**YEAR 4 Employability Resource 1**

***Building your CV***

You will by now have collected a portfolio of evidence from which you can draw when you need to build and adapt your CV when applying for jobs.

The University Careers Service also has a wealth of advice and resources to help you.

Watch the video on how to use your CV to sell yourself to an employer

<http://www.southampton.ac.uk/careers/employability/successfulapps/>

Reread the following section on the [www.realie.org](http://www.realie.org) website

<http://www.realie.org/modern-languages-degree-related-skills/>

Find other sources online to help you in building your CV, bearing in mind that you will need to adapt your CV to each job for which you apply as it will need to reflect the skills and experience being sought by the individual employer.

***Managing your digital profile***

These days being well-networked and have a good profile on the web are seen as very important contributors to employability.

Have a look at the video made by 4 Southampton students and think about how you can audit and enhance your online profile.

<http://www.youtube.com/watch?v=nDvc3Vv5byQ>

**ACTIVITY**

**Think about the following questions:**

What will a google search for me discover?

Is my CV available online?

Do I have/use twitter and if so what for?

What social networks do I belong to and what do they say about me?

Where have I put my personal data and how secure is it?

What other tools, e.g. blogs do I use to present myself online?

Is any of my university/year abroad work available online?

Once you have done the research into your own digital profile think about how you can edit and add content to improve your online profile.

Take some time to audit available tools for presenting yourself online, e.g. LinkedIn, facebook, scoop.it, twitter, wordpress etc.

**Some useful links:**

# Digital literacy can boost employability and improve student experience

 <http://www.guardian.co.uk/higher-education-network/blog/2011/dec/15/digital-literacy-employability-student-experience>

**Digital Literacy conference presentation by Lisa Harris and Fiona Harvey, University of Southampton**

<http://www.slideshare.net/lisaharris/digital-literacy-workshop>