

Curriculum Vitae (25 marks)

Word Processing

1 - 2

Suitable and consistent Font, Consistency in how you use Tabs, use of Bold, underlining etc

Presentation/ layout (conventional order)

1 – 3

Spelling, grammar, punctuation, length

Use the following headings

Personal details

0 - 4

Any 4 items including signature (at end)

Skills and Qualities

0 -2

2 of either or one of each

Use sentences or bullet points but do not use single words

Must qualify e.g. I have good communication skills

Educational qualifications

0 - 3

Use tabs

Name schools and years attended

Give year, subjects, level and grades for J. Cert and Year, subjects and Level for L. Cert

For LCVP use “Link Modules” as the subject title not LCVP

Work Experience

0 - 3

One work experience is enough but you will be marked on each one you give. Use paragraphs or a table

Give dates (1 mark), name and address of the place you worked in (1 mark), your job title of duties (1 mark)

Achievements/ Interest and Hobbies

0 - 5

Must give 5 in total – at least 1 achievement and 1 hobby or interest and the other 3 can be either.

Can use one heading for all or two separate headings

Referees

0 - 3

Need 2

For each one give Name, Address, and Position of the person and phone number

Or

Make a statement “References are available on request”