

**Department of Interdisciplinary Studies**

**Faculty of Information Technology**

**University of Moratuwa**

**IS 3011**

**Communication Skills and Professional Conduct  
Assignment 02**

- You are required to write your own Curriculum Vitae (CV) and submit a soft copy through the provided link.
- When completing this assignment, ensure that you apply the key concepts and guidelines covered during the lesson on CV writing.
- Please follow the instructions below carefully:

**1. Content and Structure**

- Apply the important ideas and formatting principles discussed in the lesson.
- Your CV should include all standard sections such as personal information, objective or summary, education, experience, skills, and references (if applicable).
- Maintain a professional tone and ensure accuracy in spelling, grammar, and punctuation.

**2. File Naming and Format**

- Save the CV file using your **registration number** as the file name.
- **The CV must not exceed two (2) pages** in length.
- **Submit the document in Microsoft Word format (.doc or .docx)**. Submissions in PDF or any other format will not be accepted.

**3. Submission**

- Upload your CV through the designated link provided by your instructor or course platform.
- Ensure the file is viewable and correctly formatted before submission.

**4. Deadline**

- The final date and time for submission is **August 25, 2025, by 11:30 p.m.**
- Late submissions may not be accepted or may be subject to penalties, in accordance with course policy.