

The activity guide

CAREERS WORKSHOP MASTERCLASS



01. CV

Prepare your own CV (blank template provided in paper version)
See page 2 for template

02. COVER LETTER

Note ideas of what points you could highlight in a cover letter to help you stand out and get noticed

03. ROLE PLAY IN PAIRS

Choose the roles: decide who will be the interviewers and who will be the interviewees

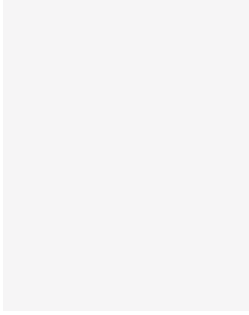
Set the scenario: interviewing for a job in a restaurant, in service

Prepare some questions: the interviewer should take a few minutes to put together eight questions (such as tell me about yourself, why did you apply for the job, why should I hire you for the role, what makes you stand out etc)

Prepare some answers: The interviewee should prepare answers and how to present themselves during the interview

Reverse the roles: after 10-12 minutes, the roles can be reversed

Present to the class: one or two groups can volunteer (or be volunteered) to present in front of the class (optional)



Nationality
Date of Birth

Mobile
Emails

Languages

EDUCATION

WORK EXPERIENCE

COMPETENCIES

Computer:

PERSONAL DETAILS

Current address:

Permanent address:
