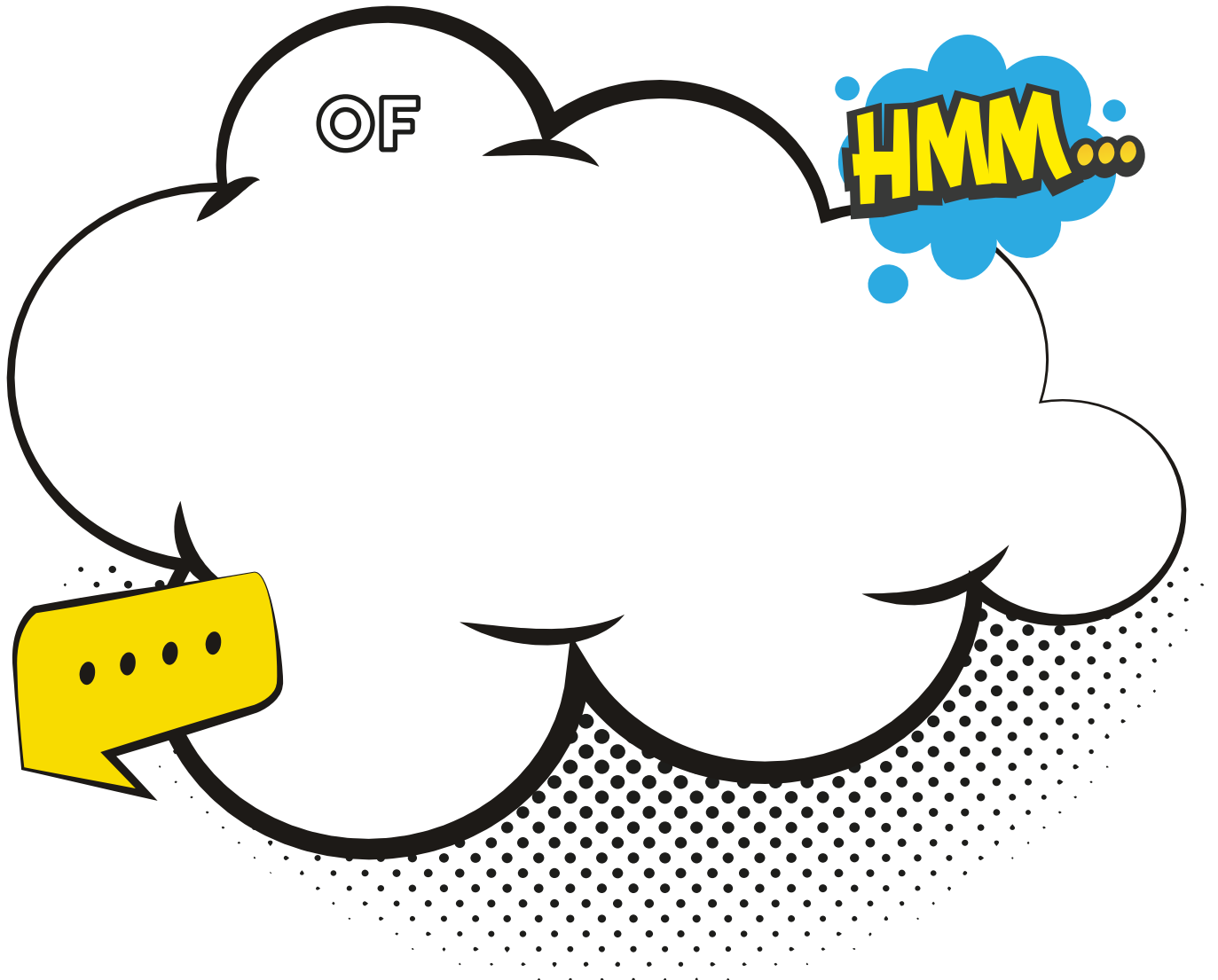




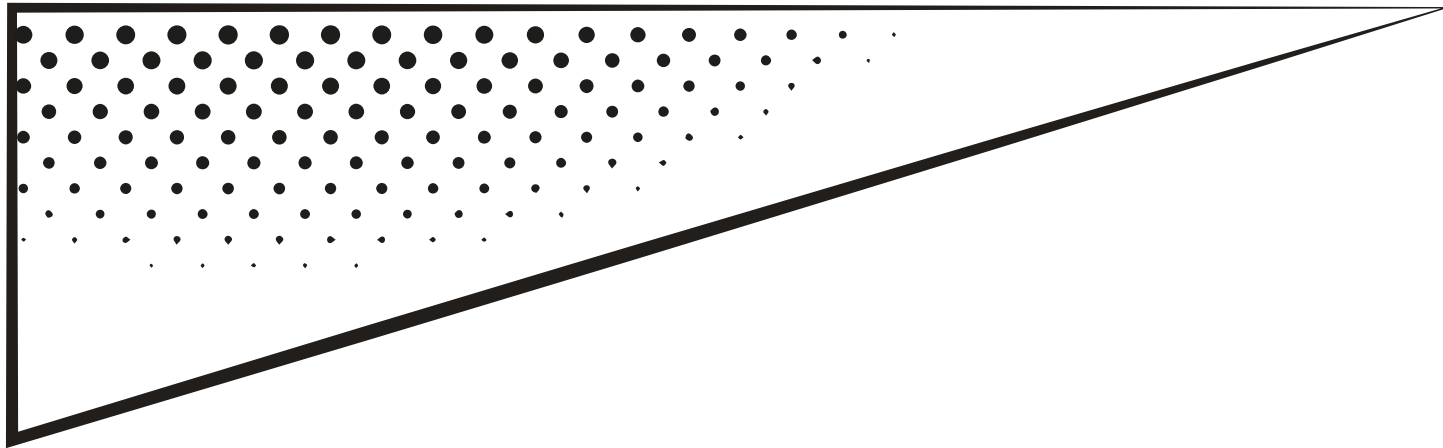
PENSBY HIGH SCHOOL

CAREER PASSPORT



CONTENTS

Introduction to Careers	1
About Me	2
What I like / don't like	4
Strengths and passions	5
Find my tribe	6
CV Tips	8
Writing a CV	9
CV Example	10
Lessons	11
Employers	13
Work Experience	15
Mock Interviews	17
Resources	18



INTRODUCTION TO CAREERS.

Why are we thinking about what careers we want to do now?

Because, choosing a career for some is a difficult task and most people don't know what they want to do! By understanding your likes, dislikes, strengths and weaknesses now it allows you to open your mind to opportunities you may not have thought about otherwise.

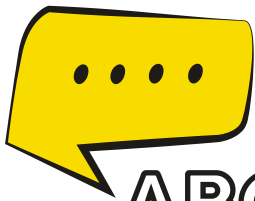
This Workbook will help you outline your interests but it will also help you understand how to 'build your tribe', the people you want to surround yourself with to achieve your goals. Something which will become extremely clear as to why it's so important who you surround yourself with as you move through your school years.

