

## CV BUILDING WORKSHOP

Created during the ERASMUS+ KA1/Mobility of Youth Workers project

**“Imagination and Creativity for Active participation and iNclusion of young refugees and immigrants”**

**AIM:** What is a CV? Are there any rules to follow? Could we be creative when we write our CV?

**Description:** The purpose of this workshop is to show the participants, be they young refugees and immigrants, or any person in need of such a workshop, how they can be creative and effective in building their CV.

It is aimed as a 2-hour workshop, containing different activities that support participants in this process.

### Icebreaker – Booklet

**10 min**

Aim: to get to know each other and break ice

- The participants take a seats where they will find a booklet (folded piece of paper will do). Ask them to open it and fill it in with basic info about themselves in a creative way, and anonymously.
- Ask them to fold it back and put it in a basket that you will be passing around.
- Each person pick some and reads it oud loud and tries to guess whom the author of the booklet is.

### Icebreaker – Spider web

**5 min**

Aim: further icebreaking, name game

- The group sit in a circle facing towards the center
- Tell everyone your name and what your expectations of the workshop are
- Hold to the end of the string and toss the ball to someone in the circle who hasn't received the string yet
- The person who receives the string says their name and expectations and holding firmly, tosses the ball to someone else
- Continue until everyone has received a string

### “Selling yourself”

**30 min**

Recognizing your own skills by analyzing the others' skills

Make pairs among the participants and each pair has 10 min to share their skills and competences so that the other one can “sell” his/her partners' qualities and skills.

When all of them share their qualities they will have 1 min to present their partner skills and to “sell” him/her to the “employers”.

With this activity the participants will acquire knowledge and get familiar what kind of qualities they can have and how they can use them (in a CV for example) and they can learn how to “sell”/promote themselves.

### What is a CV? short discussion

**5-15 min**

Introduce the concept, aim and content of a CV.

Ask what is needed to apply for a job and slowly (but surely) introduce the concept ad purpose of a CV

**Problematic CV****5 min**

With this activity we will introduce the participants the good and bad practices in CV writing

On the board we will show them a bad example of a CV and we will try to encourage debate about the (lack of) quality of the CV we are showing.

Questions could be “is the language used appropriate?”, “is it written in chronological order?”, “what is this person trying to bring attention to?”, etc.

**CV Jigsaw****10 min**

Divide the participants into 3 groups and hand each group the pieces of one CV template.

Tell them they need to “reconstruct” a good CV.

When they finished each group will stick their template to the board.

**CV analysis****15 min**

To get good CV examples.

The templates used in the previous activity could be 3 different meaningful examples (formal, creative, skill-oriented, education-oriented, etc)

Explain that these are good CV’s

Carry out in depth analysis of how the information is presented in order in each case what are the main differences and similarities and why that may be.

**Improve their CVs****15 min**

To reflect

In groups, project bad CV again and tell them they’ve got 15 min to improve it.

Collectively share the results and compare and discuss.

**RESOURCES NEEDED:**

Paper, copies of some CV examples, sticky notes, markers, flipchart, projector...

**LEARNING OUTCOMES:**

The participants will learn how to write their CV and how to use them for finding a job in Europe.



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