

CV Workshops

What are CV Workshops?

At these workshops, employer volunteers work with pupils to help them understand the structure and content of Curriculum Vitae and then assist them in writing their own CV.

The workshops run for 2.5 hours, and typically 2-3 volunteers will facilitate a group of approximately 20 students. A school teacher is also present. The first hour involves discussion about the structure and content of a CV while the second hour involves students in developing their own CV. A lead volunteer delivers the presentation supported by the team of volunteers. All volunteers work with students directly providing 1-2-1 support as required.

Session outcomes: students should be able to understand the content and structure of a CV; know the difference between a quality and a skill; understand what transferable skills are; have increased confidence of CV and personal statement writing; and have completed their own CV.

What support will I get as a volunteer?

All materials for the workshop will be sent out to volunteers in advance so they are able to familiarise themselves with the workshop content. All materials for both pupils and volunteers will be provided at the school.

How much time do I need to commit?

We consider this to be a half day commitment for each workshop. 2.5 hours for the workshop and 30 minutes pre workshop briefing and familiarisation.

Volunteers are welcome to support as many sessions as they would like to.

www.enterprise4education.com

For more information please contact the team on 01332 641600 / 641622 or
email e4evolunteer@derby.gov.uk