

# Work Experience

W20008

## Preparatory Study 5 – CV

### Curriculum Vitae

In this assignment you are required to produce a CV outlining your personal and other details for use by a prospective employer.

NOTE: This document should **not** be submitted via the treeBeard.ie website as it contains personal data.

In this role-play the CV will be presented with the cover letter previously prepared for a recent advert of a vacancy in an office in Waterford:

**Staff Manager**

**Open Document Services**

**Harrington Quay**

**Waterford**

... seeking employment temporarily for the duration of your work experience.

The CV should have common key sections as outlined in class, using tabs and/or tables for clean layout.

The final CV should be 2 A4 pages, attractively presented; present the work in progress daily for feedback and suggestions.

### Guidelines

- The assignment should be submitted on paper with cover sheet using the submission box in Room 15. Ensure the assignment is officially date stamped and signed first.
- Failure to submit will not necessarily yield a verbal or written reminder. Submission of the assignment is *your* responsibility.
- The deadline for this assignment is: **10:45, Monday, 27-01-2014**