# Unit 6: Digital Online CV
## Worksheets and Assessment

DIGI.JOB.ID.
Digital Job Identities

Erasmus+

north west regional college
Derry~Londonderry • Limavady • Strabane

## Editorial information:

This collection of training material has been developed by the ERASMUS+ project partnership digi.job.id, digijobid.eu, coordinated by NWRC.

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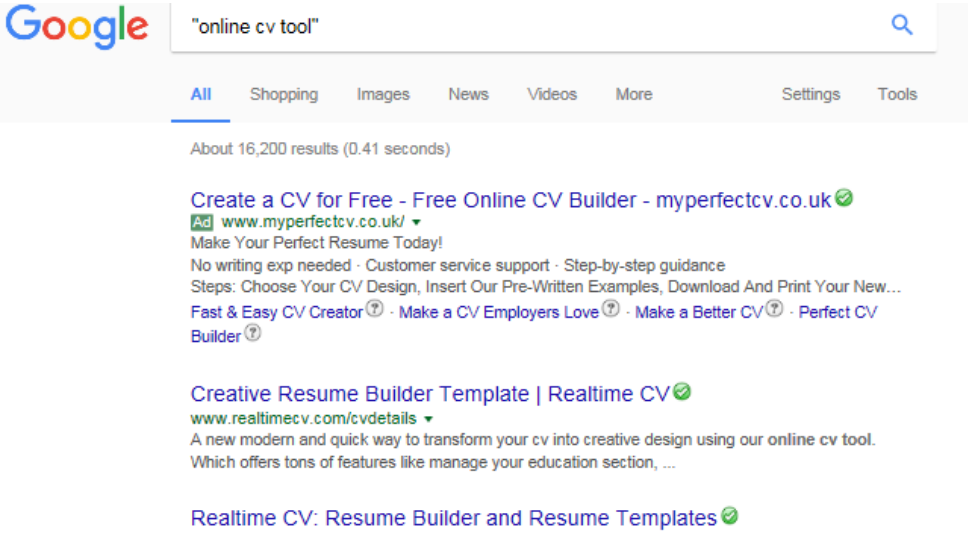
# Unit 6: Digital Online CV

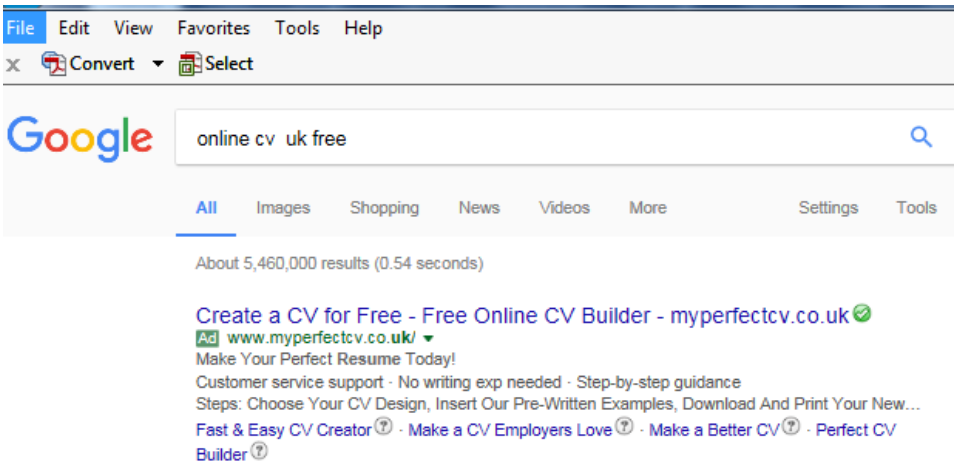
## LO1 – using appropriate online tools

Task 1.1 Tools for Creating Online “Traditional” CVs (20 minutes)

1. Using a search engine such as Google or Bing, type in the following search term “online CV tool”. How many results do you get?

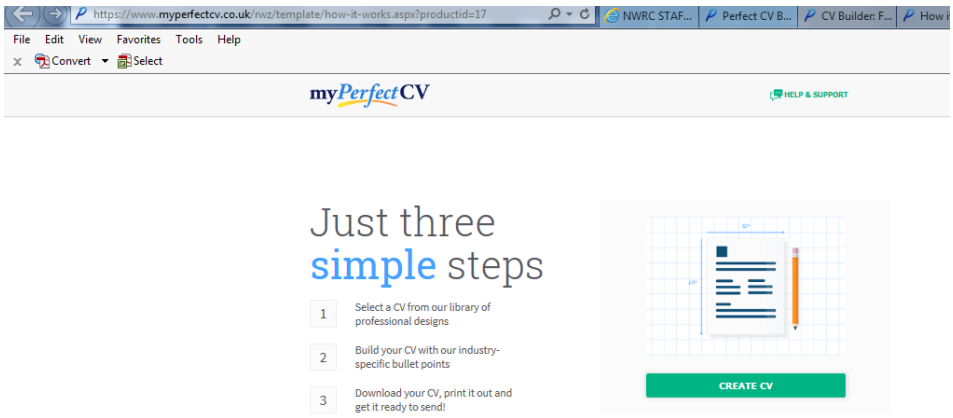



2. You may want to modify your search e.g. key in “online CV UK free” or for your own country



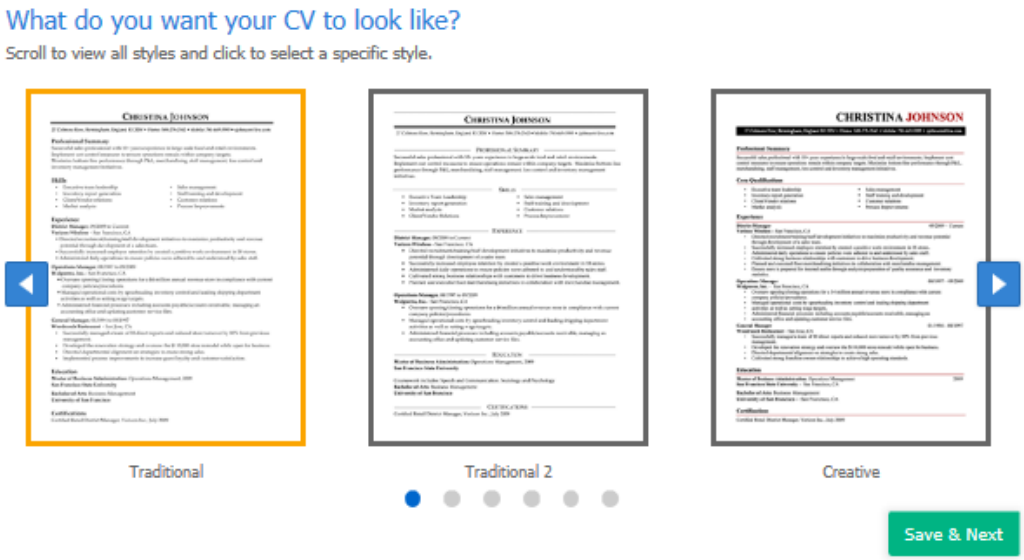

There are a lot of online CV Builders available. I have chosen **My Perfect CV** (https://www.myperfectcv.co.uk/ ) as an example.

3. Please type in the URL - https://www.myperfectcv.co.uk/ and create a CV following the simple steps shown below. We are going to create an online CV for a student with not much experience.

