

English	PUNJABI
<p>How to make your first CV</p> <p>Making a CV will help you</p> <ul style="list-style-type: none"> • Show others your skills • Think about what you have done and achieved • Identify gaps • Help you get a job, volunteer or start training <p>***</p> <p>A CV helps you to show what you have done and make plans for your future</p> <p>Work Education Skills Volunteering Training Family bringing up children Moving country Learning a new language Helping in the community</p> <p>***</p> <p>Think about all you have done</p> <ul style="list-style-type: none"> • What did you achieve at school? • Do you have any qualifications? • Have you moved to the UK + learnt English? • Have you ever worked – for example in a family business? 	<p>Pahilā sivi kivēm baṇā'i'ā jāvē</p> <p>Sīvī baṇā'uṇā tuhāḍī madada karēgā</p> <ul style="list-style-type: none"> • Others dūsari'aa nū āpaṇē hunara dekho tusi ki kita ate kī prāpata kītā bare soco • pāṛē nū pachāṇō • A naukarī, valaṭī'ara jā sikhilā'ī śurū karana vica tuhāḍī madada karō <p>***</p> <p>Ika sīvī tuhānū dikhā'uṇa vica tuhadi madad karda hai ki tusīm kī kītā hai</p> <ul style="list-style-type: none"> • atē āpaṇē bhavishya la'ī yōjanāvām baṇā'ō • kama • sikhi'ā • hunara • valaṭī'ara • sikhilā'ī • parivāra baci'ām nū kida palna • dēśa tu bhaar jaana • navīm bhāśha sikhaṇī • kamunniṭī vica madad <p>***</p> <p>Use bare soco jo tusīm kītē</p> <ul style="list-style-type: none"> • School tusīm sakūla vica kī prāpata kītā? • kī tuhāḍē kōla kō'ī yōgatā hai? • kī tusīm yūkē + agarēzī sikhī hai • ki tusi kadey pariwarika karobaar vica kaam kita hai

- Have you helped other family members as a carer?

Everyone has Transferable Skills

- Caring for others gives you transferable skills including educating and partnership with professionals, as well as cleaning and cooking
- If you have moved from another county perhaps you can speak more than one language
- You might have IT skills from educating your children
- Can you drive?
- Do you have a DBS

Focus on the positive

Think about skills you already have

Microsoft Word and Excel

Use Social Media and have internet

Clean Driving License

DBS check

Volunteer as a parent helper at school

Supporting neighbours during Covid-19 and lockdown

Embrace the gaps

- kī tusīm kadē kama kītā hai -carer bankay.

Hara kisē kōla ṭrānsapharayōga hunara hudā nay

- others dūji'ām dī dēkhabhāla tuhānū badalī karana yōg hunara pradāna karadī hai jisa vica sikhalā'ī atē pēshewara nāla sānjhēdārī dē nāla nāla saphā'ī atē khāṇā pakā'uṇā śhāmal hai
- jē tusīm kisē hōra kāuntry tōm calē ga'e hō tā śhyad tusīm ika tō vadha bhāsā bōla sakadē hō
- shayed tuhādē kōla āpaṇē bachya nū sikhan vastey IT hunar hegay
- kī tusīm gaḍī chalā sakadē hō?
- *kī tuhādē kōla ḍī bī aisa hai

sakārātamaka'tē dhyān

tuhādē kōla pahilām tōm maujūda

hunarām bārē sōcō

- maikrosaphat shabda ate aikasal
- sōshal mīḍiya varatōn karō atē iṭaranaiṭa rakhō
- sāfa draraiving lasance
- ḍībis chake
- sakūla vica māpi dē sahāta vajō savai-sēvaka
- kōviḍa -19 atē lākaḍāun da daurāna guandiyā dā samarathana karanā
- pāney nū galē lagā'ō

If you have been out of work for a while then you need something at the top of your CV to show that you are taking positive steps to be more employable.

- Volunteer
- Get some work experience
- Help at a local charity
- Brush up your IT Skills
- Take some courses like food and Hygiene
- Take up a hobby related to what you want to do.

The GRoW Team are here to help you make your first CV

info@belinagrow.co.uk
www.getreadyforwork.org

Your CV needs to include

Personal Details
Personal Statement
Key Skills
Work, projects and or volunteering
Education and training
You can include interests
You will need Referees - but just say they are available

jē tusīm thōṛhē samēm la'ī kama tōm
bāhara hō ga'ē hō tām tuhānū iha
dikhā'uṇa la'ī āpaṇē sīvī dē kola vi kuch
cāhīdā hai ki tusīm vadhērē rozagār yōg
baṇan la'ī sakārātamaka kadam de gal kar
rahē hō.

- Valaṭiara
- Work kama dā kuj tajarabā lao
- *Sathanaka dana vich sahata karo
- Apane aeti hunraa nu vadhao
- Food bhōjana atē saphai varagey
kuj kōras lao
- jō tusī karanā cāhudē hō nāal juṛē
ika śhonke nū chuno

GRoW ṭeem ithē tuhadi pehli sivi banan
wich tuhadi madad karan lai etay ahi

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**tuhādē sīvī nū niji verave śhamil karan
dī zarūrat hai**

- *nijī bi'āna
- *mukh hunar
- *Kam dey prajaikat ate ja valatiar
- *Sikhia ate trainga
- *Tusi ruchiya śhāmal kara sakadē hō

Section 1
Contact details

Name
Email
Mobile
Address
NOTHING ELSE

Section 2:
PROFILE

A personal profile should be around 3-4 sentences long.
Make it about YOU – who you are, what you have done and where you want to go
It should give an introduction to you as a someone who is moving forward with their life

