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Creation of the FAME Creative Fashion Construction and Design Course Trainers' Toolkit

Resources Pack

Project Title: FAME (Fashion eMpowers NEETs)

Programme: Erasmus+

Work Package 2: Conceptual and Analytical Framework, and FAME Creative Fashion Construction and Design Course Development

Project website: <https://thefameproject.eu/>

Facebook: @fameproject

LinkedIn: <https://www.linkedin.com/company/fame-fashion-empowers-neets/>

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MODULE 3: LIFE SKILLS AND ENTREPRENEURIAL OPPORTUNITIES

Session 9: Employability (CV Workshop) – Fashion Job Roles and Skills Translation

- Entry-level fashion roles and Job descriptions
- Card set
- Examples of Job Adverts
- Job advert analysis worksheet
- Template: Analyse a job advert step by step
- Individual online research sheet
- Completed CV
- CV template
- PowerPoint Presentation

Session 10: Creating a Mini Portfolio and Preparing for a Job Interview

- Portfolio page layout
- Practice communication skills checklist
- Confidence gaining techniques question cards
- PowerPoint Presentation

Session 11: Basic Entrepreneurial Skills

- Exploring micro-enterprise opportunities activity sheet 1
- Customer and value activity sheet 2
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- Basic branding and promotion activity sheet 5
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- Industry engagement/guest speaker activity sheet 1
- Showcase preparation activity sheet 2
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Module 3: Life skills and Entrepreneurial Opportunities

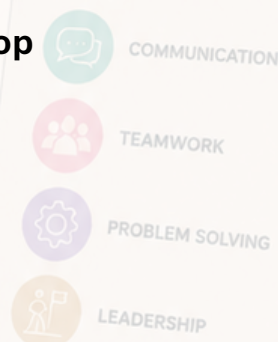
**Session 9: Employability Skills: CV Workshop
and Fashion Job Roles**

**Session 10: Creating a Mini Portfolio and
Preparing for a Job Interview**

Session 11: Basic Entrepreneurial Skills

**Session 12: Industry Engagement, Guest
Speakers, Showcase and Next-
step routing**

SKILLS



INDUSTRY ENGAGEMENT



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Session 9

Activity 1: Entry-level fashion roles

Overview Job Profile – Tasks – Working conditions – Key skills

Job role	Typical workplace	Main tasks	Typical conditions	Key skills (job-ad style)
Junior sewing assistant	small studio; alterations shop; production workshop	hemming; straight stitching; small repairs; threading machines; assisting makers	supervised; repetitive; long sitting/standing; fast-paced	accurate stitching; confident threading; simple repairs; attention to detail; reliable learner
Alterations assistant	alterations studio; dry cleaner tailoring; boutique repair desk	taking measurements; repairing seams/hemming/zips; basic adjustments; advising customers; organising orders	customer-facing; hand + machine sewing; varied tasks	accurate measurements; basic alterations; hand stitching; customer communication; detail in fit
Studio assistant	designer studio; sample room; creative workshop	organising fabrics/tools; steaming garments; preparing equipment; supporting samples; workspace upkeep	varied tasks; creative; light physical work	organised; confident steaming; tool preparation; safety awareness; adaptable
Cutting room helper	production cutting room; sample cutting area	laying fabric; tracing patterns; assisting cutters; handling rolls; checking alignment	physical tasks; teamwork; accuracy required	fabric alignment; pattern tracing; tool safety; manual dexterity; production targets
Retail fashion assistant	clothing shop; boutique; department store	helping customers; maintaining displays; garment care; stock replenishment; sales processing	customer-facing; shift work; weekends	customer service; tidy displays; garment handling; friendly communication; punctuality
Backstage dressing assistant	fashion shows; theatre; photoshoots	quick changes; organising looks; preparing garments; supporting stylists; garment care	fast-paced; time pressure; irregular hours	calm under pressure; organised; garment handling; teamwork; flexible availability
Pressing & finishing operative	finishing area; small studio; alterations shop	pressing garments; checking defects; finishing seams; preparing deliveries; equipment upkeep	repetitive; heat/steam; quality control	pressing equipment; attention to detail; defect correction; fabric care; throughput targets

Job Profile Descriptions

Junior sewing assistant

A junior sewing assistant works at the heart of a small studio or workshop, supporting makers with the everyday tasks that keep production moving. Much of the role involves simple but essential sewing work: hemming garments, repairing small tears, and preparing machines so they run smoothly throughout the day. It is a role for someone who enjoys hands-on work, pays attention to detail, and feels comfortable learning new techniques under guidance. The environment is often friendly but fast-paced, especially when deadlines approach, and the assistant becomes an important part of keeping the workflow steady and organised.