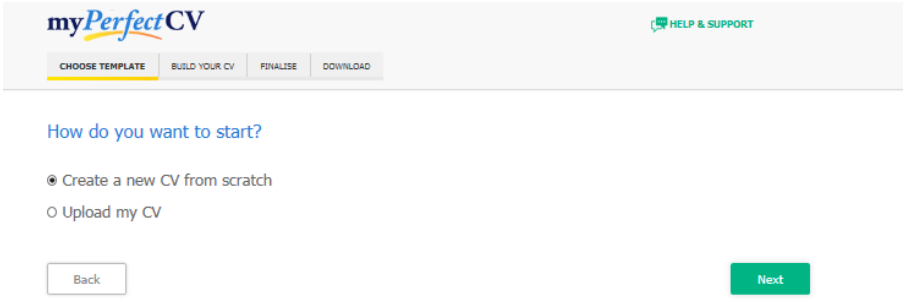



4. Select **CREATE CV**

5. Choose a template – **Traditiona**l. Select **Save & Next** and move onto the next screen.

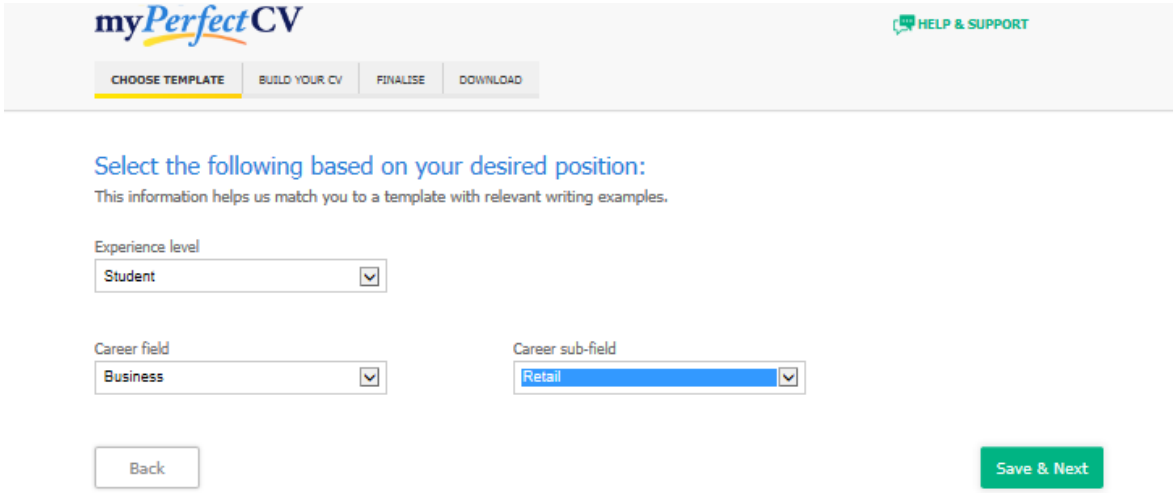



6. Select **Create a new CV from scratch**. Select **Nex**t. (N.B. You have the option of uploading a CV you have already created.)



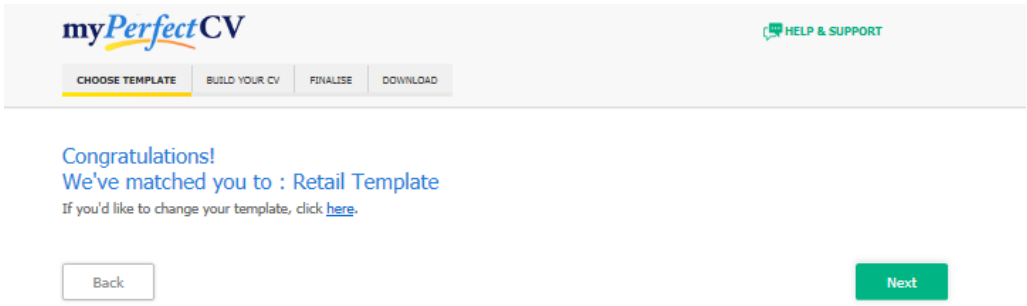
7. Select **Next**

8. Select **Student CV**, **Business** and **Retail** as shown below. (N.B. Notice that there are a lot of templates for difference experience levels, career fields and career sub-fields.)




9. Select **Save** and **Next.**

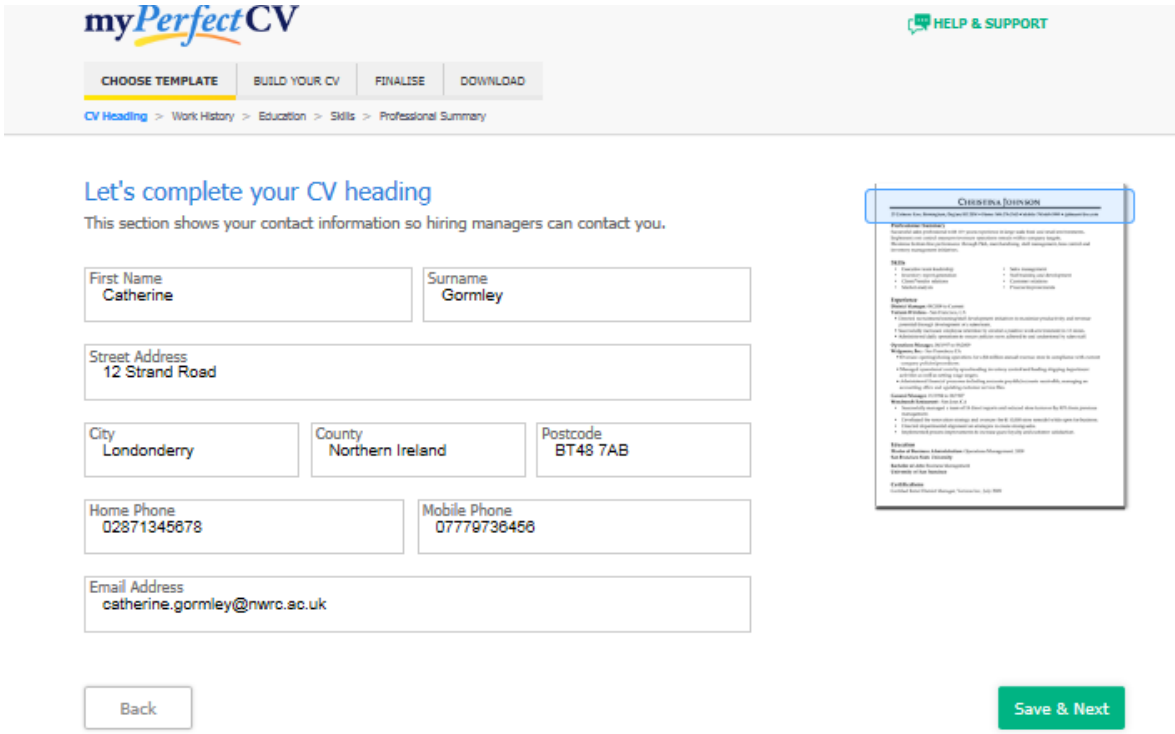
10. Look at the options and select "**I have limited work experience**". Select **Save** and **Nex**t. You will now be matched to the most suitable template – in this case **Retail Template**.




11. Select **Next**.

12. Complete the online form **with your own information and e-mail address** as shown in the example in the next diagram.

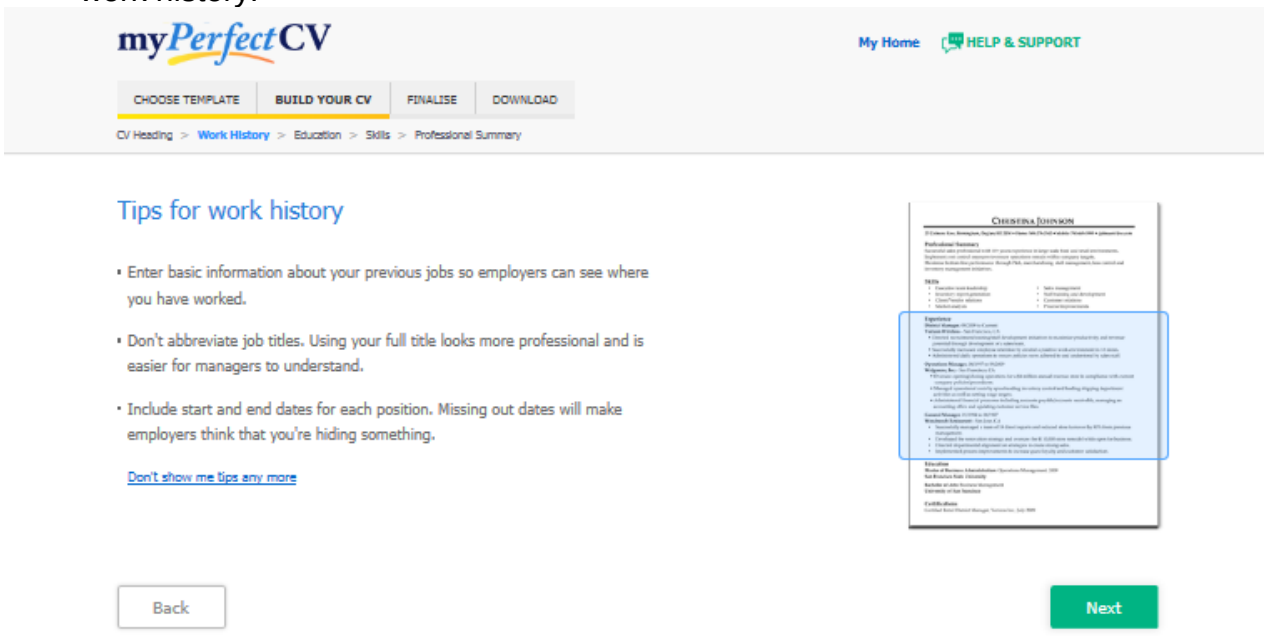
13. Check the e-mail address in particular is correct.