This Workbook is simple, all we ask is that you put everything into these classes, you soak up as much information as you can and open your mind to the opportunities sitting right in front of you. As we say within all our classes, if you have any questions, please don't hesitate to ask. No question is a silly question.

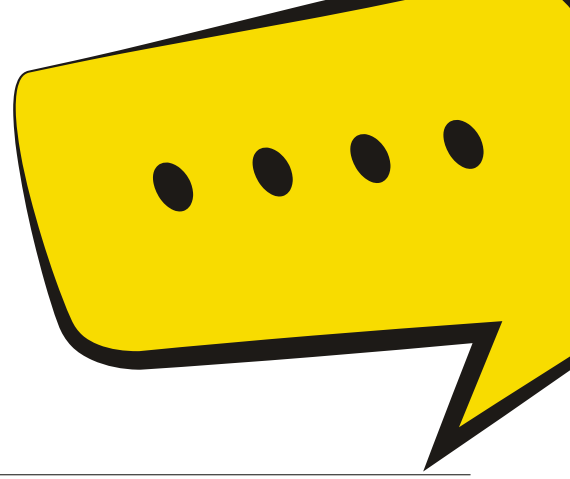
These classes are for you and
YOUR FUTURE.

Make the most of them.

Your Career Advisor
Pensby High School



ABOUT ME



These boxes need to be filled in:

Favourite Subject? Why? _____

Least Favourite Subject? Why? _____

List your hobbies outside school

How would my **friends** describe me in three words?

How would my **parents** describe me in three words?

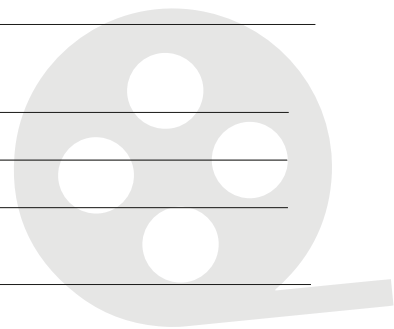
How would my **school** describe me in three words?

