



Our Theme of the Week is Careers

While you may not be ready for leaving school yet we have provided some worksheets for you to access and complete which will help guide you when you reach Year 11. There is a contact email for Sara on the worksheets if you don't understand anything or need something explaining more clearly.

Try to complete the worksheets below in order and it will help build up a picture of your careers choices. There are lots of different types of jobs available to you but you will need to think about what skills you have, what skills you might need to develop and then finally you can complete a CV for yourself.

A-Z of Careers

Can you name a job title for each letter of the alphabet?

A	N
B	O
C	P
D	Q
E	R
F	S
G	T
H	U
I	V
J	W
K	X
L	Y
M	Z



Careers

What is your choice?

P D F F N L A W Y E R E Z D C W E G V U
F H A J X Q P R P O L I T I C I A N E M
I K O N T J X D A E A X P M C H S L S T
R A E T C S J A C T N A T N U O C C A S
E S S N O E I T S I G O L O I B F R P I
F I J T G G R T E C I L O P A T M E M L
I N W J R I R E N L C S L U Q E M C C A
G G C M C O N A V E T E R I N A R I A N
H E C I T A N E P P I L O T H C E F G R
T R A C D L G A E H P C N I Z H S F O U
E N O L H D Q K U R E Y S U A E J O B O
R D E S I G N E R T S R S S E R T C A J

ACCOUNTANT
BIOLOGIST
DOCTOR
FIREFIGHTER
OFFICER
POLICE
SINGER

ACTRESS
DANCER
ELECTRICIAN
JOURNALIST
PHOTOGRAPHER
POLITICIAN
TEACHER

ASTRONAUT
DESIGNER
ENGINEER
LAWYER
PILOT
SCIENTIST
VETERINARIAN

What are your transferable skills when applying for jobs?

Throughout your life you will have gained *transferable skills*, which are skills that can be used in different situations. For example, if you attend school and manage to fit in other commitments, this is *time management* which can be a useful skill to an employer.

Think about some of the tasks and activities that you do and consider the skills and knowledge you use to carry them out. This could be things such as Looking after a pet, being part of a sports team, cooking, fixing things for yourself. Use the table below to make your list.

Things I've done	Skills and knowledge gained
Example <i>Doing my own shopping</i>	<i>Budgeting and planning skills</i>

The link below will bring you to BBC teach webpage which has a range of video clips that give information about different apprenticeships. Have a look, hopefully some of this will be helpful if you are considering apprenticeship after year 11.

<https://www.bbc.co.uk/teach/class-clips-video/business-ks3-ks4-apprentice-for-a-day-apprentice-prepare-cv-perform-job-interview/zvwd7nb>

Please email mickleivers@castap.org.uk or ring one of the tutors named in your pack if you are unsure of how to access this.

Please use the link below to learn more about how to write your first CV. It has important tips and examples of student CVs.

<https://www.myworldofwork.co.uk/getting-job/building-cv>

Please contact mickleivers@castap.org.uk if you are having trouble understanding or accessing this.

Your CV

Name:

Phone Number:

Email:

Address:

Personal Statement

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Key Skills

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-
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Education

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Work Experience

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-
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Hobbies and Interests

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References

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