

9/10 CAREERS

STAY AT HOME WORK

TERM 2 WEEKS 3 - 4



GOOGLE CLASSROOM CODES:

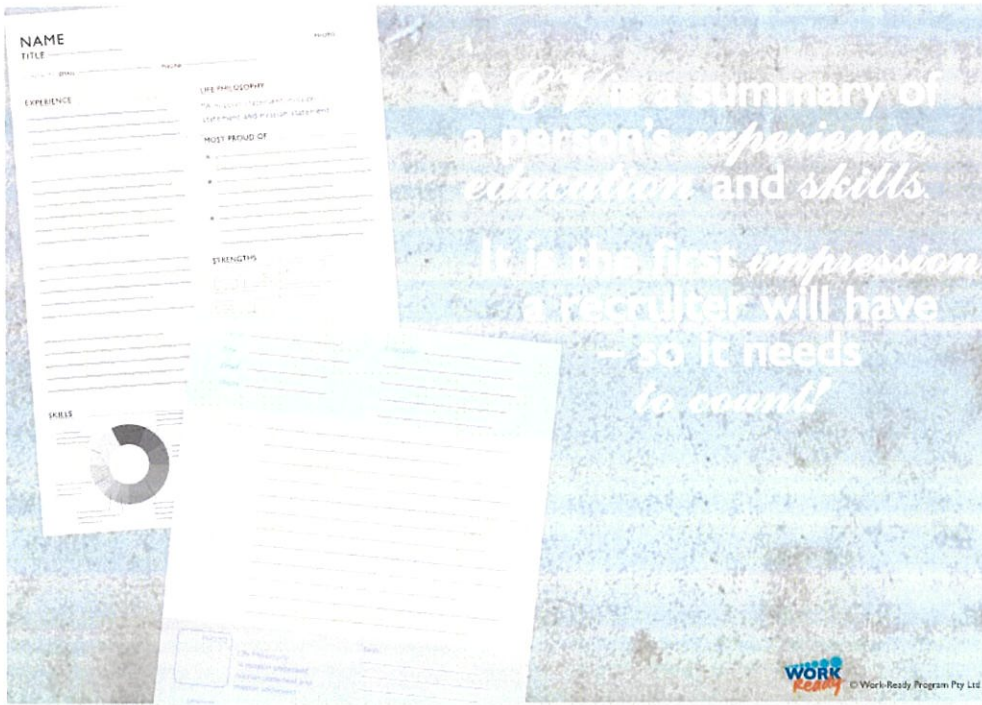
9/10 Careers A: pcaik2c

9/10 Careers 1: hvgy5e2

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INSTRUCTIONS

Read through the information about *Creating a CV* and *Personality traits* and complete the student activities that go with it.



Curriculum vitae
(CV for short), Latin for
'course of life'.
It's basically a mini
biography or a summary
of a person's experience,
education and skills.

A CV is different from a resume, which is usually only one to two pages long, and formatted so the person reading it can scan through it quickly.

A CV can be up to eight pages long depending on a person's experience and accomplishments. For students it will be much shorter, but just as important. It's the first impression a recruiter will have, so it really needs to count!

When it comes to hiring, employers are like shoppers, searching for the stand out product amongst countless applicants.



**You need to create
an effective CV to
set yourself apart
from the rest.**

STEPS BEFORE WORKING ON YOUR CV

Before you create your CV, you must recognise and understand your potential. You need to understand yourself before you can start putting down who you are in a CV.

You also need to identify your soft skills, transferable skills and your personal qualities that will look impressive on a CV. Once you understand and can articulate your personality traits, qualities and skills, you will be ready to put together your CV.

So before working on your CV, complete this series of activities that will help.



GETTING TO KNOW YOU

There is no other person on this planet exactly like you. You are a complex amalgam of your experiences, your hopes, your fears and your dreams for the future. But how much thought do you put into understanding yourself and what makes you tick? Let's take some time getting to know who you really are. When you begin to understand what motivates you, you will have a clearer idea of your future direction.