Alterations assistant

An alterations assistant helps customers and makers achieve the right fit for their garments. The role blends practical sewing skills with direct interaction: taking measurements, discussing what needs adjusting, and carrying out small repairs or alterations. It suits someone who enjoys problem-solving and has a patient, customer-friendly manner. Days can vary — one moment involves repairing a seam, the next advising a customer on how a garment could be improved. The work requires precision, care, and a steady hand, but it also offers the satisfaction of helping people feel confident in their clothing.

Studio assistant

A studio assistant supports the daily rhythm of a creative fashion studio. They help organise fabrics, trims and tools, prepare equipment for makers, and ensure the workspace stays tidy and safe. The role is ideal for someone who enjoys variety and doesn't mind switching between tasks as needed. One day may involve steaming garments for a photoshoot, another preparing materials for a designer's new sample. Studio assistants often become the "glue" that keeps the space functioning smoothly, making sure everything is in the right place at the right time.

Cutting room helper

A cutting room helper works alongside cutters to prepare fabrics for production. This role requires careful hands and a good eye for alignment, as the helper lays out fabric, traces patterns, and checks grainlines before cutting begins. It is physical work at times, involving lifting rolls of fabric and moving materials around the cutting area. The environment is usually structured and team-oriented, with clear steps to follow. For someone who enjoys precision and practical tasks, it offers a steady, satisfying rhythm and a close connection to the early stages of garment creation.

Retail fashion assistant

A retail fashion assistant is the welcoming face of a shop or boutique. They help customers find what they need, keep displays tidy and appealing, and ensure garments are cared for properly on the shop floor. The role suits someone who enjoys talking to people and creating a positive shopping experience. It involves a mix of customer service, garment handling, and small organisational tasks like restocking or folding. Retail assistants often become trusted guides for customers, offering advice on fit, style, and garment care while keeping the store running smoothly.

Backstage dressing assistant

A backstage dressing assistant works behind the scenes at fashion shows, theatre productions or photoshoots, helping models or performers change quickly and stay organised. The role is fast-paced and requires calm focus, especially during quick changes when timing is tight. Assistants prepare garments before the show, organise looks and accessories, and support stylists throughout rehearsals and performances. It is ideal for someone who thrives under pressure, enjoys teamwork, and feels comfortable handling garments with care. Backstage work offers excitement, creativity and the chance to be part of live events.

Pressing & finishing operative

A pressing and finishing operative ensures garments look polished and ready for customers or clients. Using steam irons and pressing equipment, they smooth seams, remove creases, and check for small defects that need correcting. The role requires patience, attention to detail, and a good understanding of how different fabrics respond to heat. It is often repetitive but highly important, as the finishing stage determines the final quality of a garment. For someone who enjoys careful, methodical work, this role provides a clear sense of responsibility and craftsmanship.



Session 9

Card set



Junior Sewing Assistant	Alterations Assistant
<i>Skills</i>	<i>Skills</i>
Able to perform accurate hemming on a range of garments	Able to take accurate body measurements for fittings
Skilled in basic garment repairs using hand and machine stitching	Skilled in repairing seams and performing minor alterations
Confident in threading domestic and industrial sewing machines	Confident using hand-stitching techniques for finishing
Able to wind bobbins and prepare machines for production tasks	Able to adjust hems, seams and garment lengths
Knowledge of straight stitch, zig-zag stitch and basic seam finishes	Familiar with basic pattern adjustments and fit corrections



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Strong attention to detail in stitching quality and alignment	Good communication skills for customer consultations
Able to follow supervisor instructions and production workflows	Able to prioritise multiple alteration tasks
Comfortable working in a fast-paced workshop environment	Knowledge of garment construction and common alteration methods
Basic understanding of workshop safety and machine handling	Strong attention to detail in fit and finish
Reliable and punctual with consistent task follow-through	Customer-service oriented and comfortable in a retail/studio setting



