Writing a CV

- Discuss the purpose of a CV - evaluate different CV formats
- Complete a 'model' CV using a context-based case study
- Before starting to write a CV, consider previous employment, work experience (including voluntary work) and personal skills and attributes
- Select an appropriate format, plan and draft a CV to meet the requirements of a specific (or speculative) job
- Use formal and appropriate language
- Proofread for correct grammar and check punctuation (using assistive technology if required)
- Proofread for spelling errors using a spellchecker or assistive technology, and/or use a dictionary
- Get a second opinion on the CV and/or job application

Job applications

Completing and sending an application form

- Read the application form and instructions for completing it carefully
- Check understanding of key vocabulary and abbreviations
- Identify the date the application must be submitted by and interview dates (if stated)
- Photocopy the form in order to practise filling it in rather than using the original. Use formal and appropriate language.
- Proofread for grammar, spelling and punctuation
- Complete the form (legibly, if handwritten)
- Email, fax or post the application form and any attachments, as instructed
- Develop a personal statement including disability-related needs if relevant
- Contact Jobcentre Plus about Access to Work

Providing references

- Identify suitable referees as required by the job application, e.g. previous employer, teacher or lecturer
- Telephone, email or write to a prospective referee to request a reference, identifying the job applied for
- Confirm that the referee is willing to provide a reference

Applying online

- Visit websites of companies that may have suitable vacancies
- Use effective reading strategies such as skimming, scanning and reading for detail to find information on how to apply
- Read and understand online application forms and job enquiry forms, including key vocabulary
- Complete online forms accurately and appropriately, providing information as requested
- Write email enquiry letters or cover letters using appropriate format and formal language
- Keep an ongoing log of applications