



Easy Steps to **Getting CV Help** with Inspiring the Future

Inspiring the Future offers schools the chance to invite professionals in to their school to help pupils understand what a good CV looks like, how to write cover letters and what employers are looking for.

Planning your event

1. Decide if it is a whole-class activity or a one-to-one with particular students.
2. Log on to Inspiring the Future (<http://www.inspiringthefuture.org/>) and invite volunteers who have selected 'CV help' as an activity, giving details on the date, time and venue, along with what you would like them to do and/or bring.
3. Once a volunteer has confirmed attendance, follow up one week before the event to re-confirm.
4. Brief the volunteer, sending them any example CVs or anything you might want them to particularly focus on with students.
5. Prepare pupils by asking them to draft a sample CV so they can explore how they would improve or add to it.
6. Ensure the volunteer knows the format and is prepared to speak to a certain number of pupils and in what environment (for example, in small meeting rooms or in a large hall with other volunteers sitting at tables).
7. Let us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success. Please email carol.glover@educationandemployers.org and follow us on @Edu_Employers the account that we will retweet from.

Free resources for teachers

You can find a range of free resources on our Inspiring the Future website (www.inspiringthefuture.org/resources) such as example CVs and also hints and tips on writing convincing covering letters.