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Studio Assistant

Cutting Room Helper

Skills

Skills

Able to organise fabrics, trims and studio materials

Skilled in laying fabric accurately for cutting

Skilled in preparing tools and equipment for daily use

Able to trace and mark patterns with precision

Confident in garment steaming and basic finishing

Confident using basic cutting tools safely

Able to maintain a clean and safe workspace

Strong manual dexterity and spatial awareness

Strong organisational skills supporting multiple team members

Able to follow cutting room workflows and instructions



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Knowledge of fabric types and handling requirements	Knowledge of grainlines, pattern placement and fabric alignment
Able to assist with sample preparation and studio tasks	Comfortable handling fabric rolls and physical tasks
Comfortable following health & safety procedures	Able to work to production targets
Able to label, store and track materials accurately	Attention to detail in pattern matching and marking
Flexible and adaptable to changing studio needs	Reliable team player in a production environment



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Retail Fashion Assistant

Backstage Dressing Assistant

Skills

Skills

Strong customer-service skills

Skilled in fast garment changes during shows

Able to provide garment care advice to customers

Able to organise looks, accessories and backstage materials

Skilled in visual merchandising and display setup

Calm under pressure in time-sensitive environments

Able to maintain tidy and appealing shop-floor presentation

Able to follow styling notes and garment handling instructions

Confident processing sales and handling POS systems

Strong teamwork and communication backstage

Able to replenish stock and manage inventory basics

Knowledge of garment care and quick-fix techniques



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Good communication and interpersonal skills	Able to maintain garment integrity during rapid changes
Knowledge of basic garment construction and quality indicators	Flexible availability for rehearsals and events
Comfortable working weekend and shift schedules	Comfortable assisting performers and models physically
Reliable, punctual and team-oriented	Highly organised in managing multiple looks



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(extra low-entry role)

Open to add own role and skill set

&

Pressing & Finishing Operative	
--------------------------------	--

Skills	
--------	--

Skilled in pressing garments using steam irons	
--	--

Knowledge of fabric care and correct heat settings	
--	--

Able to identify defects and perform basic corrections	
--	--

Strong attention to detail in finishing quality	
---	--



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Able to work to throughput targets	
Confident handling pressing equipment safely	
Able to maintain finishing area cleanliness	
Knowledge of garment construction and finishing standards	
Comfortable with repetitive production tasks	
Reliable and consistent in quality control routines	



Session 9

Example job adverts

(1) Junior sewing assistant (typical job ad in newspaper/ magazine)

In the heart of Vienna's independent fashion scene, our womenswear studio is growing — and we're looking for someone who loves the craft of making clothes. If you enjoy the rhythm of stitching, the satisfaction of a clean hem, and the buzz of a creative workshop, this role may be your entry into the world of professional garment making. You'll work alongside experienced makers, learning the flow of production while contributing to the quality of our limited-run collections.

Expect hands-on tasks, shared problem-solving, and a warm studio atmosphere.

What you'll do

- sew hems and carry out simple repairs
- prepare machines, thread needles and wind bobbins
- support makers with small production tasks
- help maintain a tidy, safe and organised workspace

What you bring

- accurate straight stitching and basic repair skills
- attention to detail and pride in neat workmanship
- reliability and a willingness to learn
- comfort working in a fast-paced workshop

If you're ready to grow your skills and be part of a small, supportive team, we'd love to meet you.

Vienna, Austria — full-time — €21,000–€24,000 per year

(2) Example company homepage / career page

Company overview: Local alterations studio providing garment repairs, adjustments and fitting services for customers and independent boutiques.

Career page:

Our Vacancies: *Alterations assistant, part-time or full-time*

The alterations assistant supports fittings, repairs and customer consultations. Suitable for candidates with basic sewing experience and an interest in garment fit.

Responsibilities

- take accurate body and garment measurements
- perform seam repairs, hems and zip replacements
- carry out basic alterations using hand and machine techniques
- advise customers on fit and garment care
- label, track and organise daily orders

Requirements

- confident hand stitching and basic machine sewing
- strong attention to detail
- customer-friendly communication
- ability to manage multiple small tasks
- interest in garment construction and fit

Benefits

- training in advanced alteration techniques
- flexible hours
- supportive studio environment

Apply directly through our job platform profile.



(3) Backstage dressing assistant (from a job ad portal)

Berlin, Germany, We offer an event-based contract, €100–€140 per event day.

About the team

Our backstage crew supports designers, stylists and production teams across fashion shows, photoshoots and cultural events. We value calm teamwork, clear communication and respect for garments and performers.

The opportunity as a backstage dressing assistant, you will help models with quick changes, organise looks and ensure garments are show-ready.

This role suits someone who enjoys fast-paced environments and thrives under time pressure.

