



CV writing workshop

In your previous session you should have annotated the job from RMG showing the qualities, important information and skills they are looking for.

You are now going to write your CV tailored to this specific job.

These need to be submitted to your assignment on Teams to Mrs Yeates and a selection will be anonymised and sent to Louise from RMG for feedback p.5 on Teams.



Cover letters and CV writing

Objectives:

- To know what a CV and cover letter are
- To understand what makes a good CV and how to tailor them to a job

THE ROLE

- You will **handle customer enquiries** of a varied nature.
- **Respond to enquiries by inbound calls, emails and chat**, in an **accurate and timely manner** in accordance with RMG policies and procedures (full training given).
- **Receive, understand and assess customer contacts and enquiries** to establish requirements for advice, guidance and service/solutions.

WHY RMG?

RMG are an industry leader within the Property Management sector.

We offer a fully comprehensive training program so even if you don't come from a property management background but have a passion for customer service we want to hear from you. We're looking for individuals who are **taking their first step onto the career ladder and progress with us.**

So, if you're looking for a CAREER and not just a job. **APPLY NOW!**

REQUIRED SKILLS

- **Confident communicator**
- **Excellent Customer Service skills**
- **Confident in using IT and learning new systems**
- **Self-motivated**
- **Able to work to KPIs and deadlines**
- **Enthusiastic and positive personality**
- A **good team worker**

BENEFITS

- Fully paid training programme
- Development and progression opportunities
- Annual salary reviews
- 25 days holiday + Bank holidays + never work your birthday
- Onsite parking
- Company funded qualifications
- Shopping Discount Portal
- Life Assurance
- Office Incentives
- Overtime available

Identify:

- What qualities (purple),
- Job title and important information (yellow)
- Skills (green) the employer is looking for.

These need to be included in your CV.

Using the template set by Mrs Stobbs on Teams, complete your

Peer assessment – highlight the skills, key information and qualities they have used from the job description.

Have they used specific examples of the skills and qualities they are trying to show?

What have they done well? How could it be improved?

to, as your cover letter will be job-specific. Keep CV personal statements short and snappy - 100 words is the perfect length.

EDUCATION

List and date all previous education, including professional qualifications. Place the most recent first. Include qualification type/grades, and the dates.

St Nicholas Catholic High School, Hartford, Cheshire

Sept. 2017 – August 2022

Predicted GCSE grades: (Aug 2022)

Submit your CV to the assignment on Teams.

An anonymised selection will be sent to RMG for feedback
p.5.

Summary:



-
- ✓ Keep it short and to the point
 - ✓ Remember who will be reading it
 - ✓ Make it easy to read
 - ✓ No stupid mistakes
 - ✓ Tailor your CV to the job you are applying for
 - ✓ Don't use a template



Useful Websites:



CVs, covering letters, application advice:

www.reed.co.uk

<https://nationalcareers.service.gov.uk>

<https://jobs.theguardian.com/careers/>



Finished? Unifrog careers research.

- ✓ Log into your school emails.**
- ✓ See the email from Unifrog follow 'begin' to set your Unifrog password – check your 'other' folder if it is not in your inbox.**

ACCESS ALL THE TOOLS BELOW

Exploring pathways

Careers library

✓ Careers favoured

[Go to tool >](#)

Subjects library

✓ Subjects favoured

[Go to tool >](#)

Know-how library

✗ Guides favoured

[Go to tool >](#)

MOOC

You have 1 shortlist

[View shortlist](#)

[Start >](#)

Search by keyword

Search for careers using a keyword

Go >

Search by school subjects

Search for careers using the subjects you're studying at school that you like the most

Mathematics ✕

Further Mathematics ✕

Design Technology ✕

Go >

By career area

Administrative and clerical (58) >

Alternative therapies (21) >

Animals, plants and land (53) >

Arts, crafts and design (74) >

Catering services (25) >

Construction (74) >

Information technology and information management (37) >

Legal services (28) >

Maintenance, service and repair (76) >

Management and planning (110) >

Manufacturing and engineering (167) >

Publishing and journalism (28) >

Retail sales and customer service (50) >

Science and research (76) >

Security and uniformed services (42) >

Social services (59) >

Transport and logistics (58) >

Search careers by keyword or by your school subjects

Keyword: History

Watch, favourite or read more...

← Back

Jump to:

Administrative and clerical

Animals, plants and land

Arts, crafts and design

Environmental sciences

Information technology and information management

Legal services

Retail sales and customer service

Social services

Sport, leisure and tourism

Administrative and clerical



Then you can search through jobs by filtering further or just exploring your interests, you will find careers profile and videos of each career

Paralegal



Each job profile will include what the job is, the skills required, career path, related career profiles, university subjects, requirements, work hours, salary and the amount of jobs available.

What you'll do

You could work for many kinds of employer, including law firms, private companies, the not-for-profit-sector, local or central government, the police and the courts. You'll usually specialise in one area of legal work.

Your day-to-day tasks may include:

- researching and preparing legal documents
- handling confidential information

Skills required

You'll need:

- excellent administration, IT and research skills
- the ability to read and analyse lots of complex information
- a high level of accuracy and attention to detail
- the ability to work under pressure and meet deadlines

<https://www.unifrog.org/student/careers/key-words/paralegal>

ACCESS ALL THE TOOLS BELOW

Exploring pathways

Careers library

✓ Careers favourited

Go to tool >

Subjects library

✓ Subjects favourited

Go to tool >

Know-how library

✗ Guides favourited

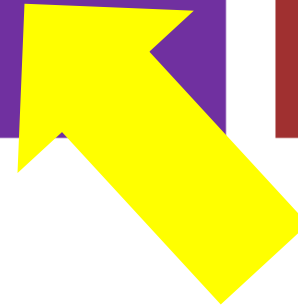
Go to tool >

MOOC

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[View shortlist](#)

Start >



If you are less clear on a particular career, you can use the subject library

Search by keyword

Search for university subjects using a keyword

Go >

Search by school subjects

Search for university subjects using the subjects you're studying at school that you like the most



Go >

By area

Animals and agriculture (5) >

Arts (10) >

Business (13) >

By characteristics

Fewest students (22) >

Least competitive (24) >

Least study (27) >

By interests

Arguing (11) >

Computers (8) >

Food (17) >

Search by keyword or by your school subjects

Jump to:

[Engineering and buildings](#)

[Health](#)

[Humanities and social sciences](#)

[Mathematical sciences](#)

[Sciences](#)

[← Back](#)

[Read the guide >](#)

[Read the guide >](#)

Health



Beth Hill
Biomedical Sciences (BSc)
University of Warwick

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Medical and health sciences

A multi-disciplinary field which includes subjects such as Physiotherapy, Radiology, Biochemistry and Paramedic Science.

[Read the guide >](#)



Emma Shackleston
Medicine and Surgery (MBBS)
Newcastle University

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Medicine

A broad understanding of how the human body works to diagnose, treat and manage medical conditions, with the opportunity to specialise in a particular area.

[Read the guide >](#)

Again, you can watch the videos/ see the job profiles

Task – careers profile

Job:

What I would do:

Skills required:

Progression:

Related subjects:

Job requirements:

Salary and working hours:

- Use unifrog to create a profile on at least 2 careers.

How to find careers:

- Go to exploring pathways and use the **careers library** and search keywords or by subjects
- **Subjects library**

Extension: Write yourself a pathway to get you to your career – what will you need to achieve in year 9, 10 and 11 and what will your next steps be?

Option 2: under exploring pathways, click on “know how library” and use this to search for what makes a successful interview, CV or application by using the different keywords.

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