EXPERIENCE

APPLY YOUR SKILLS TO
WORKPLACE SETTINGS



PART TIME JOBS



PLACEMENTS / INTERNSHIPS



VOLUNTEERING



CREATE YOUR OWN
OPPORTUNITIES

DON'T FORGET TO TAKE
ADVANTAGE OF ONLINE
OPPORTUNITIES!

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GAIN A COMPETITIVE... **ADVANTAGE**



BUILD YOUR EXTRA-CURRICULARS

WHAT SKILLS CAN THEY GIVE YOU?

HOW CAN YOU TAKE THEM FURTHER?

WHAT ELSE COULD YOU EXPLORE?



KEEP AWARE & KEEP TALKING

PRACTICE TALKING ABOUT YOUR SKILLS TO PREPARE YOU FOR INTERVIEWS

WRITE THEM DOWN TO BUILD YOUR CV/ LINKEDIN

USE THIS TIME TO BUILD YOUR.. NETWORK



TAKE ADVANTAGE OF WHO YOU KNOW

FRIENDS & FAMILY
TEACHERS

CAREERS TEAM
WHO DO THEY KNOW



WHAT CAN YOU GET FROM YOUR NETWORK?

ARRANGE PHONE CALLS
ASK QUESTIONS

DO YOUR RESEARCH
SHADOWING/MENTORING

EXPAND YOUR NETWORK

LINKEDIN
FORUMS & COMMUNITIES

VIRTUAL EVENTS
CAREERS FAIRS



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IMMERSIVE
CAREER
EXPERIENCE
PROGRAMMES

INVESTIN

AMBITION BEYOND EDUCATION

10% PARTNER
SCHOOL
DISCOUNT:

READING10

PERSONAL PDM:
ORLA

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