Your tasks

- assist with rapid garment changes during shows
- organise looks, accessories and backstage materials
- follow styling notes and maintain garment condition
- prepare garments before events (steaming, checking fastenings)
- support stylists and production teams during rehearsals

Your strengths

- calm under pressure
- organised and able to manage multiple looks
- confident handling garments and accessories
- good communication and teamwork
- flexible availability for rehearsals and evening events

Why join us

You'll gain experience working directly with designers and stylists, with opportunities to progress into styling or production roles. Backstage work is dynamic, creative and highly collaborative.

Session 9**Activity 3: Understanding job adverts & matching own skills to fashion roles****Job Advert Analysis Worksheet****1. What is inside a job advert? (Simple explanation)**

Part of advert	What it means (simple language)
job title	the name of the job you could apply for
company description	who they are, what they do, what kind of place it is
role summary	short explanation of what the job is about
tasks / responsibilities	what you will do every day
skills / requirements	what you need to be able to do (or learn quickly)
nice-to-have skills	extra skills that are helpful but not required
salary / hours	how much you earn and when you work
how to apply	what you must send (CV, cover letter) and where

2. What “nice words” often mean in reality

Phrase in advert	What it usually means
fast-paced environment	things move quickly; you must stay focused
attention to detail	small mistakes matter; neat work is important
team player	you must work well with others and communicate
flexible	hours may change; tasks may vary
reliable	you show up on time and finish tasks

willing to learn	you don't need experience; they will teach you
customer-focused	you must be friendly and helpful
hands-on role	you will work with your hands, tools or materials
self-motivated	you can start tasks without being told every step

3. Typical skills in fashion entry-level jobs

Sewing & garment skills

- able to perform accurate straight stitching
- confident threading sewing machines and preparing workstations
- experienced in simple garment repairs (hems, seams, small tears)
- able to follow basic patterns and markings
- familiar with fabric handling and safe use of tools

Alterations & fitting skills

- able to take precise body and garment measurements
- skilled in repairing seams, hems and zips
- confident advising customers on fit and garment care
- strong attention to detail in finishing and presentation

Studio & production support

- able to organise fabrics, trims and tools
- confident steaming garments and preparing items for production
- able to maintain a tidy and safe workspace
- comfortable working to daily production targets

Retail & customer-facing skills

- strong customer-service skills
- able to maintain tidy and appealing displays
- confident processing sales and handling basic stock tasks
- friendly communication and helpful attitude

Backstage & event support

- calm under pressure and able to work to tight timings
- able to organise looks and accessories



- confident handling garments during quick changes
- flexible availability for rehearsals and events

4. Template: Analyse a job advert step-by-step

Job title:

Company name & description:

(What kind of place is it?)

Main tasks (what you will do):

- 1.
- 2.
- 3.

Required skills (must-have):

- 1.
- 2.
- 3.
- 4.

Nice-to-have skills (optional):

- 1.
- 2.



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Working conditions:

(e.g., fast-paced, customer-facing, workshop, evenings)

Salary / hours:

Type of contract:

5. My own skills — learner notes

Check if/ match your skills to the advert!

Skills I already have:

-
-
-

Skills I can learn quickly:

-
-

Why I could do this job:

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ALTERNATIVE TEMPLATE LAYOUT & LOOK:

Template: Analyse a job advert step-by-step

Job

title:.....
.....

Company name & description:

(What kind of place is it?)

Main tasks (what you will do):	Matching own experience: Yes/ No (if yes, add when/ where you have performed similar tasks)
1.	
2.	
3.	
Required skills (must-have):	Matching skills: (add when/ where you have gained these skills)
1.	



2.	
3.	
4.	
Nice-to-have skills (optional):	Matching skills: (add when/ where you have gained these skills)
1.	
2.	
Working conditions: (e.g., fast-paced, customer-facing, workshop, evenings)	Matching own working experience and expectations: <i>Can you / do you feel ready to cope with these working conditions? Then add when/ where you have experienced them, or how you can live them)</i>

Salary / hours:

Type of contract:

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Activity 4: Individual online research

Where to find job vacancies in the fashion industry?

Retail roles are often posted on:

- Brand websites (e.g., H&M, Zara, Mango, Primark, Peek & Cloppenburg)
- Local designer newsletters or community fashion hubs
- Shopping centre websites (e.g., Donau Zentrum, SCS in Austria)
- Local job boards (Willhaben, AMS, StepStone, Indeed)
- Instagram (brand pages often post “We’re hiring”)
- Local Facebook groups for fashion, sewing, or creative jobs
- WhatsApp community groups (common in small studios)
- Vocational schools or training centres with job boards

Creative industry platforms used by fashion employers:

These platforms list roles in styling, photography, creative direction, studio work, and fashion-adjacent fields.

