

Work Experience/Communications

W20008

Preparatory Study 1: 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 or fachtnaroe.net websites as it contains personal data.

In this role-play the CV will be presented with a cover letter – to be prepared in a subsequent assignment – for a recent advert of a vacancy in an office in Ryanstown:

Staff Manager
Open Document Conversion Services
Wolfe Quay
Ryanstown

... 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.
- You will submit a second copy of the CV for Communications.
- 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: **12:45, Friday, 24-10-2014**