



C1 Develop your curriculum vitae

This classroom-based module encourages students and teachers to discuss the role, structure and development of a curriculum vitae and to help produce their own version.

Preview Pages

Careers lesson plan

Suitable for teaching at most secondary school years or levels

Develop your curriculum vitae (CV)

How to use this module

Photocopy required numbers of the module. Distribute to students, invite them to choose their characters and then either individually or in groups act out the roleplay and work through the discussion and activities. Use as a class lesson or within your teaching plan.

Lesson duration

One-two class lessons depending on objectives.

Achievement objectives

Produce part of, or a full CV.

Assessment

A professional and well developed CV is essential when applying for jobs, funding or courses. By performing this module students and teachers will have explored:

- the role of a CV
- the structure of a CV
- how to begin writing an individual CV.

Characters

Students One, Two, Three, Four, Five and Six are in a classroom.

Note

ActUp modules are fictional works. Any similarity or reference to actual events or places or products or persons, living or dead, is entirely coincidental and not intended.

SETTING: STUDENTS ONE AND FOUR ARE IN THE CLASSROOM LOOKING ONLINE, IN NEWSPAPERS OR MAGAZINES WHILE OTHER STUDENTS ARE PRESENT.

- ONE (LOOKS UP) What goes into a CV?
- TWO A what?
- ONE A CV?
- TWO What's that?
- ONE Curriculum Vitae.
- THREE Can you eat it?
- ONE No.
- THREE Then I don't know what it is.
- FOUR What job are you looking at?
- ONE Part-time job working in a restaurant.
- FOUR I'm reading about a full-time job working in an office. They want a CV too.
- FIVE Maybe they want the same CV?
- SIX They're usually the same but different.
- THREE Now I know why I don't have a CV. They're the same but different.
- SIX A Curriculum Vitae, or CV, outlines who you are, how to get in touch with you, your qualifications, your skills and what you've done.
- THREE That explains why I haven't got a CV. I haven't done anything.
- ONE Have you ever seen one?
- SIX I had to do a CV for that job I had last summer.
- ONE Was it difficult?
- SIX I was stacking shelves mainly, that wasn't difficult.
- ONE I didn't mean the job. I meant the CV.
- SIX Yes and no. Actually writing everything up and making it look good wasn't hard. Thinking of all the things to put into the CV took some time.

Student worksheet

Discussion and activities

Students perform the play then work through some or all of the following discussion and activities either individually or in groups.

Discussion

1. Four asks what is a CV? What do you think a CV is? Why?

2. Five asks "Maybe they want the same CV?" Can the same CV be used for different purposes eg. apply for a job and a course? Why?

3. Who uses a CV? Who requires a CV? Are the people writing the CV and the people reading the CV looking for the same thing? Why?