- The Dots — creative career platform used by fashion, design, media, and styling talent.
- Creativepool — creative industry job board with fashion, design, and production roles.
- 24 Seven Talent — recruitment agency with strong fashion, beauty, and retail focus.

Fashion specific job platforms

These are dedicated to fashion, apparel, luxury, retail, styling, and production roles.

- Fashion Workplace (FWP) — Europe’s dedicated fashion job board with roles in design, production, merchandising, sustainability, and more.
- Fashion Workie — UK based platform for fashion jobs, internships, and freelance opportunities.
- FashionUnited Jobs — global fashion job listings covering design, buying, merchandising, retail, and production.

- FashionJobs.com — one of the most established global fashion career platforms for luxury, retail, and apparel roles.
- StyleCareers — specialist board for apparel, wholesale, showroom, and technical fashion roles.
- BoF Careers (Business of Fashion) — curated roles from major fashion houses and brands.

Country specific job vacancy portals

These often list retail fashion, alterations, studio assistant and production roles.

Example list for Austria:

- AMS (Arbeitsmarktservice) — national job portal [^0]
- Willhaben Jobs — widely used general job board
- Karriere.at — major Austrian job platform

Example list for Bulgaria:

- Jobs.bg — Bulgaria's largest job portal; includes retail fashion, textile production, and store roles.
- Zaplata.bg — strong in retail and customer service roles, including fashion chains.
- Indeed Bulgaria — international platform with Bulgarian fashion and retail listings.
- FashionUnited Jobs (Bulgaria filter) — international fashion job board with Bulgarian postings. [^3]
- JobTiger.bg — Bulgarian recruitment platform with retail and apparel related vacancies.

Example list for Italy:

- FashionJobs Italia — Italy's main fashion, luxury, and beauty job portal. [^1]
- FashionUnited Jobs (Italy filter) — international fashion job board with Italian listings. [^3]
- InfoJobs Italia — large Italian job board with strong retail fashion categories.
- Subito Lavoro — widely used Italian job marketplace including boutique and retail roles.
- LinkedIn Italy — major source for fashion houses, luxury brands, and production studios.

Example list for Greece:

- FashionJobs Greece — dedicated fashion, luxury, and beauty job portal. [^4]
- Jooble Greece — large aggregator with thousands of fashion and retail listings. [^2]
- Kariera.gr — Greece's biggest job board; strong in retail fashion and store roles.
- Skywalker.gr — popular Greek job portal with many retail and boutique postings.
- Indeed Greece — widely used for retail fashion, sales assistants, and production roles.

Example list for Malta:

- JobsPlus Malta — national employment portal; includes retail fashion, sales assistants, and textile related roles.
- Konnekt Malta — major Maltese recruitment agency with frequent retail and fashion brand listings.
- KeepMePosted Malta — widely used job board with strong retail and customer service categories.
- CareerJet Malta — aggregates fashion and retail roles from Maltese employers.
- FashionUnited Jobs (Malta filter) — international fashion job board with listings from brands operating in Malta. [^3]

General European job boards

These are useful for retail fashion, production assistants, alterations, and entr-level roles.

- LinkedIn Jobs — massive volume, includes fashion filters and brand postings.
- Indeed Europe — high volume of retail, production, and manufacturer postings.
- Glassdoor — job listings plus salary and company reviews.
- EuroJobs.com — cross border European job listings.
- EURES (EU Job Mobility Portal) — official EU job portal with millions of listings

Links:

[^0] : AMS (Arbeitsmarktservice) <https://jobs.ams.at/public/emps/>

[^1]: FashionJobs Italia - Il sito di lavoro riservato ai professionisti della moda, del lusso e della bellezza. <https://it.fashionjobs.com/>

[^2]: 4185 Θέσεις εργασίας Fashion - 2026 - Jooble.gr. <https://gr.jooble.org/εργασία-fashion>

[^3]: Fashion Jobs in Europe | Fashion Workplace. <https://www.fashionworkplace.com/>

[^4]: FashionJobs Greece - Jobs for fashion, luxury and beauty professionals.