15. Select **Save** and **Next**

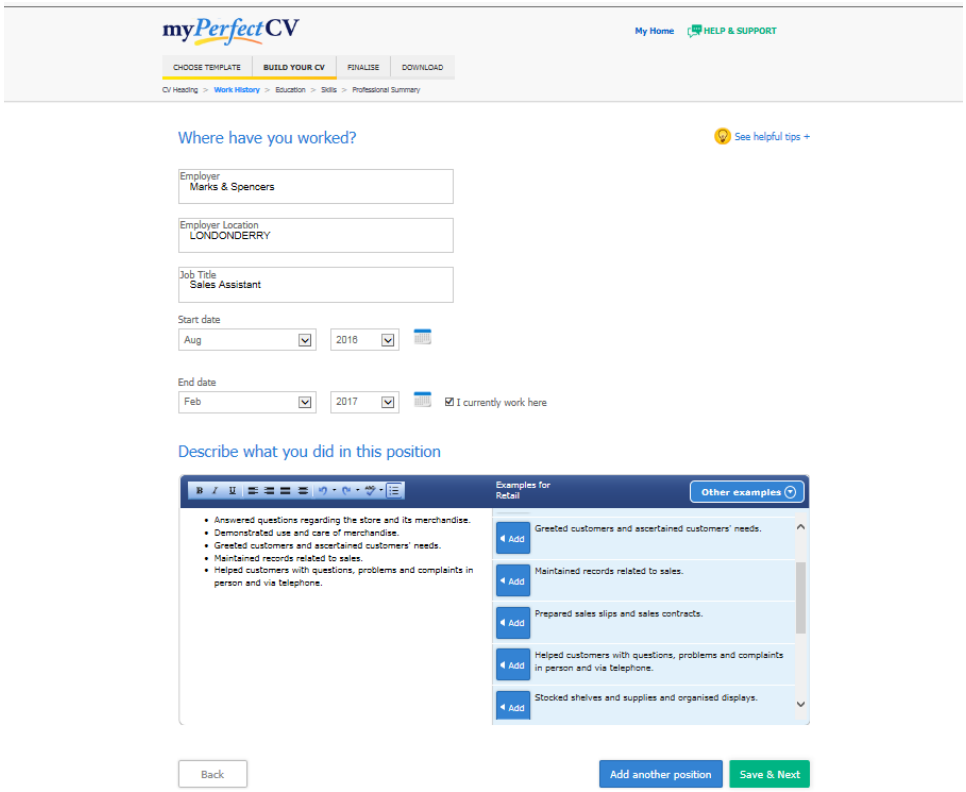
16. Create an account so that you do not lose your work or sign in with Google. I have signed in with my Google account.

17. You are now going to enter your work history. This page contains tips on how to enter your work history.

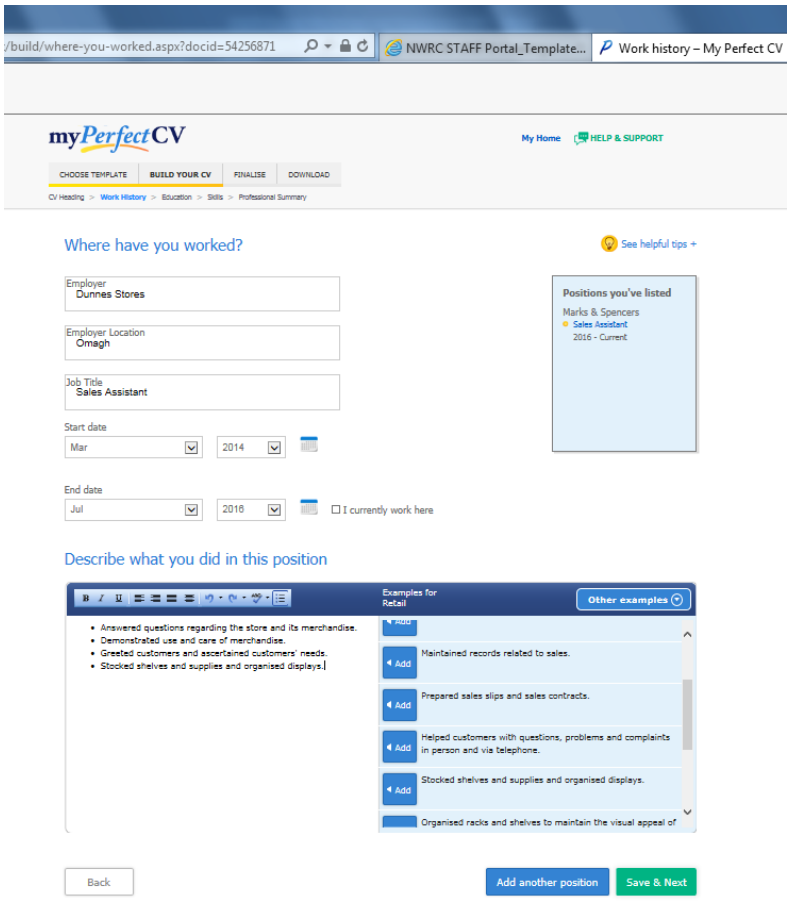



18. Select **Next**.

19. Complete the form as shown below clicking that you currently work here and by selecting the appropriate examples for retail:

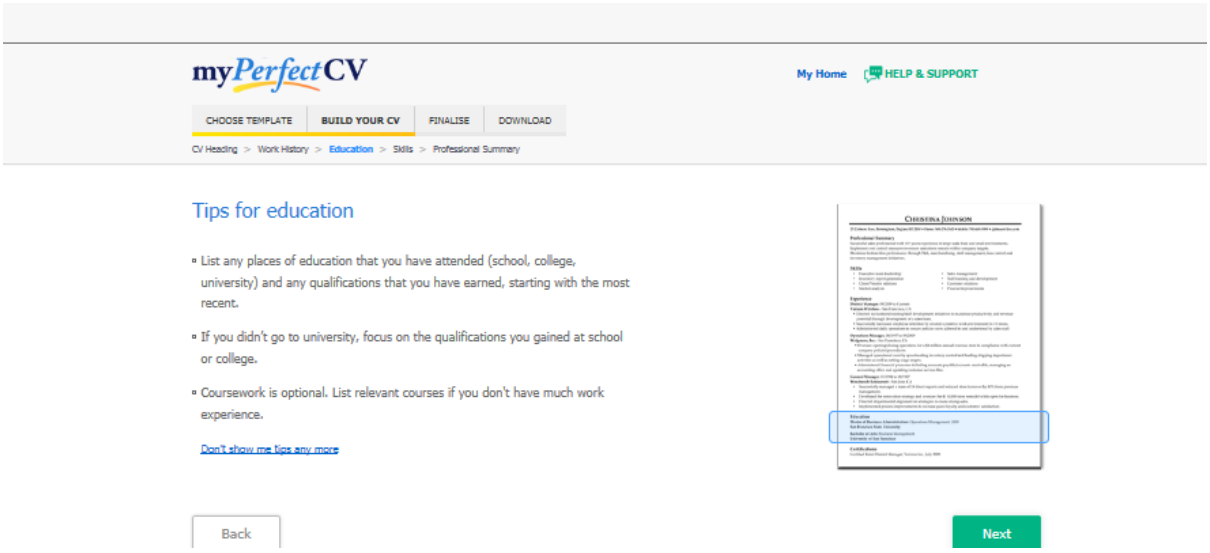



20. Select **Add another position** and complete the form as shown below.



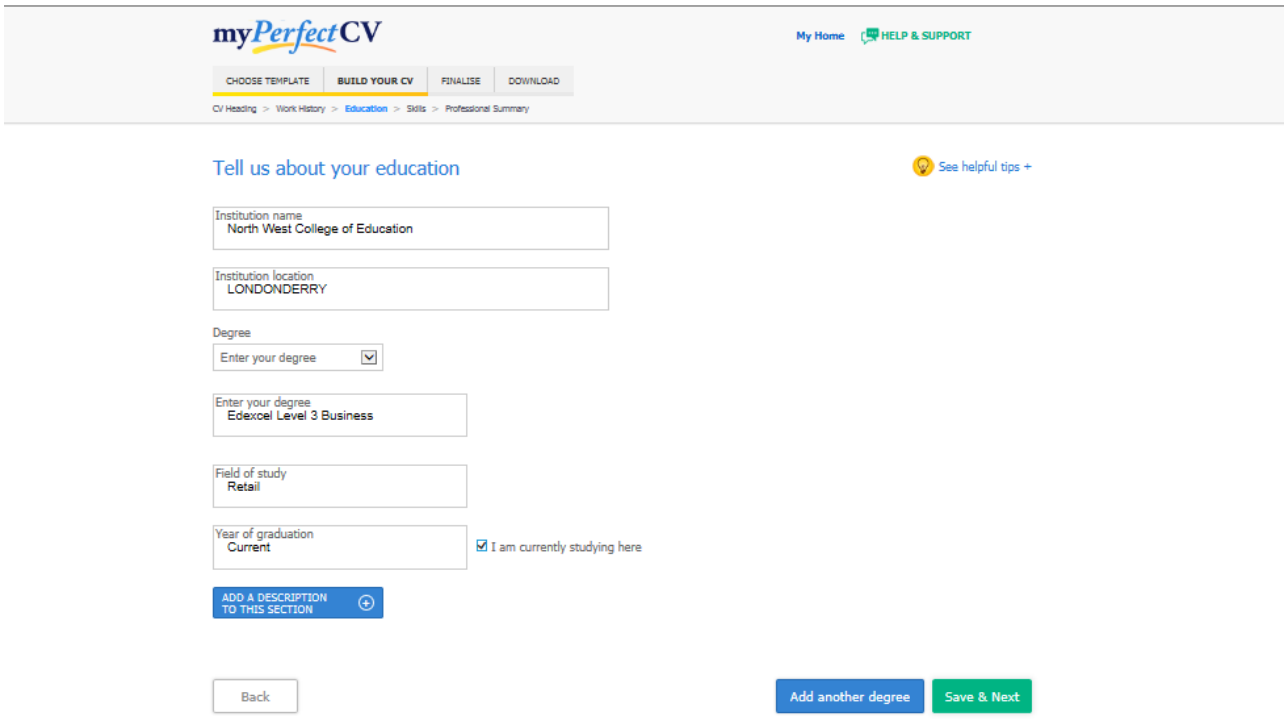
21. Select **Save & Next**.