What activity do you enjoy the most? Why?

If a friendship or situation makes you unhappy, do you choose to stay or leave? Why?

What do you fear most? Why?

What do you believe is possible for you to achieve?

Describe your perfect day.

What are you most proud of in your life? Why are you proud of it?

What do you want to achieve in life?

What do you think you contribute to make people around you happy?

If you could have one single wish granted, what would it be?

If you had two extra hours every day, what would you do with them?

How do you think other people perceive you?

How would you like others to perceive you?

How good are you at making decisions for yourself?

Who is the most important person in your life? Why are they so important to you?

Who is your greatest role model?

Explain a failure that you have turned into a valuable life lesson.

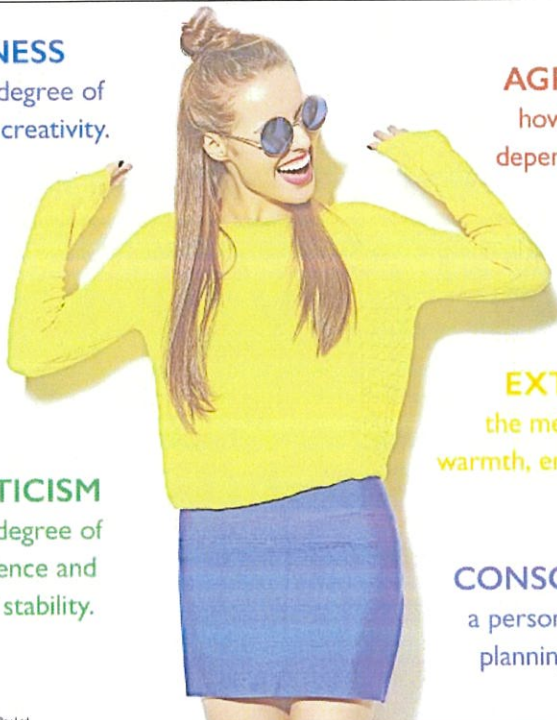
Describe your relationship with your parents.

How do you feel about money? Is the accumulation of wealth important to you? Why/why not?

How do you feel about school? Why?

What are you grateful for?

THE BIG '5' HUMAN PERSONALITIES



OPENNESS
somebody's degree of curiosity and creativity.

AGREEABLENESS
how cooperative and dependable somebody is.

EXTRAVERSION
the measure of a person's warmth, energy and assertiveness.

NEUROTICISM
a person's degree of self-confidence and emotional stability.

CONSCIENTIOUSNESS
a person's tendency towards planning and self-discipline.

WORK Ready © Work-Ready Program Pty Ltd

There are considered to be five broad domains to human personality, known as the 'Big 5'.