Section 3
Key skills

Organisation – Caring for my family
Good communication skills gained from teaching children and dealing with parents tactfully and diplomatically.
IT Skills: Microsoft Word, Excel, and PowerPoint Social Media
Drive

*tuhānū raifreeī' dī jarūrat hōigi – par bus kahō ki uha uplabhdh han

Bhāga 1
sumpark vēravē

- nāma
- iemēla
- mōbāla
- patā
- hōra kuj nahī

Bhāga 2:

Prōphile

- ika nijī prōphila lugbhag 3-4 vāak lambha hōṇā cāhīdā hai.
- apney bare isa nu banao ki tusi kaun ho jo tusi kita hai ate tusi kithe jana cahude ho ihe tuhanu ika ajihi viakti vajo jaan pehchaan deve jo aapni zindgi naal agay vadh reha hai

Bhāga 3

- mukha hunar
- meray pariwar de dekh bhal karan wali sansatha
- Bachiya nu sikhun ate mapi naal samajdhari ate kutnitika tarika naal pesh auna duaara changay anukulta de hunara

Section 4

Employment & Volunteering

Start now and work backwards.

Use bullet points to describe previous roles. Look at the job advertisement and see what sort of experience they are looking for and add what you have done in your previous job that will match that experience. **Keep it relevant.**

Use **ACTION WORDS** as they create a strong impression of achievement, ability, activity & clearly communicate your contribution

Section 5

Education and Training

- Start with your highest or most relevant qualification.
- If you have attend workshops or short courses add it to your CV.
- You can put the GRoW programme on your CV, and any other courses you do with us.

Saikaśana 4

ruzagāra atē vālaṭiara karan

- huṇē śurū karō atē pichē kama karō.
- Pichalī bhūmik dā varaṇana karana lay bulēṭa puaent dī varatōm karo
- Naukarī dē isatihāra nū vēkhō atē vēkhō ki uha kiho jiha tajurba labha rahe hun ate vigiyapan jo tusi apni pichli Naukri vich kita hai jo usa tajarabe nal mail khanda hai isa nu changa rakho
- KARAVAI SABAD VARATO kiuki uha prapati,yogat,gatividhi de mazbut prabhava paida kardey hun ate tuhadey yogdhana nu sapasata taur tey sanchar kardey hun

Bhāga 5

sikhi'ā atē sikhalā'i

- āpaṇī uchtam jā sub tu vadha anukul yogata naal arabha karo
- Jē tusīm varakaśhap jā chōṭē kōrsaa vica śhamal hō tā isa nū āpaṇē sīvī vica sāmala karō.
- Tusīm GRVW prōgarāma nū āpaṇē sīvī tē pā sakadē hō, atē kō'i hōra kōrasa jō tusīm sādē nāla karadē hō.

Section 6

Interests

- Many people get worried about what to put as “interests”.
- If you wish to add them, add *appropriate* interests to your CV. Include interests that are an evidence of creativity, personality and enthusiasm.
- The example could be volunteering or taking part in school events

Section 7

References

- Usually put “**Available on request**” and don’t list the names and contact details.
- Be ready to supply the references and make sure you contact people who agreed to give you references before you give their details to a potential employer.

Examples of active words
Achieved

Bhāga 6

ruchi

- bahuta sārē lōka isa bārē chintit hudē han ki"hitām vajōm kī rakhi'ā jāvē.
- Jē tusīm unhām nū śhamal karanā cāhudē hō .
āpaṇē sīvī vica uchit ruchia'śhamala karō.
- Ajihī ruchi śāmala karō jō racanātamakatā, shaksiyat ata utaśāha dā sabūta hana.
- Udāharaṇa valatira hō sakdi hai ja sakula de progarama vica hisa lena

Saikaśana 7

Havālē

- Ama taur'tē" **BENATI** tē UPALABADH rakho atē nāma atē saparaka vēravi' dī sūchi nā baṇā'ō.
- Sadarabha sapalā'i karana la'i ti'āra rahō atē iha suniśacita karō ki tusīm unhām lōkām nāla saparaka karō jō sabhāvat mālaka nū unhām dē vēravē dēṇa tōm pahilā tuhānū havālē dēṇa lai sehmat hō gae

Kiryasheel śhabad dī udāharaṇ

- prāpata kītā
- dēkhabhāla kītī

Cared
Created
Implemented
Inspired
Led
Organised
Taught
Translated
Worked

5 Top tips

Use the first sentence to give a clear outline
Use lots of verbs to show what you have done

Put the most important things in the first third of the first page.

Use projects to show what you can do

Wait a few hours and show someone what you have written

Here to help you
info@belinagrow.co.uk
www.getreadyforwork.org

- baṇāia hai
- lāgū kītā
- prērita
- agavāi
- āyōjita
- sikhāi
- anuvāda
- kama kītā

5 cōṭī dē sujhā'a

1. sapaśaṭa rūp rēkhā dēṇa laī pahilē vāak dī varatōm karō
2. tusīm kī kītā hai iha darasā'uṇa lai bahuta sārīya kiriaawa varatō
3. pahilē panē dē pahilē tījē vich sabha tu mahatavapūraṇa chiza rakhō.
4. Tusīm kī kara sakadē hō iha darasā'uṇa lai prōjaikaṭ dī varatōm karō
5. kujha ghaṭē uḍīka karō atē kisē nū dasō ki tusīm kī likhi'ā hai

tuhāḍī madada karana lai ithē
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