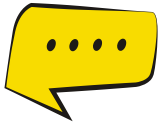
What is your favourite book? Why? _____

What is your favourite film? Why? _____

Are you interested in any careers at the moment? If so what? _____

Why do these careers take your fancy? _____





These boxes need to be filled in:

What are three things you're really good at? i.e. Communication

What are three things you're really bad at? i.e Confidence

What are you really proud of?

What are you least proud of?

What are your top 3 goals to achieve whilst in school?

- 1

2

3
- ---

What's stopping you achieving them, if any?

Are you interested in taking any additional courses in any of the following?

Technology (coding, gaming, design)

Sports - please specify which ones

Make Up and Beauty - please specify

Drama - theatre and performance

Art - please specify which classes

Other - please specify

WHAT I LIKE / DON'T LIKE

Circle the emoji that best describes how you feel about these jobs

YES!

	Love it 	Like a little 	Yeah it's ok 	Hmm unsure 	Dislike 
Technology					
Working with machinery					
Using maths					
Coding					
Problem solving					
Working with people					
Healthcare					
Supporting people with everyday activities					
Working with animals					
Working outdoors					
Designing products					
Designing logos / images					
Construction					
Architecture					
Logistics - Driving, Warehousing, Management					
Working with food					
Customer service					
Law					
Banking					
Property					
Renewable energy					
Education					
Manufacturing					

NO!

STRENGTHS AND PASSIONS

Circle in **Green** the things you are/good at



Playing Games **I am Creative** Musical Instrument Rhyming
Drawing and Doodling Art Singing *Chess*
Swimming **SPORTS** **ACTING** Telling Stories
Yoga **MEDITATION** *Dancing* **COMMUNITY SERVICE**
Mindfulness Problem Solving
Gentle with animals Telling Jokes
Setting Goals **VIDEO GAMES**
Organisation Planning Ahead
Stay focused **Self-starter**
Learning from mistakes Working on my own **Asking for help**
WORKING AS A TEAM
Trustworthy *Caring* **Loyal** *Honest*
Hardworking *Empathetic*
Independent *Cooperative* Resilient **Reading**
Eager Curious
Likes talking to people *Good Listener*
Solving Puzzles

FIND MY TRIBE

In the working world it is extremely important to surround yourself with people who either inspire you, ignite a passion inside you or support you on your journey. These people will be the ones who push you to achieve your full potential. Find other kids who accept who you are, consider them an equal, and share some of the same interests.






It can be uncomfortable, scary even, to put yourself out there but the relationships far outweigh the risk when you find true friends. The first step to finding authentic people that you can relate to and build lasting relationships with is to be your authentic self.

So, how do I find my tribe ...

POSTURE

Smiling, standing up straight, giving eye contact and having an open stance when talking to others all contribute to others naturally perceiving you as friendly and approachable.

TASK: How do you rate yourself for:

	Love it 	Like it 	Yeah it's ok 	Hmm unsure 	Dislike 
Smile					
Standing up straight					
Eye contact					
Having an open stance					

ASK QUESTIONS

Most children love to talk about themselves, and asking good questions is often the entry point for building friendships. Questions you may ask someone could be ... Do you play any sports? What do you like to do after school? What's in your lunch? How many brothers and sisters do you have? Who's your teacher?

TASK: Now practice asking questions to other children in your class, kids who master question asking, listening and follow-up are well-liked because they give people the opportunity to share about themselves.

INVITE

For a friendship to begin, someone has to take action. This can be once person inviting another to do something or it can be joining in with what you or a group is already doing. Another way to connect is for you to ask to join a game. It's important for you to recognize that it's not always appropriate to ask to join, because it won't be well-received if it disrupts the flow of play.

TASK: Invite someone to join you to do something today.

SHARE

Sharing is an important social skill, because if done well, it can enhance friendships. When lacking or done poorly, it can serve as a social repellent.

You need to learn to share about yourself in a way that doesn't sound boastful but helps others get to know you. Yes, share about yourself to help others get to know you, but also ask questions and listen to what others have to say. Sharing the spotlight is an important skill. Let others be in the high beam sometimes.

TASK: Tell someone something about you without boasting and ask them to do the same back to you, listen, acknowledge, support and encourage.

