

## Word Processing – Summary Exercise

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### Selling Yourself

**Task - Using your word processing skills prepare a two-page CV.**



#### Activities

1. Use the internet to investigate what goes into a CV.
2. Plan your CV on paper.
3. Prepare your word processed CV.
4. Check your CV **very** carefully. (Get somebody else to check it as well).

**Tips** – Whilst following the rules of good word processing, make sure you use a range of word processing skills. You could include:

- a photograph of yourself,
- a table,
- change the margins at different points,
- use bullet points or numbers etc.

Try to give it some visual impact whilst keeping it professional.

#### Handin Date

You will be given some lesson time and will be expected to do your paper plan for this week's homework.

**Handin - .....**