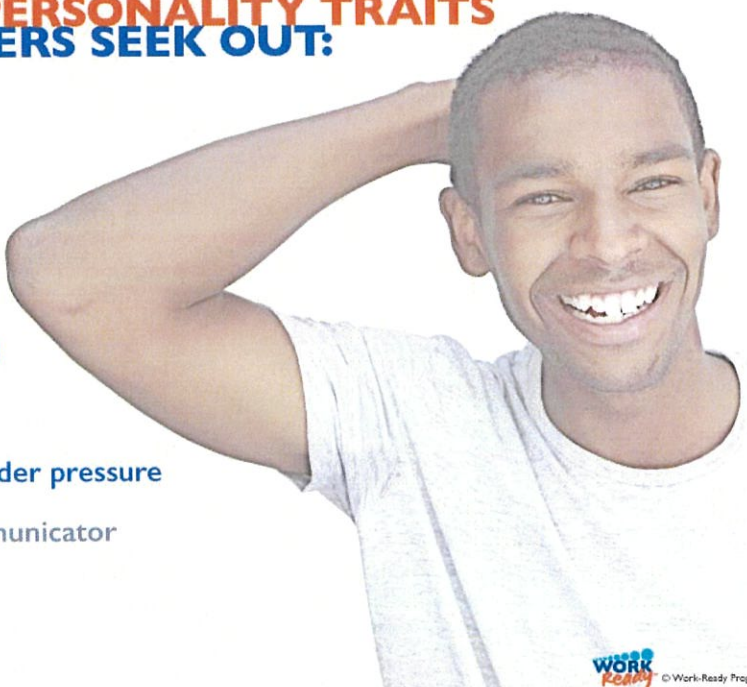
EACH DOMAIN UNDERPINS SEVERAL PERSONALITY TRAITS

Because they explain the way people behave and interact in the workplace, many employers and human resource specialists are aware of, and look out for certain personality traits. You should be assured that it takes all types to make up a productive workforce, so you need to concentrate on your strengths.

Personality traits are the temperament and patterns of behaviour that make a person who they are.

There are only five personality domains, but there are numerous personality traits that are associated with each domain. These are the things that people may like or dislike about us. Personality traits are sometimes referred to as 'soft skills' and all of us, no matter our education or experience, have soft skills.

At this stage you probably don't have a lot of the industry skills and experience a potential employer is looking for. However, if you are able to identify and explain your soft skills, you can really sell yourself.



TOP 10 PERSONALITY TRAITS EMPLOYERS SEEK OUT:

- Hardworking
- Dependable
- Positive
- Self-motivated
- Team-oriented
- Organised
- Works well under pressure
- Effective communicator
- Flexible
- Confident

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An employer places a lot of value on personality traits, especially those that add value to the work environment.



THE PERSONALITY TRAITS THAT WILL GET YOU HIRED

At this stage you probably don't have a lot of the industry skills and experience a potential employer is looking for. Don't worry. Employers also look at your personality traits, especially those traits that will benefit the workplace.

Below is a list of personality traits that employers look for and some possible examples of these.

Consider each trait, and try to give an example of how you have displayed such traits at school, in the community or at work. (Don't worry if you can't give examples for all of these, but give it a go.)

Self-motivated: Do you do any volunteering? Have you built your own computer or taken on an extra course of study? Tell us about it!

Your example: _____

Organised: Are you studying, working and looking after younger siblings at the same time? Better still, show how you are doing all of this successfully with your good grades or recommendation from your boss.

Your example: _____

Effective communicator: Are you the editor of the school magazine? Do you write articles for the local paper or contribute to a regular blog? Are you on the debating team?

Your example: _____

Flexible/adaptable: Describe a time when you have had to be flexible or adapt to a situation. Perhaps you had to change your role and responsibilities at work at very short notice. Or have you recently changed schools and have been forced to change subjects? Hey, it wasn't a problem!

Your example: _____

Confident: Perhaps you have run for student council to make changes to the school ground.

Your example: _____

Resilient: Talk about a time when something hasn't worked out for you, but you didn't give up. Perhaps you were failing maths, but extra tutoring has seen your grades dramatically improve.

Your example: _____

Leadership How have you shown leadership either in or out of school? Have you coached a young team to victory or are you the team leader on your shift at Hungry J's?

Your example: _____

Competitive: Do you hold a swimming record for the interschool sports? Perhaps you have won a state medal for a spelling competition.

Your example: _____



A mission statement is a formal summary of the aims and values of a company or an organisation. It is there to provide direction or purpose to the company and its staff.

To keep yourself on the right career path, write a personal mission statement that reflects your own aims and values and outlines what is important to you. Your personal mission statement is a great self-marketing tool. It states what you believe you have to offer – how you can make a difference in your life, to the workplace, family, friends or your community.

Your personal mission statement does not need to be long but must include:

- Your goals and aspirations, both short and long term
- Your core values – who you are and what your priorities are
- Your successes and achievements – personal, school, work and community