22. You will now be shown some tips for entering your education.



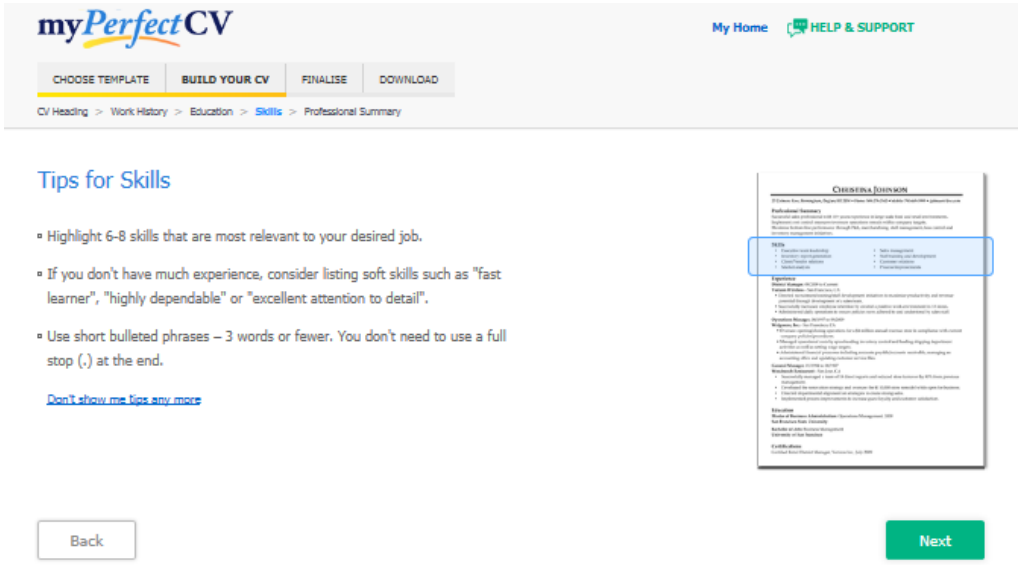

23. Select **Next**.

24. Key in the education as shown below:



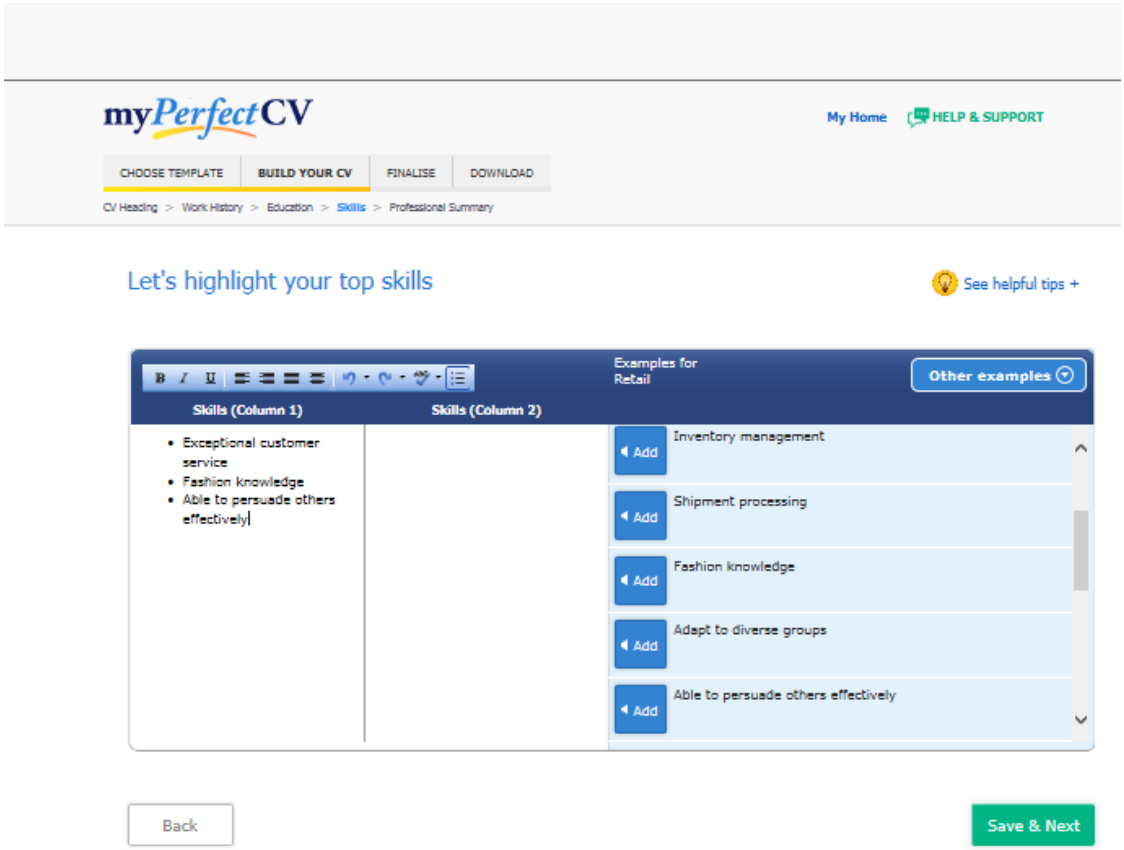

25. Select **Save & Next**.

Tips for Skills screen now appears with some useful tips.




26 Read them and then select **Next.**

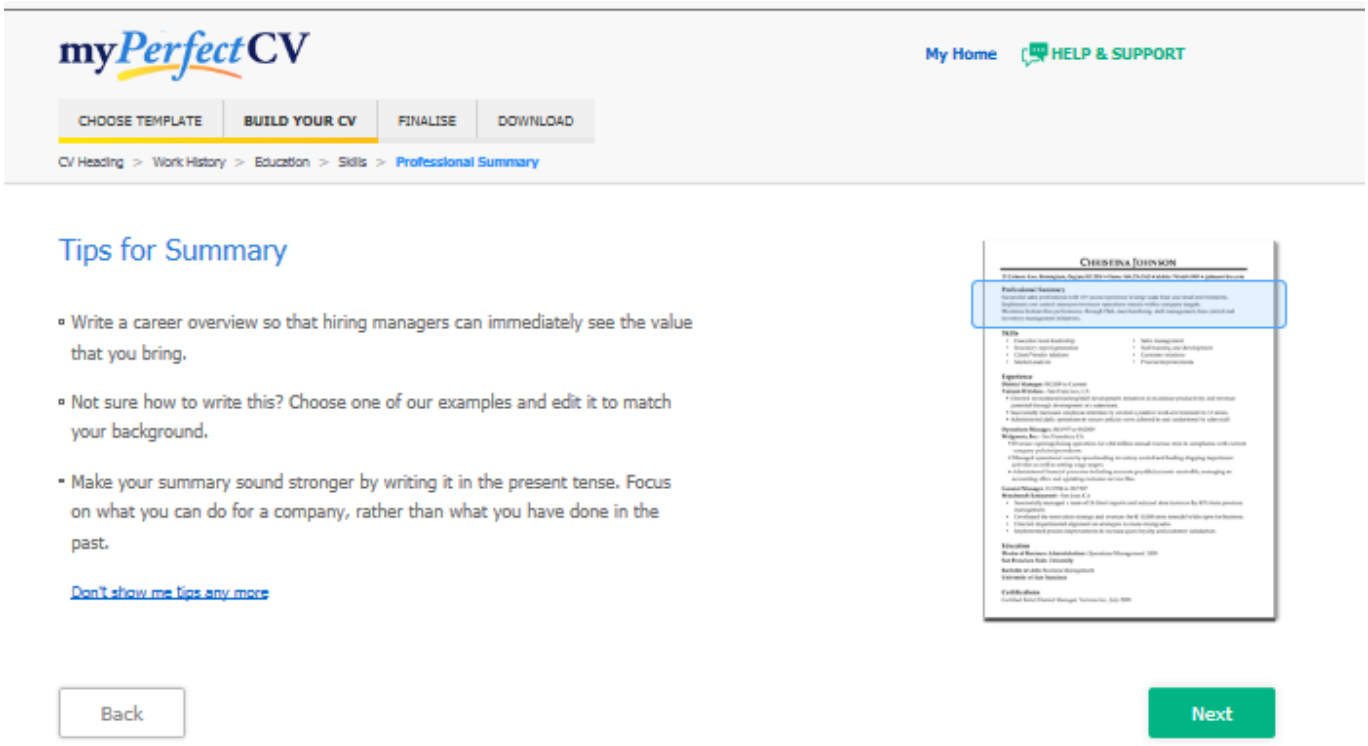
27. Select some top skills as shown below:



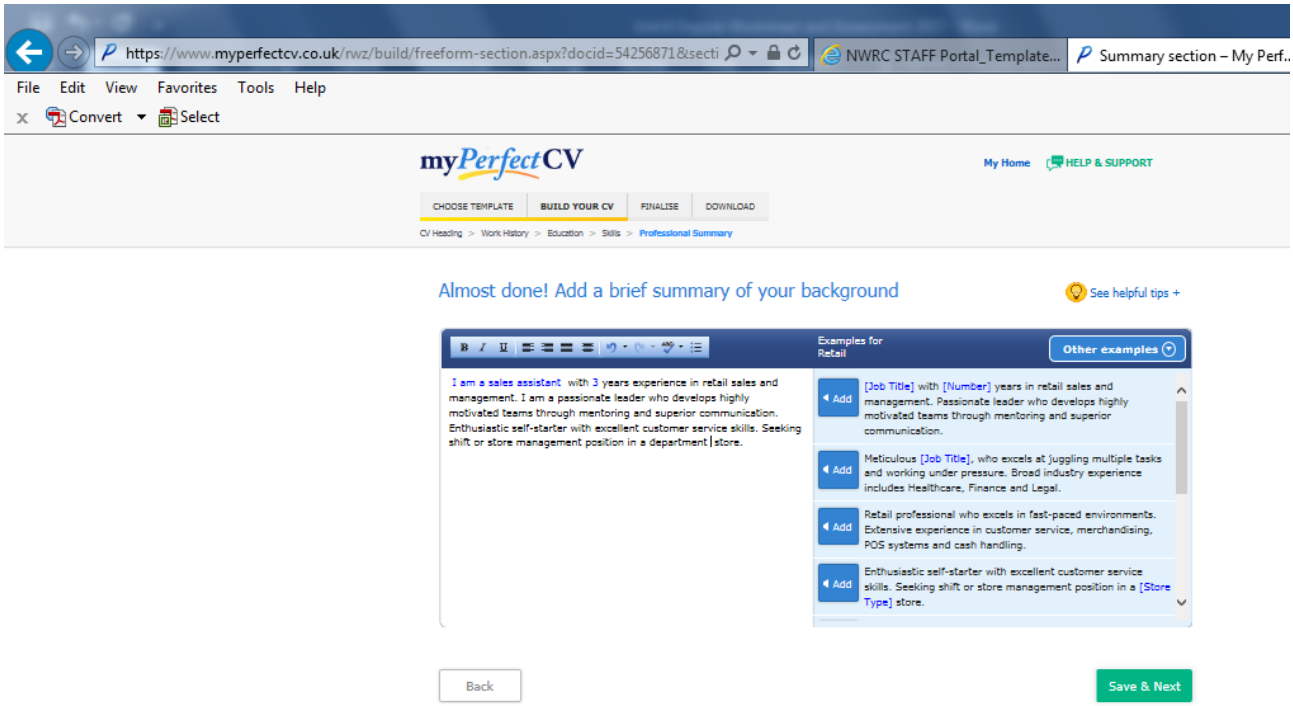

28. Select **Save & Next**.

29. Select **Cancel**

Tips for Summary screen now appears with some useful tips.



