

# Employability Activity

## Aims:

- Practical examples of matching job adverts to skills and good CV production

## Learning Outcomes:

- Be aware of matching skills to job adverts
- understand the importance of good CV production

## Career Management Skills this activity will help to develop:

- Self
- Strengths
- Horizons

## Resources required:

- Job Adverts
- Example CVs

## How to carry out activity:

- Imagine you are responsible for to find somebody to fill the vacancy that is being advertised in the Job Adverts.
- Look at job advert and write down what skills/qualities/interests they would be looking for from an applicant
- Look at the sample CVs. Decide what person they would offer an interview and why?

## Can you answer these questions?

- What makes a good application/ CV?
- What mistakes should you avoid doing in a CV?
- What did the applicants do wrong?
- Why is it important to find out what employers are looking for when you apply for a job.