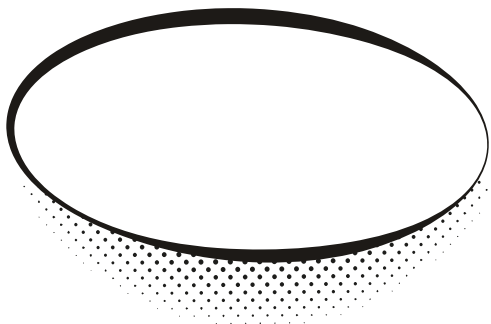
PRACTICE KINDNESS

Some people are naturally kind and giving to others, but most need help developing their 'kindness muscles'. There are many ways to teach kindness. Complimenting others is also a great way to show kindness and a good skill to practice.

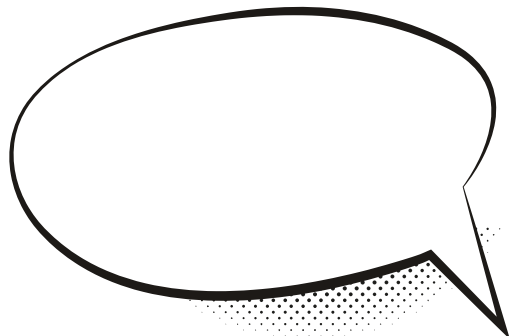
TASK: Compliment 3 people today.



Who inspires you, it may be a friend, employer or family member?



Who always lifts your spirits up when you are down?



Who can always make you smile?



Who can you trust with everything?





CV TIPS



STAND OUT!

You need to make a good first impression, and your CV needs to look slick and professional. If your current CV looks plain, boring or even just similar to most other CVs then you need to do something.

STAND OUT MORE!

Jobs are very competitive, and employers can pick and choose. You need to sell yourself over and above your competitors, and the best way to do this is by selling yourself through powerful achievements



YES!

STAND OUT EVEN MORE!

Most of your competitors will try to sell themselves, and will succeed to a certain degree. One common problem is that many people inadvertently hide their career gems in amongst the clutter. If you have strong reasons why an employer should choose you, then you need to make these very clear.



STAND OUT FURTHER STILL!

Most people applying for jobs with a long CV (two, three or sometimes even over four pages long). The best CV writers can say more in one page than most people can in three or four pages. If you can do this then your CV can stand out head and shoulders above others.



TO SUCCESS!

CV WRITING TIPS

- ★ Keep your personal profile brief, this is your opportunity to market yourself and show prospective employers and recruiters what you're all about.
- ★ Talk us through your achievements ensuring they are relevant although do not use lists to explain your achievements or daily duties in previous roles.
- ★ Make it your goal to gain as much experience as you can in your spare time, this is great to include in your cv.
- ★ Align your CV and cover letter to each job you are applying for. What may be relevant in one application may not be relevant in another.
- ★ Don't be afraid to let your personality shine through, many organisations are looking for a 'culture fit' a candidate whose personality will thrive amongst like-minded team members.
- ★ Keep your CV no more than two pages long
- ★ Keep the format of your document clear and always check your spelling and grammar.
- ★ Use appropriate fonts, this should be easy to read
- ★ Provide links to your LinkedIn profile, portfolio or website/s
- ★ Show your understanding of the job requirements and tailor the sections of your cv to the advert
- ★ Do your research on the company- check out their social media this will give you loads of great ideas for your personal profile and/or cover letter
- ★ Have an appropriate and professional email and include personal details such as: full name, professional title, location, and contact number
- ★ Struggling to describe yourself and your top skills? Check out some synonyms to find out the best ways to describe you.
- ★ Avoid phrases such as: "I work well individually and as part of a team" or "I am a hard-working, motivated individual who..." Employers want you to stand out from the crowd.



FORENAME

SURNAME



CONTACT

Address:

Phone:

Email:

LinkedIn:

HOBBIES

Here you should bullet point your hobbies, are you a keen charity fundraiser, dog walker, reader, writer, gym goer? Aim to keep this list to around 4/5 bullet points.

Summery / Personal Profile

This section should be short and concise outlining your professional title and the opportunity you are looking for. Time to market yourself and tell them what you can bring to the table!

Skill Highlights

Skills should include professional skills that you can back up and evidence during interviews. An example could be project management; this enables you to discuss some successful projects you have been involved in outlining additional skills. Use bullet points to highlight 6 of your top skills.

Experience

Job Title - Dates of employment (09/2015 to 05/2019)
Name of organisation, location.

- Use 4 or 5 bullet points
- Highlight systems you may have used which could be useful in the new job you are applying for
- Avoid outlining every responsibility in your previous role / daily duties
- Avoid listing obvious responsibilities, instead utalise the transferable skills you learned and address here.

Education

Have you completed any relevant courses? Do you have a degree? Here is the place to show off your hard work!

