**CV EXERCISE**

This exercise covers a number of formatting tools in ***Word 2016***, e.g. Styles, Bullets, Tables etc.

It also covers the creation of a CV for *Communications*.

However, the emphasis in this class will be on becoming familiar with formatting tools in *Word 2016*; therefore, even if you already have a CV created, please complete this exercise for the *Word Processing* component ☺

Please **TICK OFF** each instruction as you complete it:

1. Open ***Word 2016*** and a new ***Blank Document***; no need to adjust *line-spacing* or *spacing-after* yet*.*

2. **Adjust page margins** to ***Narrow***.

3. Type the text below the instructions in **Calibri 11pts**:

**Note:** *Address, Mobile, Email* & *DOB* should be **Bold** Note: Don’t add your details here yet.

4. **Save As** ***CV*** in your *Word Processing* folder on your *T: Drive.*

Your document should now look like this:

Your Name

**Address: Mobile:**

**Email: DOB:**

## PROFILE:

## EDUCATION:

## SKILLS & COMPETENCIES:

## EMPLOYMENT:

## REFERENCES:

5. Select your name and apply the **Style *Title*** to it.

6. Using the **Tab** key, tab *Mobile* and *DOB* over to the right as required.

Fill in details for *Address*, *Phone*, *Email* and *DOB* in plain (not bold) font. Apply **1.5 line-spacing** and **Spacing After** at Zero, to this section of text only.

7. Under *Profile*, write a few lines summarising your personal strengths. **Apply bullets** to these lines. **Repeat bullet points** for *Skills & Competencies*, but outline specific skills you might have (see below).

8. Apply ***Heading 2*** style to headings from *Profile* to *References*.

Keeping the headings selected, **modify *Heading 2*** style so it is black in colour:

9. **Save** these changes.

Your document should now look like this:

Your Name

**Address:** Your address **Phone:** Your No., e.g. 085 1234567

**Email:** Your email address **DOB:** Your Date of Birth, e.g. 01/01/2001

## PROFILE:

* Write your personal strengths here, e.g: I am hard-working, motivated and a strong communicator
* I am comfortable working on my own, or as part of a team
* I have experience working under pressure and to a tight schedule

## EDUCATION:

## SKILLS & COMPETENCIES:

* Write your skills/competencies here, e.g. I completed a two-year, PAWs-accredited swimming course, in *Leisureworld*, Bishopstown, Cork
* I hold a full drivers’ licence (2 years) with no penalty points

## EMPLOYMENT:

## REFERENCES:

6. **Insert** a table with three columns and 4 rows under *Education*, under *Employment* & under *References*, so it looks like it does below:

7. Add headings, in **Bold** font, to each table as shown below:

8. **Save** these changes.

Your document should now look like this:

Your Name

**Address:** Your address **Phone:** Your No., e.g. 085 1234567

**Email:** Your email address **DOB:** Your Date of Birth, e.g. 01/01/2001

PROFILE:

* Write your personal strengths here, e.g: I am hard-working, motivated and a strong communicator
* I am comfortable working on my own, or as part of a team
* I have experience working under pressure and to a tight schedule

## EDUCATION:

|  |  |  |
| --- | --- | --- |
| **From/To:** | **Name & Address of College/Sch:** | **Examination(s) Undertaken:** |
|  |  |  |
|  |  |  |
|  |  |  |

## SKILLS & COMPETENCIES:

* Write your skills/competencies here, e.g. I completed a two-year, PAWs-accredited swimming course, in *Leisureworld*, Bishopstown, Cork
* I hold a full drivers’ licence (2 years) with no penalty points

## EMPLOYMENT:

|  |  |  |
| --- | --- | --- |
| **From/To:** | **Name & Address of Employer:** | **Duties Undertaken:** |
|  |  |  |
|  |  |  |
|  |  |  |

## REFERENCES:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Position** | **Contact Details:** |
|  |  |  |
|  |  |  |
|  |  |  |

8. Fill in each section of the table. **Add rows as required**. **Align** the **column widths** if you can/need to.

9. When you have finished, **select** one table at a time and select ***No Border*** (Your document should now look like the sample on the next pg.).

