**SUMMER TASK BTEC IT**

**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:

**Screen shot of Job Advert**

**Research Curriculum Vita (CV)**

Research CVs to find out key features that should be included.

**Write the key components of a CV here:**

**Key Components of 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:**

1. Main heading font size 14, bold and centred.
2. Sub headings font size 12, bold and left aligned.
3. Body text font size 12, normal and left aligned.
4. Subject/Qualifications listed in columns
5. Page numbers
6. Insert a Watermark to show that this is a **DRAFT** copy.
7. Save as Draft CV and print out a copy

**Proofread**

1. Ask someone to proofread your CV and to circle any errors/improvements to be made
2. Edit your CV according to the comments
3. Insert a Watermark that states **FINAL**
4. Save as Final CV and print out

**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:

**Key components of a formal letter**

**Written**

**Letter of Application**

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

1. Body text font size 12, normal and left aligned.
2. Insert a Watermark to show that this is a **DRAFT** copy.
3. Save as Draft Letter and print out a copy

**Proofread**

1. Ask someone to proofread your letter and to circle any errors/improvements to be made
2. Edit your letter according to the comments
3. Insert a Watermark that states **FINAL**
4. Save as Final letter and print out

**Checklist of requirements**

|  |  |  |
| --- | --- | --- |
| 1. **Screen shot of job advert**
2. **CV key components listed**
3. **Draft CV**
4. Main heading font size 14, bold and centred.
5. Sub headings font size 12, bold and left aligned.
6. Body text font size 12, normal and left aligned.
7. Subject/Qualifications listed in columns
8. Page numbers
9. Insert a Watermark to show that this is a **DRAFT** copy.
10. Save as Draft CV and print out a copy
11. **CV with errors/improvements identified**
12. **Improved CV**
13. **Letter of Application key components**
14. **Letter of application DRAFT**
15. Body text font size 12, normal and left aligned.
16. Insert a Watermark to show that this is a **DRAFT** copy.
17. **Letter with errors/improvements identified**
18. **Improved letter**
 | **Tick when complete**  | **Teacher comment** |