Certifications

Taken part in any professional training courses? Write 'em here please! This indicates to your employer that you're willing to continue your professional development throughout your employment.

LESSONS

Careers Lesson Title & Date _____

What I learnt? _____

What questions do you have about the class? _____

How am I going to implement this class into my life to help me with my career? _____

Careers Lesson Title & Date _____

What I learnt? _____

What questions do you have about the class? _____

How am I going to implement this class into my life to help me with my career? _____

Careers Lesson Title & Date _____

What I learnt? _____

What questions do you have about the class? _____

How am I going to implement this class into my life to help me with my career? _____

Careers Lesson Title & Date _____

What I learnt? _____

What questions do you have about the class? _____

How am I going to implement this class into my life to help me with my career? _____

Careers Lesson Title & Date _____

What I learnt? _____

What questions do you have about the class? _____

How am I going to implement this class into my life to help me with my career? _____

Careers Lesson Title & Date _____

What I learnt? _____

What questions do you have about the class? _____

How am I going to implement this class into my life to help me with my career? _____

Careers Lesson Title & Date _____

What I learnt? _____

What questions do you have about the class? _____

How am I going to implement this class into my life to help me with my career? _____

Careers Lesson Title & Date _____

What I learnt? _____

What questions do you have about the class? _____

How am I going to implement this class into my life to help me with my career? _____

EMPLOYERS

Name of Company / Employer _____

Date _____

What does the company do? _____

What did you learn? _____

Name of Company / Employer _____

Date _____

What does the company do? _____

What did you learn? _____

Name of Company / Employer _____

Date _____

What does the company do? _____

What did you learn? _____

Name of Company / Employer _____

Date _____

What does the company do? _____

What did you learn? _____

Name of Company / Employer _____

Date _____

What does the company do? _____

What did you learn? _____

Name of Company / Employer _____

Date _____

What does the company do? _____

What did you learn? _____

Name of Company / Employer _____

Date _____

What does the company do? _____

What did you learn? _____

Name of Company / Employer _____

Date _____

What does the company do? _____

What did you learn? _____

WORK EXPERIENCE

Company / Employer

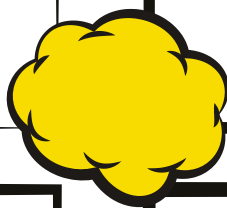
What does the company do?

What was your role for the week?

Describe your working environment?

Did you enjoy working in that environment?

What tasks did you do?



Which task did you enjoy the most?

Which task did you not enjoy?

What did you learn?

What did you find the most difficult in the week?

Did any job roles interest you within the company?

Rate your work experience



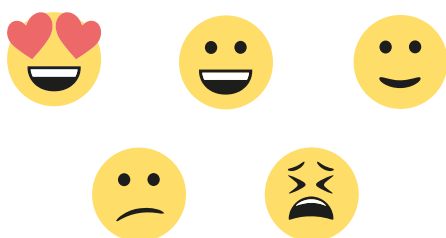
YES!

MOCK INTERVIEW

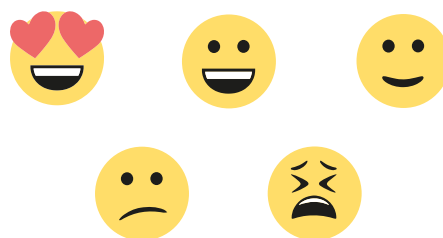
Company / What does the company do? _____

Where you asked any questions you were un-prepared for? if so, what where they? _____

How did you think your interview went?



How do you think the employer thought your interview went?



Using the feedback you got can you identify what went well in your interview? _____

Using the feedback and being honest with yourself, what could have gone better? _____

If you were to go into another interview now;

What would you do better?

What would you not do?

What would you do before the interview to prepare?

RESOURCES

LOCAL:



<https://www.lacunarecruit.com/jobs/>



<http://www.wirralchamber.co.uk/Jobs/>

LEADING ONLINE JOB BOARDS:



<https://www.monster.com>



<https://www.getmyfirstjob.co.uk>



<https://www.indeed.co.uk>



<https://www.reed.co.uk>



<https://www.cv-library.co.uk>



<https://www.totaljobs.com>



<https://www.jobsite.co.uk>



<https://www.linkedin.com>



<https://www.hays.co.uk>



<https://www.fish4jobs.co.uk>



<https://www.jobsgopublic.com>



<https://www.sortyourfuture.com>



<https://www.prospects.ac.uk>



<https://www.ucas.com>



<https://www.glassdoor.co.uk>

Created with love at



www.revolutionfour.co.uk