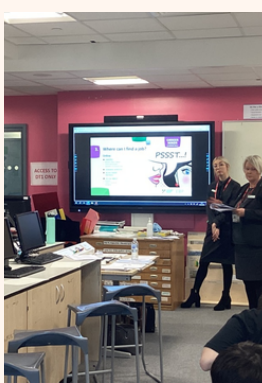


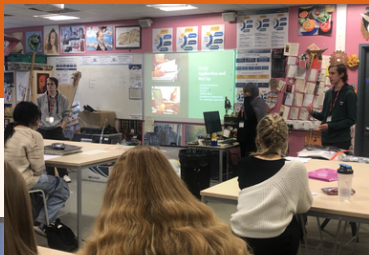
## NEWSLETTER



Welcome to the Spring edition of our newsletter.

It's hard to believe last term was only 11 weeks long! Our students took part in a wide variety of activities and visits including:

- Year 11 visit to Spooner Industries Ltd in Ilkley
- Year 9 Y Band Interview Practice
- A Labour Market Information assembly (LMI) by Keighley College for Year 8
- Year 10 Craven College Aviation Academy taster morning



- CV Writing Workshop for Year 11 with Yorkshire Building Society (see links to CV writing tips on Page 3)
- Year 12 Queen's College Cambridge Talk
- Year 12 Elland Road University and Apprenticeship Fair



We have more to come this term including the Year 12 Girls into STEM day at the University of Leeds and the exciting Year 10 University and College visit day. We have also been busy working behind the scenes in preparation for this year's Work Experience Programme



# HOW CAN YOU SUPPORT YOUR CHILD?

This term we are recommending some resources for parents and carers.

Future Goals is a useful website that can support students with their next steps

Follow the link below to look at the wealth of resources on offer.



## FUTUREGOALS

The website explores qualifications, post 16 options, jobs of the future, skills and where to seek additional support. There are interactive activities to try and handy information booklets which are available to download.

Did you know that the following skills are most requested by employers?



communication



teamwork



initiative



problem-solving



computer /  
IT skills



organisation



leadership



hard work &  
dedication



creativity



reliability



# CV WRITING

The National Careers Service website has some great advice on how to put a CV together.

Follow the link below to look at their website for detailed advice and guidance.

## National Careers Service

[Explore careers](#) [Skills assessment](#) [Find a course](#) [Contact us](#) [Action plans](#) [Careers advice](#)

**BETA** Complete an independent survey to [give us feedback](#) about our website.

[Home](#) > [Careers advice](#) > CV advice

## How to write a CV

A CV is a summary of your skills, achievements and experience that you use to apply for jobs.

**National Careers Service**  
Helping you take the next step

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For the last 4 years we have worked closely with our Enterprise Co-Ordinator, Jonathan Gascoigne from recruitment firm Hays, who offer our students interview guidance and exposure to the world of work as well as key advice on what to include in a CV.

Hays have some great insights into how to secure your future job.

Follow the link below to look at their website for detailed top tips.

**HAYS**  
Working for your tomorrow

**HAYS** Recruiting experts worldwide

## TOP SIX CV TIPS

### 1 Write a powerful personal statement

This is the first part of your CV that a recruiter will look at. Write a 150-200 word elevator pitch which explains why you are the right person for the job

### 2 Always tailor your CV

Take the time to tailor your CV to the role which you are applying for. Pay particular attention to your personal statement and work history

### 3 Avoid using clichés

Cliches and overused phrases such as "results driven" can downplay your skills and experience

### 4 Use action verbs

Instead, use action verbs such as "executed", "awarded" or "motivated". These will help provide evidence of your experience and skills

### 5 Go digital

Similarly, add links to your work (portfolio, website, blog etc.) where applicable. Also, remember to include links to relevant social profiles

### 6 Correct errors & mistakes

- Check, and double check for spelling, grammatical and formatting mistakes
- Ensure consistency through out in terms of tone, font and format
- Make sure your CV flows and tells a story

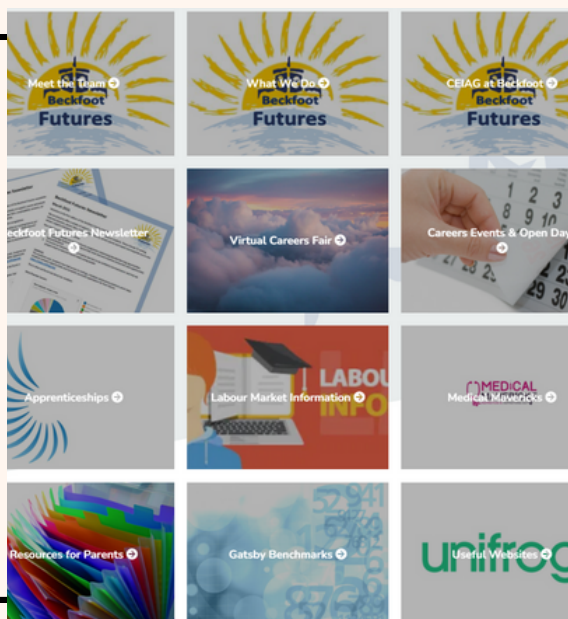
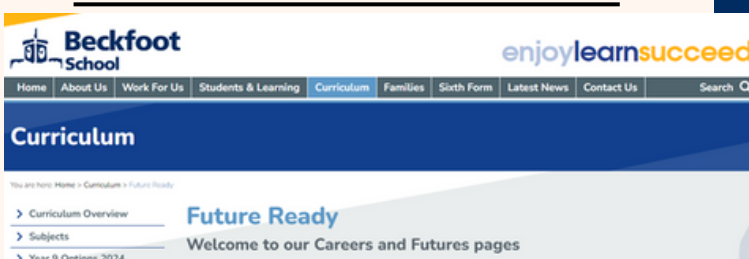
# HOW CAN OUR TEAM SUPPORT YOU ?

## The Team



### Have you seen our website?

We have a wealth of resources available to support your child including links to providers, employers and Universities; resources for parents and information about our futures programme. This is updated regularly with labour market information, open days and so much more!  
Please have a look and get in touch if you have any queries.



Liz Palmer  
Careers Advisor



Sarah Wilson  
Careers  
Co-ordinator



Molly Kidd  
Work Experience  
Co-ordinator



### Year 11 Advice and Guidance

For impartial advice and guidance, we have a dedicated service on site Wednesday to Friday from Liz Palmer. As students near the end of year 11, we encourage all students to have a Plan A and a Plan B in place for the next year. If you'd like to request an appointment for support with your next steps, please do so via the Careers Team based in the LRC where we also have an up-to-date library of helpful resources.

Please get in touch if we can support in any way, if you have any feedback from our futures newsletter or if you would like to feature in our future publications.

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