Lesson plan

CVs

45 Minutes

14-16 Age

KS4:L10 PSHE

Learning outcomes

By the end of the lesson students will:

- Understand what should and should not be included in a good CV and why they are needed
- Be equipped to write their own CV

Summary of the lesson

Students will learn how to write a successful CV, guided by PowerPoint slides. Following this, students are asked to critique a CV based on two case studies, feeding back their thoughts to the class. Finally, students are asked to reflect on their own experiences, and the skills they gained from these experiences.

Classroom requirements

- Interactive whiteboard
- Accompanying PowerPoint slides
- **CV Builder** form/worksheets, one per student

Suitable for students aged

14-16

Time required to complete tasks

45 mins max

Gatsby Benchmarks covered



Learning area in the CDI Career Development Framework

Explore possibilities

Programme of Study for PSHE Education

KS4:L10

Skills Builder Universal Framework



Updated: June 2022

Lesson activities

1. CV basics

Read through the slide and elaborate on the points included.

Time required

5 Min

Resources

PowerPoint Slide 2

2. CV sections

Explain the sections on a CV, using the PowerPoint slides provided. Each click of the mouse reveals a learning point about writing a CV. Allow for questions.

Time required

15 Min

Resources

PowerPoint Slides 3-9

3. Case study exercise

Ask students to get into pairs and decide on the advice they would give Joanna or Sam (depending on the case study they are given), answering the questions on PowerPoint Slide 10. Ask them to give feedback on the advice they would give. Answers are on PowerPoint Slides 11 and 12.

Time required

15 Min

Resources

CVs of Joanna Collins and Sam Taylor

PowerPoint Slides 10-12

4. What are my skills?

In preparation for writing their own CV, ask students to think individually about the skills they have gained from their own experiences. Use PowerPoint Slide 13 to help guide the students. Ask students to write their answers in their books (this should be transferred to form **CV Builder** as part of their homework).

Time required

10 Min

Resources

PowerPoint Slide 13

Differentiation

Students may need support in identifying the skills they have gained from their own experiences. They may also need help rewriting sentences to exclude the first person and to include an active verb.

Extension activities

For homework, students are asked to write their own CV for their preferred job. They should use the worksheet (for students without a Morrisby account) or form **CV Builder** to help them decide on the content of their own CV.

Students who have a Morrisby account add this goal to their Morrisby Action Plan.