# Open Awards Qualification Unit

This unit forms part of a regulated qualification.

## 1 Unit Details

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| Unit Title: | Creating a Tailored Curriculum Vitae |
| Unit Reference Number: | A/615/7071 |
| Level: | Level 1 |
| Credit Value: | 3 |
| Minimum GLH: | 27 |

## 2 Learning Outcomes and Criteria

| Learning Outcome (The Learner will): | Assessment Criterion (The Learner can): |
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| 1. Know about the format of a Curriculum Vitae (CV) | 1.1 Outline the need for a general personal CV |
| | 1.2 Identify all the headings on a selected CV format |
| | 1.3 State what details should be included under each heading |
| 2. Be able to construct a Curriculum Vitae (CV) | 2.1 Create a curriculum vitae that:<br>a) includes all relevant information<br>b) contains no errors in content or presentation<br>c) has a clear structure that is appropriate for own career stage<br>d) is likely to meet the expectations of potential employers |
| | 2.2 Place relevant information under each heading that displays own strengths |
| 3. Know how to tailor a personal Curriculum Vitae (CV) for a targeted sector | 3.1 Add specific skills gained whilst training and/or on work experience to the relevant section of the CV |
| | 3.2 Use appropriate sector language to list personal attributes and skills that are beneficial to the targeted employment sector |

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| 4. | Be able to complete a covering letter of application | 4.1 Produce a summary of own strengths and skills that could be included in covering letter of application |
| | | 4.2 Produce a covering letter of application to accompany own CV |

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