

SUMMER TASK

IT



In preparation for year one, you have some work to do over the summer.

TASK: COMMUNICATION AND EMPLOYABILITY

The purpose of this task is to give you the opportunity to research for a relevant job in ICT or Computing and to make good use of written communication that will include correct formatting and proofreading for spelling and grammar.

TASK: RESEARCH

Using a source of your choice (Internet, newspaper, shop notice board etc), find a job advert that requires someone with ICT or Computing skills/qualifications. Provide a screen shot of the advert here:

Include a screenshot of Job Advert.

TASK: RESEARCH CURRICULUM VITAE

Research CVs to find out key features that should be included. Write the key components of a CV here:

SUMMER TASK

IT



TASK: CREATE A CV

Written

CV

Create a CV for yourself that includes the key features you have identified.
You may use a template or create one from scratch

Ensure this is formatted well:

Main heading font size 14, bold and centered.

Sub headings font size 12, bold and left aligned.

Body text font size 12, normal and left aligned.

Subject/Qualifications listed in columns

Page numbers

Insert a Watermark to show that this is a DRAFT copy.

Save as Draft CV and print out a copy

Proofread

Ask someone to proofread your CV and to circle any errors/improvements to be made Edit your CV according to the comments

Insert a Watermark that states FINAL

Save as Final CV and print out.

SUMMER TASK

IT



TASK: RESEARCH

Letter of Application

Research formal letter styles and the contents of a Letter of Application for a job.

Write the key components of a formal letter here:

Written

Letter of Application

Create a letter of application to support your CV for the job that you wish to apply for.

Body text font size 12, normal and left aligned.

Insert a Watermark to show that this is a DRAFT copy.

Save as Draft Letter and print out a copy

Written

Letter of Application

Create a letter of application to support your CV for the job that you wish to apply for.

Body text font size 12, normal and left aligned.

Insert a Watermark to show that this is a DRAFT copy.

Save as Draft Letter and print out a copy

SUMMER TASK

IT



TASK: CHECKLIST OF REQUIREMENTS

Screen shot of job advert	Tick when complete	Teacher comments
<p>CV key components listed</p> <p>Draft CV</p> <ul style="list-style-type: none"> • Main heading font size 14, bold and centred. • Sub headings font size 12, bold and left aligned. • Body text font size 12, normal and left aligned. • Subject/Qualifications listed in columns • Page numbers • Insert a Watermark to show that this is a DRAFT copy. • Save as Draft CV and print out a copy <p>CV with errors/improvements identified</p> <p>Improved CV</p> <p>Letter of Application key components</p> <p>Letter of application DRAFT</p> <ul style="list-style-type: none"> • Body text font size 12, normal and left aligned. • Insert a Watermark to show that this is a DRAFT copy. <p>Letter with errors/improvements identified</p> <p>Improved letter</p>		