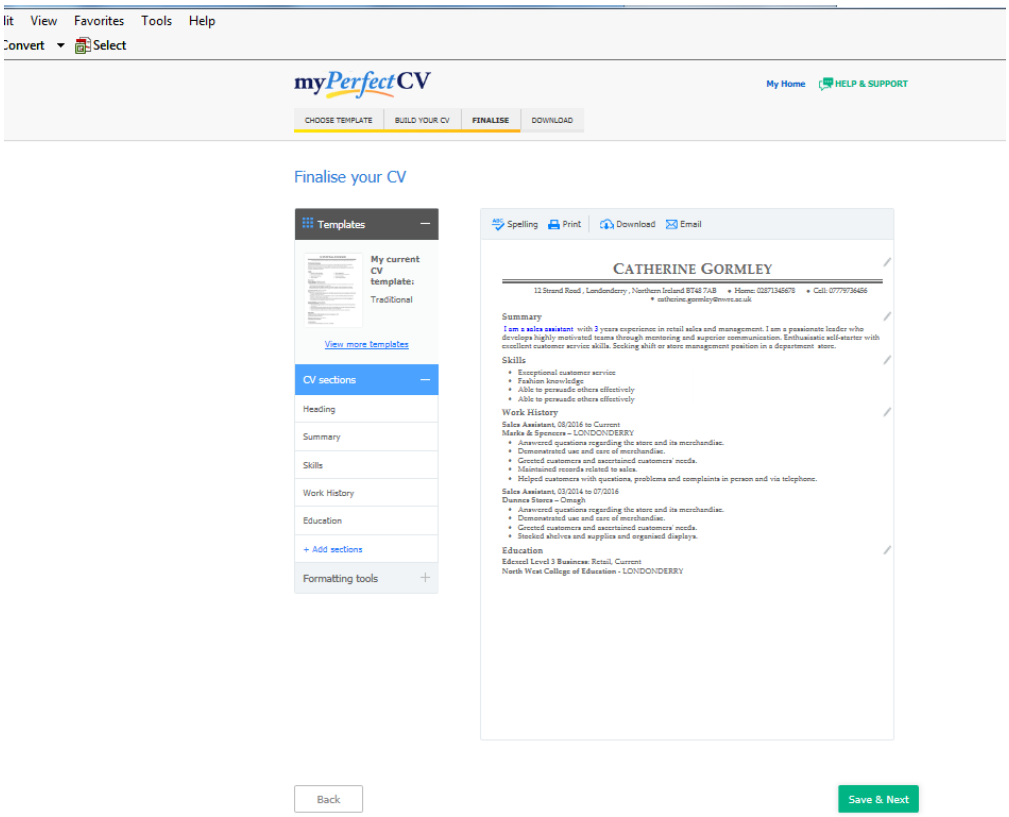

30. Select **Next.** Complete this section using the prompts.



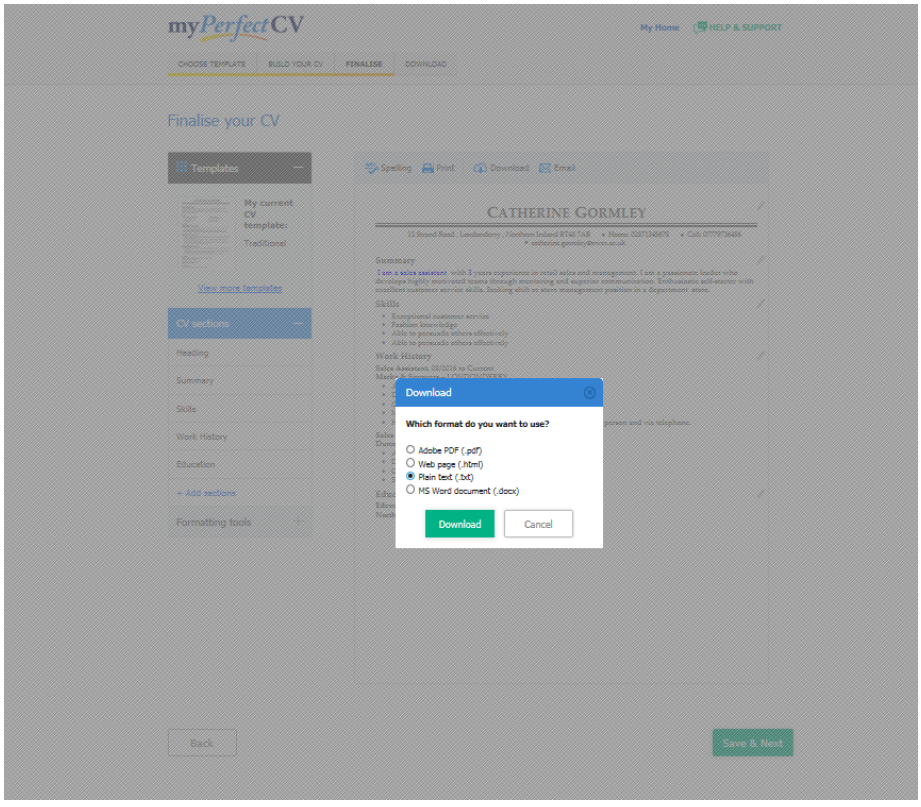
31. Select **Save & Next**

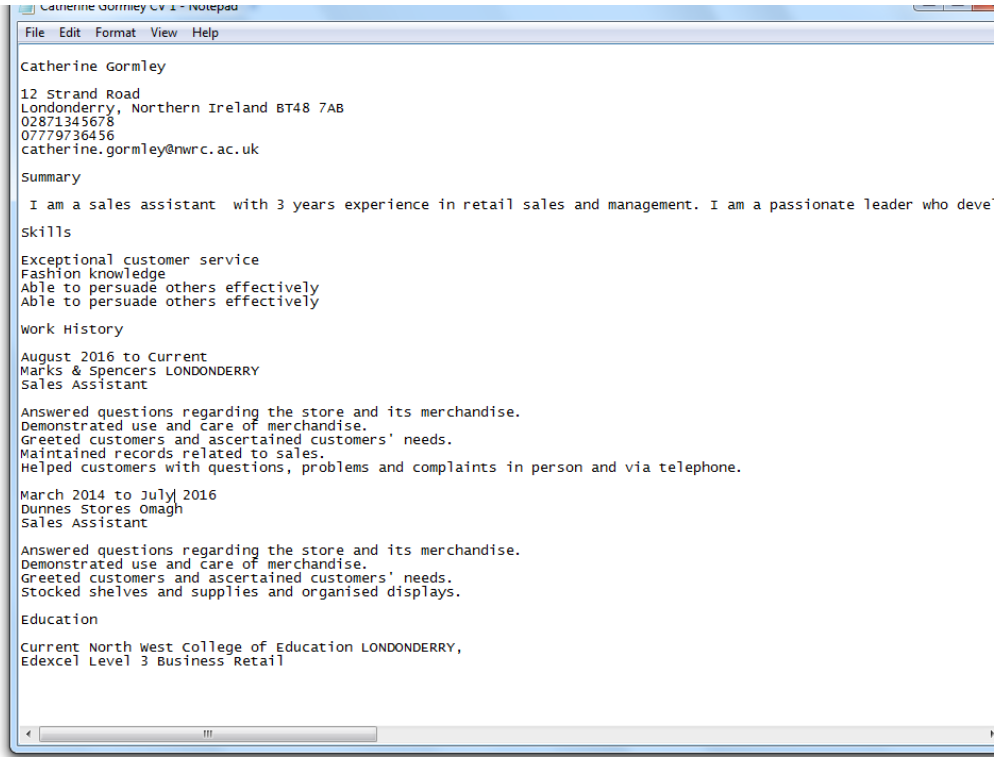
32. You have the option of adding additional material but just select **Save & Next**.

The completed CV will appear




34. Select **Download** as **txt** option**.** If you select **PDF, MS Word or Web** page, you will have to pay £2.95.





File Edit Format View Help

Catherine Gormley

12 Strand Road
Londonderry, Northern Ireland BT48 7AB
02871345678
07779736456
catherine.gormley@nwrc.ac.uk

Summary

I am a sales assistant with 3 years experience in retail sales and management. I am a passionate leader who deve

Skills

Exceptional customer service
Fashion knowledge
Able to persuade others effectively
Able to persuade others effectively

Work History

August 2016 to Current
Marks & Spencers LONDONDERRY
Sales Assistant

Answered questions regarding the store and its merchandise.
Demonstrated use and care of merchandise.
Greeted customers and ascertained customers' needs.
Maintained records related to sales.
Helped customers with questions, problems and complaints in person and via telephone.

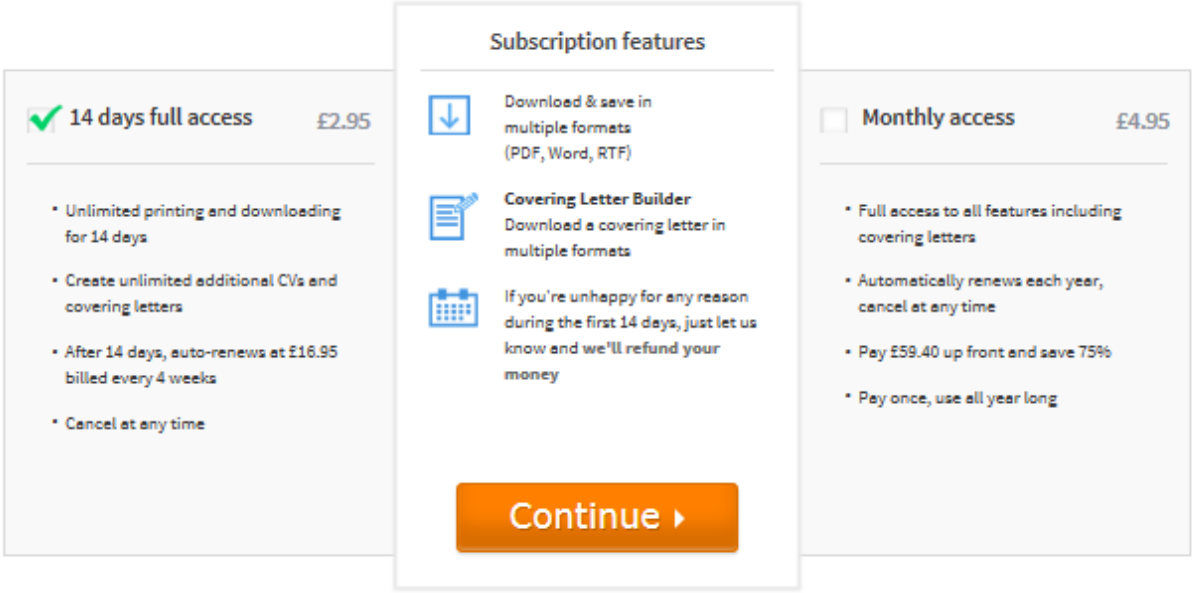
March 2014 to July 2016
Dunnes Stores Omagh
Sales Assistant

Answered questions regarding the store and its merchandise.
Demonstrated use and care of merchandise.
Greeted customers and ascertained customers' needs.
Stocked shelves and supplies and organised displays.

Education

Current North West College of Education LONDONDERRY,
Edexcel Level 3 Business Retail

If you pay £2.95 for 14 days , you can download this CV – see below.



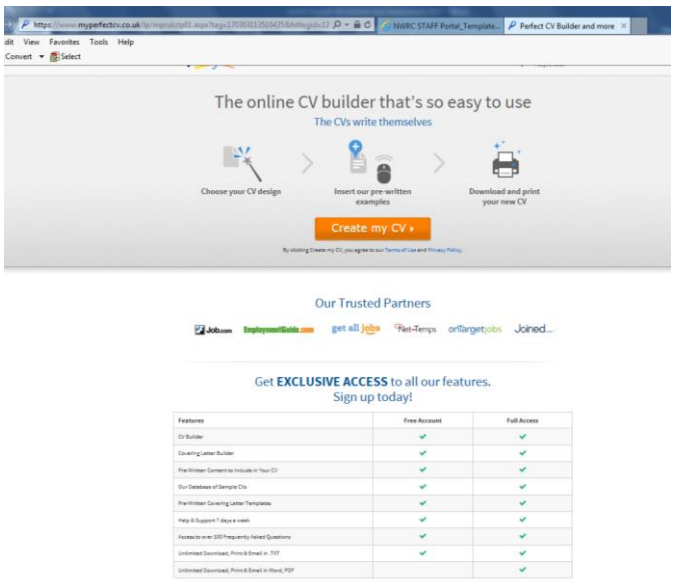

**ADVANTAGES**

- This CV builder is very useful as it gives you templates
- It also give you tips and suggestions of skills etc that can be included for many roles.

**DISADVANTAGE**

- You have to pay for the PDF and Word versions.

