

ACTIVITY:

CV & INTERVIEW SKILLS WORKSHOP

What is the activity?

A hands-on workshop designed to assist students with CV writing and interview techniques delivered in the classroom.

Typical activity structure:

1. Colleagues work with groups of up to 30 students in the classroom
2. The session is delivered in two parts:
 - a. the first half focuses on helping the students identify their key skills, achievements and to create a CV
 - b. the second half focuses on how to structure an answer in an interview and practice mock interview questions
3. By the end of the workshop, students will have created their own CV and had a mock interview



Did you know?

Most students don't have a CV and will never have attended an interview before. With your help the students will finish the workshop feeling more confident and prepared to apply for jobs.

Hint ★

This workshop is best delivered by a team of 3+ colleagues. We can help you put a group together.



I gained an enormous sense of satisfaction by giving up a small amount of my time to help others. This event gave me more back than I put in – thank you for the opportunity!

Dean, DHL colleague



89% of the students learnt something new.



CASE STUDY:

CV & INTERVIEW SKILLS WORKSHOP



Who: John Nolan

Where: Houghton Regis Academy, Dunstable

Time commitment:

3 hours +
1 hour preparation

What John did:

John teamed up with two colleagues from DHL and gave students some CV's to review. Each CV was structured differently and had different content, colours and mistakes so the students saw first-hand what makes a good and bad CV.

Supported by the colleagues, the students reflected on their achievements, skills and attributes and then created a CV using the template provided.

The colleagues introduced the STAR interview technique and the students practiced competency based interview questions. Each colleague then became an interviewer and gave the students the chance to experience a mock interview.

Throughout the session colleagues shared their own experience of recruiting employees and being recruited themselves.



This was my very first CV & interview skills workshop. I was particularly keen to work with students in the town where I grew up. Through GoTeach I was able to give something back and make a huge difference to young people growing up in deprived communities.

John Nolan



Today was very helpful, I learned how to structure a CV and also got to experience my very first interview. I felt nervous, but the feedback I received has given me more confidence to keep practicing interview questions. Thank you to all the DHL visitors today, we hope to see you again.

James, student from Houghton Regis Academy



92% of colleagues highly rate their experience on day.

Get in touch

Visit the website

www.dhlukfoundation.org

Email

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Follow

[@dhlukfoundation](https://twitter.com/dhlukfoundation) on Twitter

WHAT IS GOTEACH UK?

GoTeach UK is the partnership between the DHL UK Foundation and DHL business, who are working together to support young people across the UK who really need our help. The programme offers DHL colleagues, irrespective of location, job role or experience, the opportunity to:

- Inspire young people about the world of work
- Showcase DHL and the wide range of careers available in the logistics industry
- Raise aspirations, develop confidence and help young people prepare for employment
- Support local communities by connecting DHL colleagues and sites with their local schools

GoTeach UK opportunities



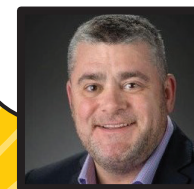
Did you know?

Students with four or more positive interactions with companies, such as site visits or career talks, are **78% less likely to be unemployed** when they leave school and earn on average 18% more! By getting involved in GoTeach UK, you can help even more young people secure employment when they leave school.



I feel really passionately about the huge difference DHL employees can make in local schools and communities across the UK. It was a privilege to be asked to be Chair of the GoTeach UK Ambassador Board and I'd like to encourage you, your teams and sites to get involved to help us support many more young people."

Dean Wyatt, Ambassador Board Chair



GET INVOLVED

We hope you're inspired to get involved in one of the many GoTeach opportunities offered by the DHL UK Foundation.

Get in touch

Visit the website www.dhlukfoundation.org

Email GoTeachUK@dhl.com

Follow [@dhlukfoundation](https://twitter.com/dhlukfoundation) on Twitter