

**Topic:** Employment  
(International Organization for Migration, Moscow)

**Activity:** Skills Identification for Your Curriculum Vitae

<b>Introduction</b>	In many countries, the concept of a Curriculum Vitae (CV) or a resume is unfamiliar to people. They get jobs through friends or are simply assigned to certain positions after leaving school or university. Writing their CV is not an easy task for many people. This task can be even more difficult if an individual is shy or feels that their skills are low, or if they come from a society that values modesty highly.
<b>Objective</b>	Given two similar (at first sight) job positions, participants will brainstorm the types of skills employed in each of the positions presented. At the end, participants should extrapolate findings and relate them to their own experiences, finding skills they possess which at first were not known or considered.
<b>Materials</b>	<ul style="list-style-type: none"><li>• Writing implements</li><li>• Paper</li><li>• Sample skill lists (see examples below)</li></ul>
<b>Practice</b>	<ol style="list-style-type: none"><li>1. Divide participants into two groups.</li><li>2. Give the first group an assignment to write down all of the skills an ambulance driver might possess. The second group should record skills for an interstate truck driver. The facilitator might make use of the sample skill lists included below to assist the groups.</li><li>3. Have the large group come back together. One person from each group presents their findings.</li><li>4. As a large group, discuss the similarities and differences between the two positions, and why the specifics make a difference for the different jobs. Ask participants to consider reasons why these differences exist, and how these differences might make a difference when writing a CV.</li><li>5. Focus on the fact that each profession employs a variety of skills which may be in demand for an employer. The employer might not need these driving skills, but the other ones on the list. Therefore it is important for refugees to recognize their own abilities and reflect them in the resume (and cover letter), making the chances of getting a job much higher. Stress the fact that the resume is a promotional flyer and should be disseminated as widely as possible among prospective employers. It is good to introduce this formula:  <math display="block">100 \text{ CVs distributed} = 10 \text{ interviews} = 1 \text{ job}</math></li></ol>
<b>Variations</b>	<ol style="list-style-type: none"><li>1. Have participants write down their skills prior to the activity starting.</li><li>2. Encourage participants to start creating a CV (examples can be found online on many websites, including <a href="http://jobsearch.about.com/od/cvsamples/Sample_Curriculum_Vitae.htm">http://jobsearch.about.com/od/cvsamples/Sample_Curriculum_Vitae.htm</a>) following this activity. Have participants get in groups of 2-3 to compare CVs and give each</li></ol>

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other feedback.

3. Have participants practice writing a cover letter to go with their CV. Sample cover letters can also be found online on many websites, including [http://jobsearch.about.com/od/coverlettersamples/Sample\\_Cover\\_Letters.htm](http://jobsearch.about.com/od/coverlettersamples/Sample_Cover_Letters.htm).

Ambulance Driver:

- Advanced driving skills
- Ability to work under pressure
- Sound knowledge of the city
- Ability to read maps
- First aid skills, etc.

Interstate Truck Driver:

- Advanced driving skills
- Skills of an auto mechanic
- Ability to read maps
- Work with invoices and other documents
- Responsibility for the transported goods, etc.

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