



Knowledge Organiser

Employability Skills – Job Search Skills

Year 12

Where can I look for jobs?

Social Media eg Facebook, LinkedIn

Recruitment Agencies eg Reed, Indeed

Company websites - go to the vacancies page of the company you are interested in

Newspapers - most have a jobs page

Shop windows - keep your eyes open

Word of mouth - most jobs are found this way!

Writing a CV

	INCLUDE	DON'T INCLUDE	Notes/Tips
Title			Only if necessary ie: Dr, Lord, HRH etc
Full name including middle name	Yes		*perhaps ONLY if you have a common name ie J Smith
Home Number	Yes		*Only if you are certain calls are answered. Consider using as back up
Mobile Number	Yes		
Email address	Yes		
Links to social media pages	Yes		LinkedIn and relevant BLOGs/VLOGs
Date of Birth		No.	Perhaps if it is age restricted vacancy
Photo Of yourself		No	
Nationality		No	
Personal profile	Yes		1st and BEST chance to showcase yourself. ESSENTIAL
Key Skills	Yes		Demonstrate job specific relevant skills/experience
Education and Qualifications	Yes		Chronologically
Work Experience	Yes		Especially if related to new role. But show all experience
Voluntary/ unpaid work	Yes		Vital that you show this. Transferable skills etc
Achievements	Yes		Awards/Accolades
Hobbies & Interests	Yes		Will add a touch of personality
References		No	Available Upon request

Support Networks

National Careers Service

Rate my apprenticeship

Get my first job

Gov.uk/apprenticeships

Gov.uk/traineeships

Princes Trust

SWOT Analysis

S trengths Hard-working Reliable Gets on with people	W eaknesses No experience Time keeping Lack of IT skills
O pportunities Earn money Gain experience	T hreats SEMH needs Lack of support At College/work

