**PD1 Week 6 – Worksheet**

**TASK 1 Underline the key words in the definition of a CV below:**

*“A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers.” (www.prospects.ac.uk, 2021)*

**TASK 2A Look at the items below and decide whether…**

1. ✔️ *They are essential to include in a CV*
2. **?** *They are sometimes useful to include in a CV depending on the context*
3. ❌ *They should not be included in a CV*
   1. Contact details (phone/email/address) ✔️
   2. A picture ❌
   3. Your date of birth ❌
   4. A list of skills (languages, IT skills, etc.) ✔️
   5. Volunteering ✔️
   6. Links to your social media / personal website
   7. A list of jobs you have worked in ✔️
   8. Your interests✔️
   9. Your gender❌
   10. Professional bodies you belong to (accreditations / professional licences, etc.)✔️
   11. Your marital status❌
   12. Your name ✔️
   13. Your education ✔️
   14. A profile **?**
   15. References ✔️
   16. Your race and ethnicity❌

**TASK 2B Look at 3 of the CV examples on the VLE page for Week 6. Make a list of what has been included in those CVs and answer the following in your group:**

1. How do the layouts of the CVs differ from each other? Why do you think the candidate has chosen this particular layout in each case?

* Marketing executive and Project manger more decriptive
* web developer is brief and focused on experince than eductions.

1. Do you think each layout is effective? Why/not?
2. Is there anything you would have done differently in each case?

**TASK 3 Read the statements below and decide with your peers whether they are TRUE or FALSE?**

1. A profile is a mandatory concise statement at the beginning of a CV that highlights your key attributes.

True

1. Work experience and education should be listed in reverse chronological order

False

1. The CV should be about 2 pages long.

True

1. Tailor your CV so that you can use it to apply for any job type.

False

1. Gaps in your employment history don’t need explaining.

False

1. Your CV should include your entire career history no matter how long it is.

False

1. It is better to focus on a few chosen key facts rather than give every detail in your CV.

True

1. The most important thing is that the CV is easy to read and looks good.

False

1. Elaborate formatting is not necessary but font and layout need to be clear and consistent.

True

1. Exaggerating or lying a little is fine on the CV.

False

1. You should use a professional current work email address in your CV.

False

1. It doesn’t matter if you do a skills-focused CV or a chronological CV.

True

1. The information in your CV should display your skills rather than just state them.

True

1. If detailing your duties, use strong action verbs in the -ing form of verb for current responsibilities, and the -ed form for past roles.

True

**TASK 4 Tina has written a first draft of her CV but she has asked you to review it and give her feedback. Find her CV on the VLE and complete the following tasks:**

* 1. *Make a list of all the positive and negative aspects on her CV.*

| **👍** | **👎** |
| --- | --- |
|  | * Heading format * The colours and Capital letters on sub headings |

* 1. **Discuss with your partners:**
     1. Is the CV suitable for the type of position Tina is applying for?
     2. What would you do to improve her CV?
     3. What would you add to the CV that seems to be missing?
     4. What would you remove from the CV that seems irrelevant?

**TASK 5 Look at the different Word functions below. Where did Tina…**

1. Create different columns?
2. Add bullet points?
3. Insert a shape?
4. Add a Text Box?
5. Use a different line spacing?
6. Use a different size or font for text?
7. Change the colour of the words?
8. Use the bold font, italic or underlining function?
9. Press the TAB key on the keyboard to shift the text to the right?

**TASK 6 Can you find the issues in the Word formatting of her CV document? Match the issue to its solution:**

| **Issue** | **Solution** |
| --- | --- |
| 1. The line spacing is uneven. | 1. Select the entire document or the relevant section of the text, go to the *Insert tab,* then click on the font box   ( ). Click on the font that you would like to use to unify the document.Text  Description automatically generated with medium confidence |
| 1. The font is different. | 1. Click before the relevant text then press the TAB button Text  Description automatically generated with medium confidenceA picture containing shape  Description automatically generated   ( ) or backspace button ( ) to align the text. |
| 1. The colour of the writing doesn’t match the formatting of the CV. | 1. Select the relevant section of text, go to the *Insert tab*, then click on the button to change the colour.A picture containing text  Description automatically generated |
| 1. The writing is not aligned | 1. In the *Insert* tab, click the button and click on a line spacing that unifies the document.Icon  Description automatically generated with medium confidence |
| 1. The line is not long enough. | 1. Select the text you wish to use a bullet point with. Click on the *Insert* tab, then select the bullet point button ( ). Select the bullet point that you wish to use.Icon  Description automatically generated with medium confidence |
| 1. Bullet points are missing | 1. Select the text with the miss-aligned bullet points. Click on the symbol on the ruler on top of the text then drag it along to match the alignment of the other bullet points.Diagram  Description automatically generated |
| 1. Some of the bullet points are not aligned | 1. Click on the line then click again on the ball at the end of the line ( )to adjust the size of the line.A picture containing bubble chart  Description automatically generated |