<https://gr.fashionjobs.com/luxury/>



Session 9

Activity 5: CV structure walkthrough

Example of a completed CV

(1) EUROPASS example

PERSONAL INFORMATION

Name: Rana Al Hassan

Address: Kundratstraße 12, 1100 Vienna, Austria

Phone: +43 660 123 45 67

Email: rana.alhassan@example.com

Date of Birth: 14 March 2004

Nationality: Syrian

WORK EXPERIENCE

March 2026 – June 2026

Junior Sewing Assistant

Modewerkstatt Wien, Austria (Training Placement)

Main tasks:

- Practised straight stitching and hemming
- Assisted with simple garment repairs
- Helped prepare sewing machines and workstations
- Supported makers with small production tasks

EDUCATION & TRAINING

September 2026 – November 2026

Basic Sewing & Fashion Workshop
Programme Fashion Skills for Youth – Vienna
FAME training Programme

Key skills learned:

- Sewing machine handling
- Garment care and steaming
- Simple alterations
- Teamwork in a studio environment

Rana Al Hassan, Kundratstraße 12, 1100 Vienna, Austria / +43 660 123 45 67 / rana.alhassan@example.com / Page 1



2016 – 2019

Secondary School Aleppo, Syria
(Interrupted due to conflict)

SKILLS

Sewing & Workshop Skills

- Straight stitching
- Hemming and simple repairs
- Machine threading
- Fabric handling

IT-Skills

- Basic Word processing
- Smartphone apps
- Simple image editing

Languages

- Arabic – C2
- English – B1
- German – A2

ADDITIONAL INFORMATION

Certificates:

- Basic Sewing Certificate (2026)
- Workshop Safety Training (2026)

Interests:

- Sewing small accessories
- Creative upcycling
- Team sports

Rana Al Hassan

Vienna, 15.12.2026

(2) Traditional example

CV from Emre Kaya

CONTACT DETAILS

Name: Emre Kaya

Address: Laxenburger Straße 88, 1100 Vienna, Austria

Phone: +43 681 987 65 432, Email: emre.kaya@example.com

Nationality: Turkish, Date of Birth: 22 September 2003

PROFILE SUMMARY

Motivated young job seeker with hands on sewing and garment care skills. Recently completed a fashion workshop programme in Vienna. Reliable, calm and eager to learn in a studio or retail fashion environment.

WORK EXPERIENCE

Studio Assistant (Training Placement) *Atelier Stoffraum*, Vienna June 2026 – November 2026

- Organised fabrics, trims and tools, • Steamed garments for fittings, • Prepared equipment for makers
- Supported sample preparation, • Kept workspace tidy and safe

Retail Helper (Volunteer Experience) Community Clothing Exchange, Vienna October 2025 – January 2026

- Sorted donated garments, • Helped customers choose items, • Maintained clean displays

EDUCATION

Fashion & Sewing Skills Programme Vienna: FAME Youth NEET Training, 2026

High School (Completed) Istanbul, Turkey, 2017 – 2021



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SKILLS

Technical Skills

- Sewing machine basics, • Garment steaming, • Fabric preparation, • Simple repairs

Soft Skills

- Teamwork, • Communication, • Organisation, • Reliability

Languages

Turkish – C2, German – B1, English – B1

ADDITIONAL INFORMATION

Certificates:

Sewing Basics Certificate (2026), Workplace Safety (2026)

Interests:

Football, Creative DIY projects, Helping at community events

Page 2: CV Emre Kaya, emre.kaya@example.com





Example CV template

(1) EUROPASS format

PERSONAL INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

Date of Birth: _____

WORK EXPERIENCE

Job title: _____

Employer: _____

Dates: _____

Main tasks:

-
-
-

[copy as often as needed]

EDUCATION & TRAINING

Course / School: _____

Dates: _____

Key skills learned:

-
-

[copy as often as needed]



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SKILLS

Sewing skills: _____

Workshop skills: _____

Customer service skills: _____

Other skills: _____

LANGUAGES

- [According to the Common European Framework of Reference for Languages (CEFR)]

ADDITIONAL INFORMATION

Certificates: _____

Interests: _____

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(2) More traditional format

Name

Your photo

Contact Details

Phone: _____

Email: _____

Address:

Profile Summary

A short sentence about yourself:

Work Experience

Job Title – Company – Dates

-
-
-

[Add as many as needed]



Education

School / Course – Dates

-

[Add as many as needed]

Skills

Technical skills:

-

-

[Add as many as needed]

Soft skills:

-

-

[Add as many as needed]

Additional Information

Languages: _____

Interests: _____



(3) Creative and modern CV template

Your portrait photo

YOUR NAME

Phone: _____ | Email: _____

Social Media Account: _____ | Location: _____

ABOUT ME

A short, friendly introduction: "I am a motivated learner with strong interest in fashion, sewing, and garment care. I enjoy hands on work and learning new skills."

