



Student Resource

Module 8: Reflection, Progression and Celebration

Delivered by



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To use this resource digitally, you must download a copy to your own area before making any changes to the resource.

Introduction

Understanding your skills means that you will be able to showcase these on your CV when you are applying for jobs. Your CV is the first document that employers will see so it must make the best possible impression. Be sure to talk about the things you are good at, the times you have practised those skills and the experiences you have.

By completing this module, you will:

- Be able to celebrate your skills.
- Know how to showcase your skills and experience.
- Have a personal statement to go on your CV.

To help with this module, first, have a look at the example CV on the next page.

John Williams

Curriculum Vitae

Education

2017 – Current: Coastal High School

Currently studying GCSE Maths, English, Combined Science (Biology, Physics, Chemistry), Physical Education, Business Studies.

2013 – 2017: Coastal Middle School

2009 – 2013: Coastal Park First School

Personal Statement

I am a motivated and personable individual and can demonstrate confidence and friendliness when I am working. I have demonstrated leadership abilities when I captained my football team for a year. I am good at communicating as well as a team player, for example when I am working in a group I listen to other people's ideas and take them on board. I am hard working when I am assigned a task. I am a responsible individual who is always helpful and trustworthy. In 2016 I was responsible for setting up a school basketball team with the help of a teacher. I also recently won an enterprise challenge in school where I had to research all aspects of a business idea, including costing, profit, and marketing. This was presented to the Head of Business Studies at school, and I was chosen as the overall winner.

Skills

- Competent in using computer programmes like Microsoft Word and PowerPoint.
- Confident in verbal communication.
- Can work effectively on my own as well as being part of a team.

Work Experience

For my work experience I chose to split my allocated 5-day week to 2 different businesses. For the first 3 days I went to HMRC where I learnt how everyone has a role in the success of ensuring each British citizen is well cared for. I enjoyed HMRC as it taught me how coordination with each member of the team is vital to the success of any business. For the final 2 days I attended an accountant's office in Newcastle. I learnt how each worker is valued highly for their individual skills. I gained an insight into how finances work in a business and various policies and procedures that UK businesses follow.

Hobbies and Interests

I have played football for 8 years and am a member at Whitley Bay Football Club. We train regularly during the week and play matches at the weekend. In the 2016-17 season I was captain. In my spare time, I like to go to watch Newcastle United play at St James' Park. I also like designing and making things, for example I designed a brick BBQ using CAD, and then made it in our family garden.

Activity 1

In the box below, write or draw any skills that you have learnt or developed while you have been going to your work experience. These new skills are things you can celebrate as an achievement.

There might also be some skills you want to develop more.

In this box, write down 3 skills that you want to develop and the things you could do to help improve these skills.

Example: I want to practise my teamwork skills so I am going to join a club where I will meet new people that I will be able to work with.

Activity 2

On your CV, you need to be sure to highlight the skills you have. Write down the 5 skills that you are best at:

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Another important thing to do when you are applying to jobs is to tell your employer about a time when you have had to use this skill. For each of the 5 skills you just listed, write about a time when you have had to use this skill. This activity will give you examples to use on your CV or in an interview.

- Example: I have very good leadership skills. When I was at high school, I was the leader of our student council. This meant that I had to chair meetings, delegate responsibilities to other people, and make sure that all our deadlines were met. As part of this role, I also had to give assemblies to different year groups, interview potential new teachers and help organise events, such as a fundraiser week and school open evening.

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Activity 3

Now you have written about all of your skills and times that you have had to use these; it is time to form these into a personal statement. You can use the bullet points that you have already written in this module and form them into paragraphs.

Personal Statement

Activity 4

Think about the things you have done across this framework. Answer the questions below by circling the answer you think is most like how you feel.

1. Has this framework helped you learn about you as a person?

No

A bit

A lot

2. Has this framework helped you learn about your skills?

No

A bit

A lot

3. Has this framework helped you learn about teamwork?

No

A bit

A lot

4. Has this framework helped you learn about being a good employee?

No

A bit

A lot

5. Has this framework helped you learn about the benefits of work experience?

No

A bit

A lot