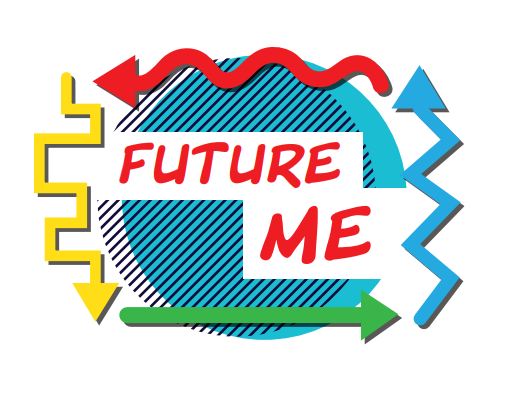


**I need to link my CV to the job I am applying for**

Booklet 3 - if you have an up-to-date CV but you now want to improve your chances of getting an interview by linking your **PROFILE** section of your CV to the job you are applying for.

Work through the tasks in this booklet and then move on to booklet 4.

****

**Top Tips for linking your CV to the job you’re applying for!**

*When you are handing in your CV, you should always make sure that the* ***PROFILE*** *section links to the job you are applying for.*

For example, if you are applying for a job working with children, you should really mention any work experience you have done, and skills needed for this work – e.g**. communication** skills and **patience**.

Or, if you are applying for a job working late shifts in a bar, you might want to mention that you are **flexible** and can work different shifts in a busy, fast-paced environment.

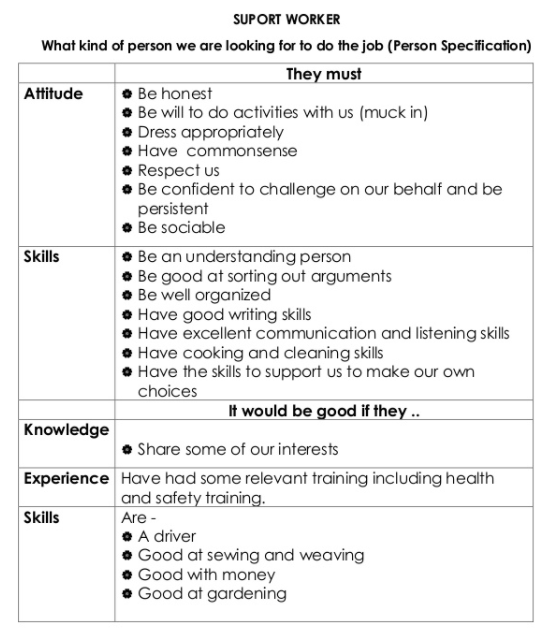
If you hand-in the same CV for every job – it will **reduce** your chances when it comes to getting an interview for the job.

You should also avoid comments like: ‘I am really good at working in a team.’ Employers will see this a lot, but you also haven’t backed it up with an example.

It would be better if you said something like:

‘’For the past 2 years I have been working in a local café, when I work with other kitchen staff and the main chef to complete over 250 order each Saturday afternoon.’’

**Task 1** – Using the person specification to link your CV to the job you are applying for.



This is an example of a Person Specification for a Support Worker job.

The Person Specification outlines the person they are looking for and the skills they must have.

To improve your CV, you must adapt your profile and CV to make sure you match the person specification.

**Top Tip!!**

When applying for a job, a top tip is highlight key parts of the person specification to make sure you match it in your CV/application form.

**Task 1** – Using the person specification to link your CV to the job you are applying for.

Your task is to use this link:

Then, find the two videos listed below. Watch the two videos and complete the table below to help you learn how to write an amazing CV which links specifically to the job.

|  |  |
| --- | --- |
| Importance of the Persona Specification | Top tips to help you link your application |
|  |  |

**Task 2** – Doing it for yourself.

Step 1: Your task is to now find a full-time job or part time job, or apprenticeship that you would like to apply for.

You could use some of these sites to find a vacancy first.

<https://www.gov.uk/find-a-job>

<https://www.reed.co.uk/jobs>

<https://uk.indeed.com/>

<https://www.gov.uk/apply-apprenticeship>

Step 2: Write down the key skills, knowledge and experience they are looking for in that job – it might just be listed on the website or might be called a profile

Step 3: Next, type up a profile **(a paragraph which goes high up on your cv which gives an overview of your skills and experiences)** for your CV which matches that job on the page titled ‘My new Profile’.

You can use the phrases on the next page if you need help getting started.

**Writing a Personal Statement/Profile**

* You need to sell yourself in the first part of your CV, using examples.
* This section should be 5 sentences maximum – no more than one paragraph.

Useful phrases for you to use to help you write a profile:

**Start (pick 1 or 2 sentences)**

I am a keen and self-motivated learner who is looking to start their career in the …….. industry.

I am a highly motivated individual who is currently improving their Maths and English qualifications, along side a retail and customer service course.

It is my ambition to become an apprentice….. in the future and I am self-motivated and ambitious to achieve this.

**Middle (pick 1 or 2 sentences):**

I believe my biggest strength is……… . I have shown this when……. .

From completing work experience with….. I showed that I could be punctual and reliable. During my work experience I developed skills in…… .

For the past 6 months I have been working part time in a ……. . This have definitely helped build my confidence and communication skills. When working I have shown that I can be punctual and reliable. I showed that I am self motivated when….. .

Studying Health and Social Care at College has improved my time management skills as I balance my course work deadlines with my part time job. I believe this will help me as a….. because….. .

**End (pick 1)**

I feel that I could be a real asset to your business because…. .

Something which I can offer your business would be my ability to….. .

I know that I would be the ideal candidate for this vacancy because I am…

My new profile

Job applying for:

Key skills/experiences needed: