Create your own digital CV – Guidelines

What is a CV?

When applying for a job it is customary to send not only the actual application to the employer but also to send a CV. A CV is a document giving details of your qualifications; education, work experience etc. In a CV you can also include information about yourself which you think could be important in order to get the job; hobbies spare time activities, membership in various organizations and other personal qualities you want to emphasize.

Usually you compete with lots of other applicants for the job. Therefore it´s getting more important to not only give formal information about yourself but also to present yourself in such a way that your application will catch the attention and interest of the employer.

Nowadays it has become more common to send applications digitally which makes it possible to use modern technique, Power Points, pictures, films etc, to make the applications more creative and interesting. In the future Digital CVs will probably be increasingly important when you apply for a job.

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- The task for all the students attending the meeting in Bad Tölz is to present their digital CV.

- Form small groups where one of the members is a student attending the meeting. The members of the group should support each other and work together to make the CV.

- Choose a dream job you want to apply for and make a digital CV of not longer than 3 minutes.

The name of the dream job mustn't be revealed in the actual CV, so that the audience can guess what job the student has applied for. The audience will be asked to give feedback on the CVs presented.

- In the CV a speaker voice is accompanied by pictures, photos, music and so on which emphasizes the person´s experiences and personal qualifications required for the job. Compare with the technique used in music videos and other films on YouTube. Make sure that you create an interesting piece about yourself in order to make the employer choose you for the job.

Good luck!