KEY SKILLS

Sewing & making:

-
-

Fashion & garment care:

-
-

People & teamwork:

-
-

[Add as many as needed]



EXPERIENCE

Role: _____ Place: _____

Dates: _____

What I did:

-
-
-

[Add as many as needed]

EDUCATION / TRAINING

Course / School: _____ Dates: _____

Highlights:

-
-

[Add as many as needed]

MY STRENGTHS

- Detail focused
- Reliable
- Calm under pressure
- Willing to learn

[Add as many as needed]

INTERESTS

- Fashion
- Sewing
- Creative work
- Helping others

[Add as many as needed]



About writing your CV:

1. Introduction

The CV, also known by the Latin term *Curriculum Vitae* (often shortened to “CV”), is the most important part of a job application. It contains all key aspects relating to:

- personal details
- education and training
- professional experience
- individual knowledge and competencies
- abilities and strengths

A CV should be:

- clearly structured, usually in a table format
- attractively and subtly formatted
- concise and meaningful
- written individually

2. Structure your CV

Information about yourself

- First name and surname
- Contact details (postal address, telephone number, email address)

Work experience

Work experience is of particular interest to employers. Select all professional experiences that are relevant to your current job search. Describe the tasks you carried out, the skills you gained in the role, and the responsibilities you successfully handled.

You should include the following details for each previous job:

- your previous employers (company name, sector, and possibly company size)
- your exact position or role
- the duration of employment (month accurate)
- your areas of work and responsibility
- your key strengths and achievements in that role

What else is important?

- Pay attention to the order: the most recent job comes first. This is an anti-chronological list, with the latest position at the top.



- Include periods of parental leave, time abroad, military service (for male applicants), and internships if they are relevant or if leaving them out would create gaps.

Education and training

List all education and training relevant to the job you are applying for. This may include:

- additional qualifications, workshops, seminars, courses, certificates, projects and internships abroad
- state the period, provider, and qualification achieved
- as with work experience, list the most recent training first

Knowledge and skills

List your qualifications and special abilities, such as:

- IT skills: e.g. word processing, image editing, presentation software, programming, social media, ... Indicate your level of experience. Include certificates if available.
- Language skills:

Indicate these according to the Common European Framework of Reference for Languages (CEFR):

- o A1 Beginner o A2 Basic user
- o B1 Intermediate user o B2 Independent user
- o C1 Advanced user o C2 Near-native proficiency

- Driving licenses
- Specific professional competencies:

Skills relevant to the future role that you have gained through previous work and that not everyone possesses. References from previous employers are also important and should be mentioned.

Soft skills, voluntary work and hobbies

Finally, you may include your soft skills — personal qualities and abilities:

- Social skills: e.g. teamwork, communication
- Methodological skills: e.g. organisational ability, problem-solving
- Personal skills: e.g. resilience, commitment



3. Tips

Always remain truthful and do not invent any details (not even interests or hobbies).

Your CV should not be too long, otherwise it may appear that you are overqualified, not interested in long-term jobs, have little time for work: Focus on what is important for the job you want. For instance, choose interests that support your soft skills. If teamwork is important for the role, and you regularly play a team sport, you should mention it. If more than one page, include on each in the footer your name, contact and page number.

Personal information such as date of birth, place of birth, marital status and nationality may be included, but do not have to be. It is your personal decision how much you wish to disclose. Sensitive information such as your religious affiliation, political views, trade union membership, health details or sexual orientation should never be mentioned in a CV.

If your CV has gaps, you should be able to explain them during the interview. In special cases such as long periods of unemployment, long-term illness or imprisonment, it may be beneficial to avoid a fully-tabular CV and instead list only the work experience relevant to the job. This can increase your chances of being invited to an interview. Again, it is important to explain any gaps confidently in person.

A photo is common in German speaking countries, but not compulsory. If you choose to include one, it is worth investing in a professional application photo. Ideally, the photo shows you smiling in a half portrait, with a soft background. A neat appearance and clean clothing are essential.

If place, date and signature are not already included in your cover letter, it is advisable to add them to your CV (at the end of it), even if not compulsory.