10. **Save** changes, **Print** and **Close** your document.

11. If the class is over, **Exit** from Word, and **Sign Out**.

Your Name

**Address:** Your address **Phone:** Your No., e.g. 085 1234567

**Email:** Your email address **DOB:** Your Date of Birth, e.g. 01/01/2001

PROFILE:

* Write your personal strengths here, e.g: I am hard-working, motivated and a strong communicator
* I am comfortable working on my own, or as part of a team
* I have experience working under pressure and to a tight schedule

## EDUCATION:

|  |  |  |
| --- | --- | --- |
| **From/To:** | **Name & Address of College/School:** | **Examination(s) Undertaken:** |
| Sept 2019-  May 2020 | *CSN, College of Further Education*  Tramore Rd., Cork City T12 AC91 | *QQI Level 5 in* |
|  |  |  |
| Month Year-  Month Year | Your previous Sch./College and address | *Junior* & *Leaving Certificate* results available on request |

## SKILLS & COMPETENCIES:

* Write your skills/competencies here, e.g. I completed a two-year, PAWs-accredited swimming course, in *Leisureworld*, Bishopstown, Cork
* I hold a full drivers’ licence (2 years) with no penalty points

## EMPLOYMENT:

|  |  |  |
| --- | --- | --- |
| **From/To:** | **Name & Address of Employer:** | **Duties Undertaken:** |
| Month Year-  Month Year | Your most recent employer  Your most recent employer’s address | **E.g. Sales Assistant:** List your duties here… |
|  |  |  |
| Month Year-  Month Year | Your previous employer  Your previous employer’s address | **E.g. Cashier:** List your duties here… |

## REFERENCES:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Position** | **Contact Details:** |
| Person’s Name | Their position, Company (if applicable) and address | Their email address  Their phone number |
|  |  |  |
| 2nd Person’s Name | Their position, Company (if applicable) and address | Their email address  Their phone number |

SAMPLE of a completed CV:

Annie Won

**Address:** 212 Evergreen Road, Ballyphehane, Cork, T12 AB12 **Phone:** 085 1234567

**Email:** CSN19.Annie.Won@csn.ie **DOB:** 01/01/2001

## PROFILE:

* I am hard-working, motivated and a strong communicator
* I am comfortable working on my own, or as part of a team
* I have experience working under pressure and to a tight schedule

## EDUCATION:

|  |  |  |
| --- | --- | --- |
| **From/To:** | **Name & Address of College/School:** | **Examination(s) Undertaken:** |
| Sept 2019-  May 2020 | *CSN, College of Further Education*  Tramore Rd., Cork City T12 AC91 | *QQI Level 5 in* |
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## SKILLS & COMPETENCIES:

* I completed a two-year, PAWs-accredited swimming course, in *Leisureworld*, Bishopstown, Cork
* I hold a full drivers’ licence (2 years) with no penalty points

## EMPLOYMENT:

|  |  |  |
| --- | --- | --- |
| **From/To:** | **Name & Address of Employer:** | **Duties Undertaken:** |
| June 2019-  Sept 2019 | *Debenhams*  Patrick St., Cork City | **Sales Assistant:** Duties included interacting with customers, organising displays, working the till, dealing with incoming orders |
|  |  |  |
| June 2018-  Sept 2018 | *Marks & Spencers*  Patrick St., Cork City | **Cashier:** I was responsible for the till |

## REFERENCES:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Position** | **Contact Details:** |
| Rachel Abraham | *Exams Secretary, CSN, College of Further Education*  Tramore Rd., Cork City T12 AC91 | *rachel.abraham@csn.ie*  *021 2067606* |
|  |  |  |
| Ann O’Ther | *Manager, Debenhams*, Patrick St., Cork City | Ann.Other@gmail.com  085 1234567 |