Task 1.2:- Comparison of Features for Creating Online “Traditional” CVs (20 minutes)

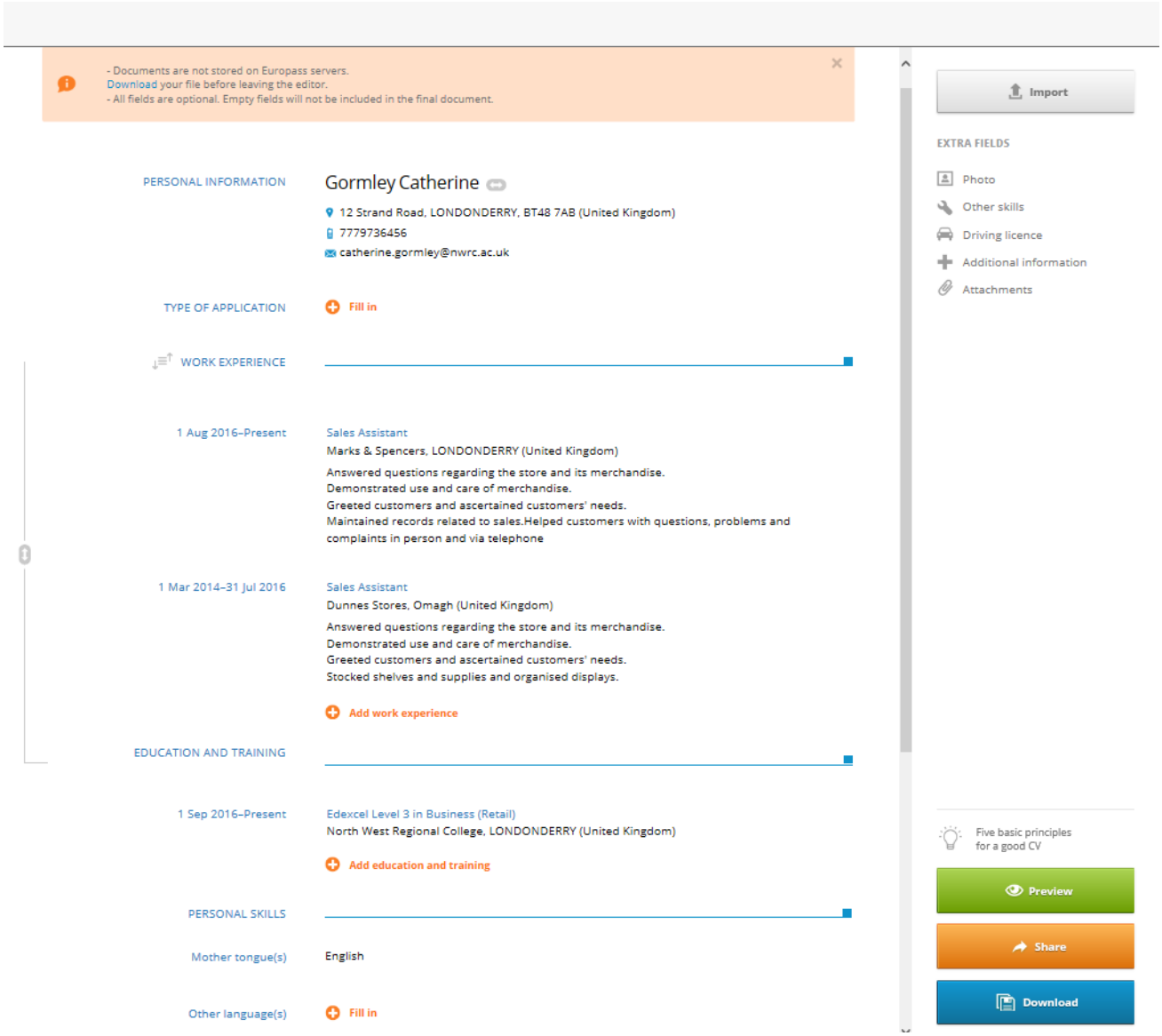



Search for and choose **2 other online CV Builders** and list the features they contain in the box below. I have shown an example below for **My Perfect CV**

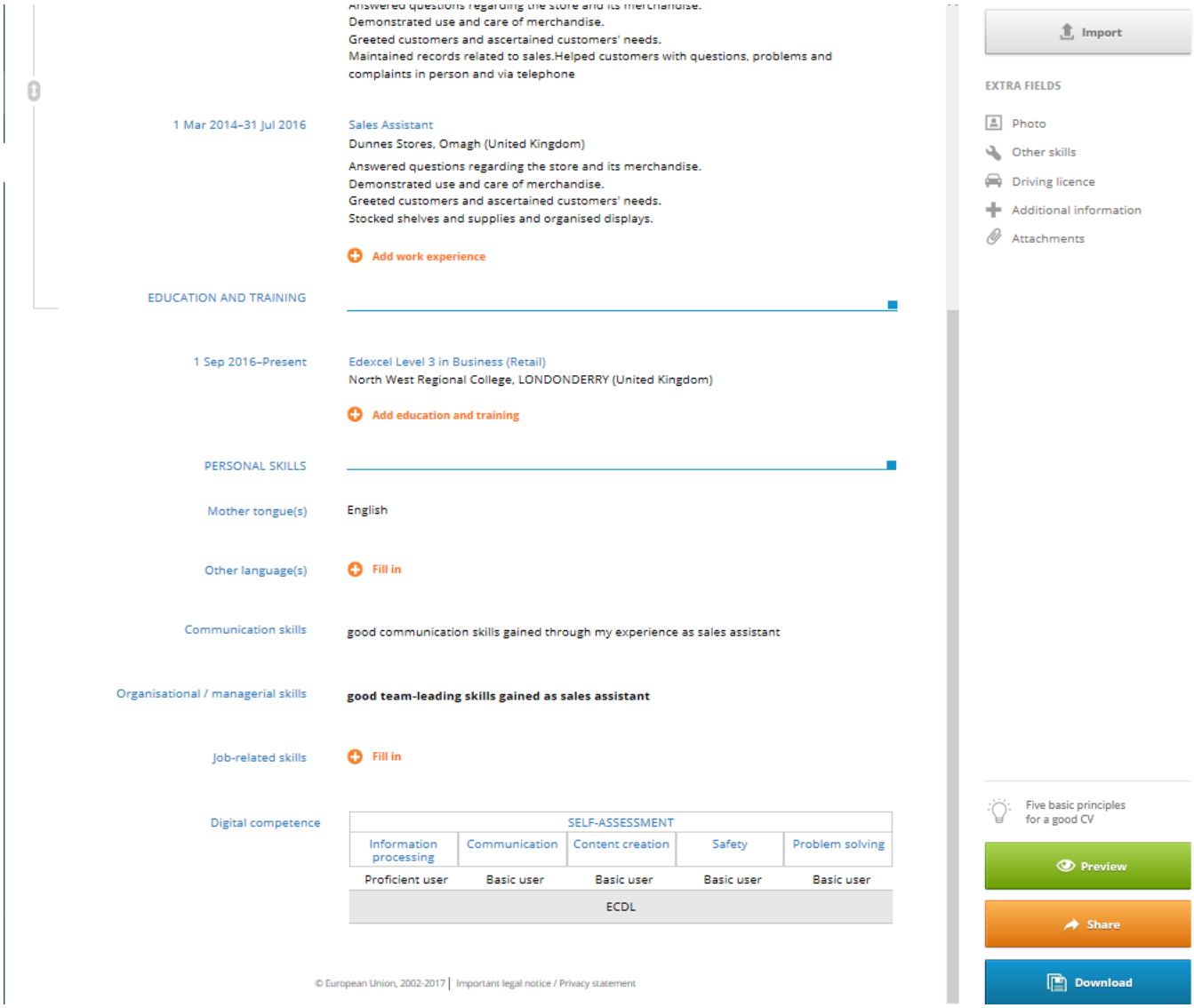
| **Free Online CV Builder Features** | | |
|---|---|---|
| Name: **My Perfect CV** | Name | Name |
| CV Builder | | |
| Covering letter builder | | |
| Pre-written content to include in your CV | | |
| Database of Sample CVs | | |
| Pre written covering letter templates | | |
| Help and Support 7 days a week<br>Access to over 100 Frequently Asked Questions | | |
| Unlimited download, print and email in .**txt** | | |
| | | |
| | | |
| | | |

Task 1.3:- Using Europass (10 minutes)

