



Computing Knowledge Organiser—CV Publishing

Key Knowledge

Text formatted to grab attention.

Text box used to organise information

Sub headings to locate information easily

Celebrates success

Bullet points used for clarity

Dates in chronological order

Design

Use text boxes and tables to design how your CV will look. This will help you to lay out your information in a way that is easy to read.

Format

This is where you change the appearance of your CV. This can be achieved by changing the font, using bullet points and altering the layout of text boxes. If your CV isn't formatted neatly, people may not read it.

Key Vocabulary

Word

Definition

Curriculum Vitae

Latin for "course of life". It is often shortened to CV. It is a written overview of someone's work and achievements. It can be updated and changed to suit applications for different jobs or courses.

Formatting

The way in which something is arranged or set out visually.

Editing

Prepare written material by correcting, condensing, or otherwise changing it. Once the CV has been edited, it is ready to be shown to other people. Editing helps to make sure there are no mistakes and all the correct information is included.

Design

How the CV is organised, laid out and what information is to be included. This will involve what text to type in all the way up to how the information sits on the page.

Typing

To be able to use a computer to create words. This can be neater and quicker than writing by hand. It also allows easier editing and the ability to send it multiple times without rewriting the information.

What is a CV?

A CV is a document that we use to tell people why we should be considered for a position. We need to make sure the person reading it gets a good impression of us. This can be achieved using the correct features and ensuring we design, edit and format our CV carefully.

Features of a CV

- Sub-headings
- Chronological order
- Bullet points
- Looks professional
- Informative
- Celebrates success
- Typed, not hand written

Editing

Areas to check when editing a CV are:

- Spelling
- Grammar
- Punctuation
- Text boxes hiding text
- Unprofessional tone (how it sounds)
- Inconsistent letter fonts and sizing