Module 3: Life skills and Entrepreneurial Opportunities



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Session 9: Employability (CV Workshop) – Fashion Job Roles & Skills Translation

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●●● Ice-breaker



- In our icebreaker, you'll share your favourite fashion task so far in one sentence.
- Speaking those concrete wins builds confidence and helps others hear how your hands-on skills translate to job tasks.

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●●● Turn workshop skills into entry-level fashion roles and applications



Learn to:

- Identify at least five entry-level fashion industry roles suitable for beginners.
- Describe the basic tasks involved in each role.
- Identify key elements of fashion job adverts (tasks, skills, requirements).
- Translate own workshop skills into employability language.
- Recognise skills relevant to fashion workplaces.

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●●● The 4 main activities in this session



- Entry-level fashion roles
- Skills translation workshop
- Understanding job adverts & matching own skills to fashion roles
- Individual online research



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- Highlight first key words that come up and you want to explore later!
- What do you know are there as typical job roles in the fashion industry?



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●●● Example jobs and roles (1)

- Role: **Junior Sewing Assistant**
- Typical workplace: small fashion studio, alterations shop, or production workshop
- Typical conditions
 - Entry-level production environment;
 - standing for long periods;
 - work near sewing machines;
 - supervised tasks;
 - shift or workshop hours.
- Typical main tasks:
 - hemming garments;
 - sewing straight lines and simple seams;
 - repairing small tears or loose stitches;
 - threading machines and preparing workstations;
 - assisting makers with basic production tasks.

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●●● Example jobs and roles (2)



- Role: **Alterations Assistant**
- Typical workplace: alterations studio, dry cleaner with tailoring service, boutique repair desk
- Typical conditions:
 - Small alterations studio or retail alterations desk;
 - customer-facing when taking measurements;
 - bench work;
 - variable hours.
- Typical Main tasks:
 - taking body measurements
 - repairing seams, hems and zips
 - performing basic garment adjustments
 - advising customers on fit
 - organising small daily orders

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●●● Example jobs and roles (3)



- Role: **Studio Assistant**
- Typical workplace: designer studio, sample room, creative workshop
- Typical conditions:
 - Creative studio environment;
 - handling fabrics and tools;
 - assisting designers and makers;
 - varied daily tasks;
 - may include light lifting.
- Main tasks:
 - organising fabrics, trims and tools
 - steaming garments
 - preparing equipment for makers
 - supporting sample preparation
 - maintaining a tidy workspace

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●●● Example jobs and roles (4)



- Role: **Cutting Room Helper**
- Typical workplace: production cutting room, sample cutting area
- Typical conditions:
 - Production cutting room;
 - physical tasks (laying fabric, handling rolls);
 - work to tight production schedules;
 - team-based.
- Main tasks:
 - laying fabric for cutting
 - tracing and marking patterns
 - assisting cutters with preparation
 - handling fabric rolls
 - checking alignment and grainlines

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●●● Example jobs and roles (5)



- Role: **Retail Fashion Assistant**
- Typical workplace: clothing shop, boutique, department store
- Typical conditions:
 - Retail shop floor;
 - customer-facing;
 - shift work including weekends;
 - light stock handling and merchandising.
- Main tasks:
 - helping customers
 - maintaining displays
 - garment care and folding
 - stock replenishment
 - processing sales

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●●● Example jobs and roles (6)



- Role: **Backstage Dressing Assistant**
- Typical workplace: fashion shows, theatre productions, photoshoots
- Typical conditions:
 - Event or show environment;
 - fast-paced, time-sensitive;
 - physically assisting models and performers;
 - irregular hours.
- Main tasks:
 - helping models with quick changes
 - organising looks and accessories
 - preparing garments before shows
 - supporting stylists
 - maintaining garment condition

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●●● Example jobs and roles (7)

- (additional low-entry role)
- Typical workplace: production finishing area, small studio, alterations shop
- Role: Pressing and Finishing Operative
- Typical conditions:
 - Production finishing area;
 - repetitive tasks;
 - use of steam irons and pressing equipment;
 - quality-check station.
- Main tasks:
 - pressing garments
 - checking for defects
 - finishing seams and edges
 - preparing garments for delivery
 - maintaining equipment



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●●● What to consider next?

- My skills that match any of the given job suggestions:
- Skills I can learn quickly:
- Tasks I feel confident doing:
- Questions I want to ask the trainer or employer:

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