




## Finding CV and cover letter templates online



### Aim of session:

- To use the internet to find example cover letters and CVs.

### Objectives of session:

- understand how the internet can be useful in helping to find information that will help with finding a job
- get to know some useful websites
- learn how to recognise which websites will give you the information you're looking for.

Approx timing	Topic	Activity
5 minutes 	Introduction	Explain that the internet has a lot of websites which offer example cover letters and CVs which can be adapted to create your own CV and cover letter. Remember to talk about some being more useful than others and that you shouldn't have to pay to get them - lots of sites offer free templates.
10 minutes 	Searching for useful websites	<p>Start by searching for phrases like 'example cover letter' and see what comes up. If your mentee has a particular job in mind you could try searching for this too. For example, try searching for 'CV template engineer'. It's a good idea to explain how to limit searches to UK sites as these will be more relevant.</p> <p>Have a look at a few sites and talk about which ones are the best to use and why. If your mentee thinks they might forget – get them to note them down in their handbook, that way they can try doing this again on their own if they want.</p>
20 minutes 	Sorting through information	<p>If it would help your mentee to get some general advice on CVs and cover letters – show them how to find them online.</p> <p>Have a chat with your mentee about anything they're unsure of. For example, it's useful for them to know how to order the information on a CV, or how to address the letter. Help them to search for information on this too.</p>

Approx timing	Topic	Activity
20 minutes 	Making use of the templates you find	<p>Once you've found a few useful examples of CVs and cover letters have a chat about how they might be used and give it a go. For example, they could have a go at:</p> <ul style="list-style-type: none"> <li>✘ printing off information</li> <li>✘ cutting and pasting text into a new document</li> <li>✘ highlighting useful text in a document.</li> </ul>
5 minutes 	Evaluation	<p>Don't forget to ask your mentee do their online evaluation.</p>



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