**Personal Statement/CV/Application Letter**

This pack contains ideas for the types of activities to develop Skills to create a Personal Statement/CV/Application Letter.

It would be an idea for all pupils to look at how to create a Personal Statement/CV/Application Letter – don't differentiate between those who want to go to university/employment.

It is also suggested that you discuss with the Head of Year 12/13 the kinds of activities that already exist in your school. For the Destination Plan, it's essential that you work closely with the person responsible for UCAS/Apprenticeships/Work Experience etc.

* An up to date CV listing qualifications, experiences and employment history in chronological order;
* a formal letter to support a job application or a personal statement for an UCAS application;
* an analysis of their skills and personal attributes, experiences gained and qualifications already achieved and the gaps which need to be addressed in order to achieve the careers

7 hours

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| Hour | Activity |
| 1 | Workshop |
| 2 | Workshop |
| 3 | Ideas mapping |
| 4 | Guest speaker |
| 5 | Write an opening paragraph |
| 6 | How to write a CV |
| 7 | How to write an Application Letter |

Summary

Lessons 1 – 3 will be combined. The session could be held with the whole year in one large room, possibly during a non-timetable period or in individual lessons with smaller groups of students.

Lesson 4 – Guest speaker. Here you will need to contact the Universities' Outreach/Marketing Officer – Bangor/Aberystwyth/Glyndŵr. – and ask them to come to the school to discuss Personal Statements. The presentation normally lasts about 1 hour.

Lesson 5 – Start to think about writing an opening paragraph and a paragraph to conclude the work.

Lesson 6 – This lesson would be better within a class context – an ICT Room will be needed.

Lesson 7 – This lesson would be better within a class context – an ICT Room will be needed.