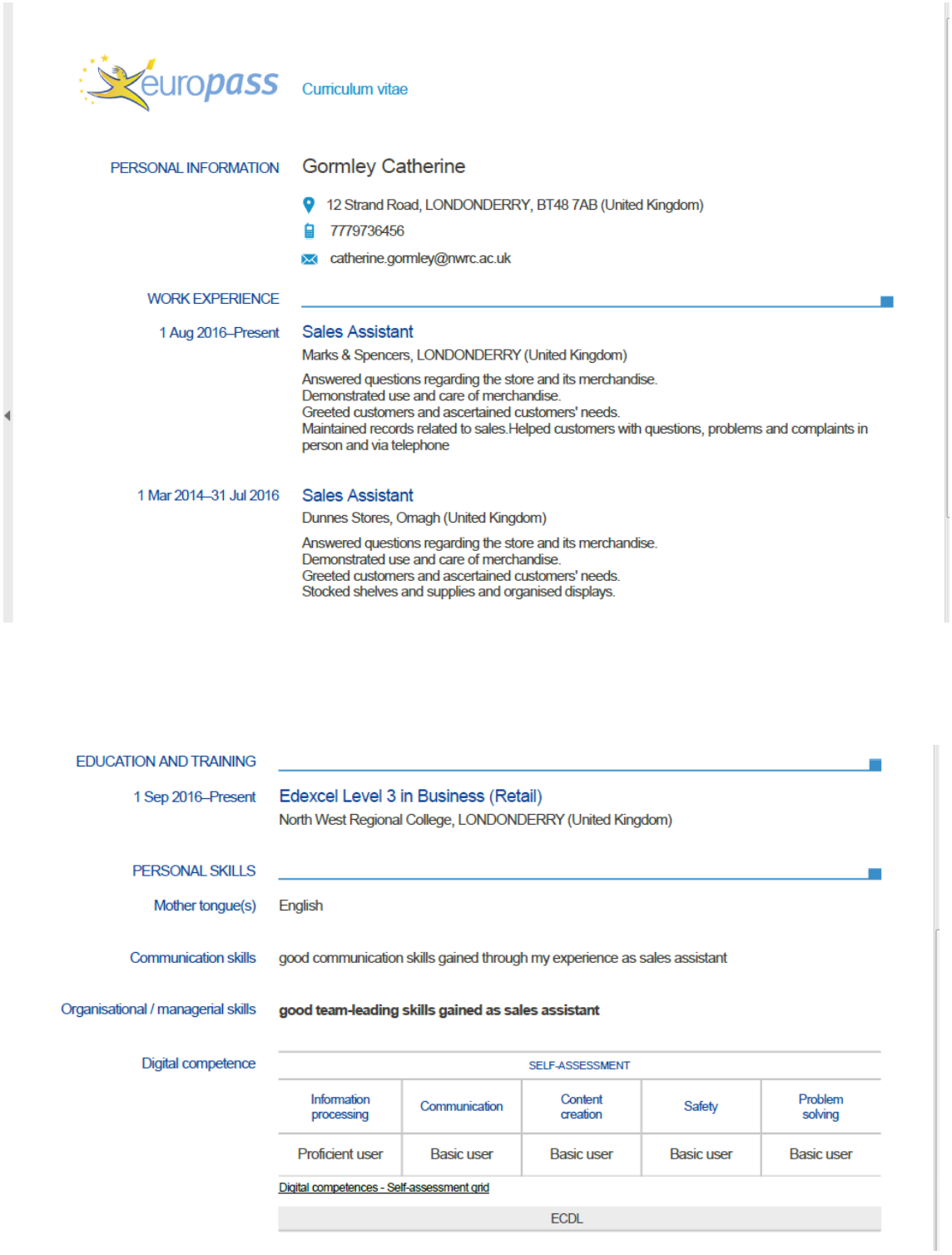
1. Go to the Europass site - http://europass.cedefop.europa.eu/
2. Select **Create Your CV**
3. Key in the following information into the CV sections as shown below
4. . Remember to save each section as you go along.



Key in the following information



**Download and save your Europass CV**. It should look something like the one below.



europass Curriculum vitae

PERSONAL INFORMATION **Gormley Catherine**

12 Strand Road, LONDONDERRY, BT48 7AB (United Kingdom)
7779736456
catherine.gormley@nwrc.ac.uk

WORK EXPERIENCE

1 Aug 2016–Present **Sales Assistant**
Marks & Spencers, LONDONDERRY (United Kingdom)
Answered questions regarding the store and its merchandise.
Demonstrated use and care of merchandise.
Greeted customers and ascertained customers' needs.
Maintained records related to sales.Helped customers with questions, problems and complaints in person and via telephone

1 Mar 2014–31 Jul 2016 **Sales Assistant**
Dunnes Stores, Omagh (United Kingdom)
Answered questions regarding the store and its merchandise.
Demonstrated use and care of merchandise.
Greeted customers and ascertained customers' needs.
Stocked shelves and supplies and organised displays.

EDUCATION AND TRAINING

1 Sep 2016–Present **Edexcel Level 3 in Business (Retail)**
North West Regional College, LONDONDERRY (United Kingdom)

PERSONAL SKILLS

Mother tongue(s) English

Communication skills good communication skills gained through my experience as sales assistant

Organisational / managerial skills **good team-leading skills gained as sales assistant**

Digital competence

| SELF-ASSESSMENT | | | | |
|---|---|---|---|---|
| Information processing | Communication | Content creation | Safety | Problem solving |
| Proficient user | Basic user | Basic user | Basic user | Basic user |

Digital competences - Self-assessment grid

ECDL

## ADVANTAGES

- All fields are optional. Empty fields will not be included in the final document
- A template can be downloaded and completed using MS Word

## DISADVANTAGES

- Documents are not stored on Europass servers
- You need to download your file before leaving the editor.

# LO2 – presenting oneself, effectively online

Task 2.1 (20 min):- In small groups, read and review each of the CV profiles:

Profile 1:- Joshua Denga

Really hard working and patient. I am always searching for something new and exciting!

Summary:
I have just left school but please don't be fooled. I have achieved lots of qualifications that demonstrates my thirst for knowledge and ambition to improve myself. I can only get better and better. Available 24/7 for all types of work. Looking forward to getting employed.

Top skills:
Organisational skills
Time management skills
Literacy
Numeracy
ICT
Web development
Public speaking
Team work
Planning
Algorithms
Data Analysis
Human resource
Coaching

Profile 2:- starryeyed

Award winning entrepreneur and author.

Summary:
With over 20 years experience working in business, I have developed innovative solutions that enhance the retail market experience for customers. Leading by example, colleagues are enthused by my stamina, influence and impact on core quality targets.

Top skills:
Leadership and Management skills
Organisational skills
Writing skills
Risk management
Retail management
Blogging
Business intelligence

Complete the following grid:

| | Profile 1 | Profile 2 |
|---|---|---|
| Note key features that you believe are effective (write your ideas in the space provided) | | |
| Note the features you believe are not as effective and make comments that explain why you think this (use the space provided) | | |

Task 2.2 (20 min):- In pairs, search for the following LinkedIn profiles and complete the grid below:

| | Comment on the profile picture used | Comment on the headline used for the profile | Comment on the summary for the profile | Write 3 words that you would use to describe this person, based on the profile information available to you |
|---|---|---|---|---|
| Brittney Borowicz | | | | |
| Mohamed El-Erian | | | | |

# LO3 – using appropriate language

Task 3.1 (30 min):- In the grid below, you will find a list of key terms that could be used to describe a person. Using a search engine, define each word. Assess whether each word listed could be used to describe you by placing a tick in the grid.

| **Descriptive terms** | **Definition** | **Self-assess (Tick the box if you believe it describes you)** |
|---|---|---|
| Determined | | |
| Dependable | | |
| Creative / innovative | | |
| Enthusiastic | | |
| Adaptable | | |
| Helpful | | |
| Considerate | | |
| Responsible | | |
| Good Sense of Humour | | |
| Neat | | |
| Ambitious | | |
| Conscientious | | |
| Inspirational | | |
| Meticulous | | |
| Reassuring | | |
| Diplomatic | | |
| Resilient | | |
| Tactful | | |
| Polite | | |
| Patient | | |
| Honest | | |
| Thoughtful | | |
| Easy Going | | |
| Adventurous | | |
| Energetic | | |
| Resourceful | | |
| Calm | | |
| Assertive | | |
| Tolerance | | |
| Compassionate | | |
| Courageous | | |
| Competent | | |
| Committed | | |

## LO4 – develop an online CV

Task 4.1 (1 hr):- Using the headings in each of the boxes below, develop a CV profile that can be used in your chosen social branding website.

| Your name |
| --- |
| |

| Your headline |
| --- |
| |

| Summary (3D Bio) |
| --- |
| |

| Experiences (paid and voluntary) |
| --- |
| |

| Skills and Qualifications |
| --- |
| |

| List projects that you have worked on with others (make some notes about the projects here) |
| --- |
| |

| State names of people who you could ask for a recommendation from here |
| --- |
| |

Task 4.2 (20 min):- Make some notes in the box below about how I could keep my profile updated and current:

| |
| --- |
| |

# Assessment – Unit 6 – Digital Online CV

Choose an online tool from the following list to create a digital CV:

Xing
Viadeo
Zerply
AngelList
NetParty
LinkedIn

You should use the information you gathered from the worksheet activities, as well as the resources for this unit to help you create an effective digital CV.

When you have finished creating an effective digital CV, copy a link to your CV and paste it in the box:

*This project has been funded with support from the European Commission.This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.*