

# Open Awards Qualification Unit



This unit forms part of a regulated qualification. Click [here](#) to view qualifications.

## 1 Unit Details

Unit Title:	Creating a Tailored Curriculum Vitae and Covering Letter
Unique Reference Number:	J/615/9597
Level:	Level 2
Credit Value:	3
Minimum GLH:	24

## 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know about the format of a Curriculum Vitae (CV)	1.1 Explain the need for a general personal CV
	1.2 Describe the headings which should be included on a CV for a given purpose
	1.3 Describe what details should be included under each heading
2. Be able to construct a Curriculum Vitae (CV)	2.1 Create a curriculum vitae for a given job opportunity that: <ul style="list-style-type: none"> <li>a) Includes all relevant information</li> <li>b) Links to job description for the opportunity</li> <li>c) Contains no errors in content or presentation</li> <li>d) Has a clear structure</li> </ul>
	2.2 Place relevant information under each heading that displays own strengths
	2.3 Give examples of how specific skills have been used in real working or educational settings
3. Be able to complete a covering letter of application	3.1 Produce a covering letter of application for a specific job opportunity to accompany own CV