



# Sample Assessment for Functional Skills English Reading Level 1

## CV

### Source Documents

**Note:**

**These materials relate to the Functional Skills English assessments that will be in use from September 2015**



**3748-010**  
**Level 1 Functional Skills English**  
**Reading**  
**Sample Assessment 5**  
CV



Source documents

**Do not write your answers in this booklet as this will not be marked.**

**All answers should be written in the space provided on the question paper.**

Document 1–Newspaper article. Use this document to answer questions 1-7.

LIVERPOOL

50p Monday 7 March 2016

**STAR** 

# Homeless Man Gets Job Offer

Need work. Need help. I'm seriously lost and sick of wasting away.

I'm young and fit with no dependants. I write my C.V. like this because I don't have any proper paper to put it on. I loved riding and repairing motorbikes and had worked in a local garage since I left school. When the garage closed I couldn't find another job and after a year of searching I lost my rented flat and my confidence and began to roam the streets.

Very fast learner and hard worker. Can I afford not to be?  
Any chances for an honest man?

*Need work. Need help. I'm seriously lost and sick of wasting away.*

*I'm young and fit with no dependants. I write my CV like this because I don't have any proper paper to put it on.*

*I loved riding and repairing motorbikes and had worked in a local garage since I left school. When the garage closed I couldn't find another job and after a year of searching I lost my rented flat and my confidence and began to roam the streets.*

*Very fast learner and hard worker. Can I afford not to be?*

*Any chances for an honest man?*

**BY Katie Hollingsdale**

## CV on scrap paper

**J**ordan Lockett was a homeless young man on the street. He was so desperate for a job that he wrote his CV on a scrap of paper. His luck changed when a passer-by, who had just given him some change, came back and decided to do a little more.

## A stranger's kindness

Aaron O'Dwyer, 18, was that passer-by. Aaron told **The Star**: 'I was on my way back from an interview and I saw him sat at the side of the road. I could see he was homeless, he didn't look much older than me so I gave him £5 and he insisted I took his CV, which was written on a scrap of paper.'

## Twitter comes to the rescue

He took a photo of Jordan's CV and shared it online. Since then it's been shared 1200 times on Twitter.

He added: 'I saw that it was a pretty desperate plea for help so I thought if I put it on Twitter someone in Liverpool might know him or offer help.'

## Job offers come in

Since Aaron posted his helpful tweet, a number of people have contacted him. A local restaurant and a garage would like to interview Jordan.

Lee Brennan, the owner of What's Cooking? in Liverpool, said: 'I saw the story on social media and it moved me. I think it's because I believed in his honesty. I'm interested in meeting Jordan to see if he would be suitable. We can teach him to cook, and even give him an advance on his wages if he needs it.'

And Frank Johnson, who runs a garage in Fairfield, said he also wanted to give Jordan a helping hand.

'Everyone deserves an opportunity, especially people prepared to work hard - this might just be the break he needs,' he said.

Alliance Motorbike Couriers also responded to Aaron's tweet:

'Jordan is clearly enthusiastic about motorbikes and has experience fixing them. We would be happy to interview him for a job if you contact him for us.'

If you feel that you have a vacancy that would suit Jordan, email:

**maxbrown@liverpoolstar.co.uk**

▪ **ABOVE: Jordan's CV**

**Crisis** – The national charity for single homeless people

Support homeless people into work. We need donations and job offers to help us carry out our vital work. Please visit our website [www.crisis.org.uk](http://www.crisis.org.uk)



## Document 2 –Web page instructions. Use this document to answer questions 8-15

http://cvdoctor.com/cvbuilding

C.V DOCTOR.COM

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BLOG

### How to write a successful CV

To stand the best chance of getting the job you really want, it's essential to have a well presented, professional CV. This page gives you all the tips to make your CV impressive.



#### What is a CV?

CV is short for Curriculum Vitae, which is an outline of a person's educational and professional history. It is usually prepared for job applications and should be designed to present you in the best light.

**Tips** Be positive - put yourself over confidently and highlight your strong points.

There are many types and styles of CV. Depending on where you are sending your CV, you can arrange the information differently. Usually a CV can be most effective if it is targeted for the specific job or career area you are applying for and should highlight the relevant skills you have to offer. Sending a well written covering letter with your CV usually increases your chances of success even further.

#### Essential information to include in a CV

##### Personal details

This is your name, address, telephone number and email.

##### Education and qualifications

List qualifications and any training you have had, either independently or during previous periods of employment. You should list these starting with the most recent.

##### Work experience

- Highlight all the jobs you have done and how valuable all the experience is. Really think about the personal skills that you have learnt in each job.
- Relate the skills and experience you have to the job you are applying for. For instance, are any of your computing skills relevant or are you a qualified driver?

##### Interests and achievements

- Keep this section short and to the point but be clear about what you are good at and believe you can do.
- Don't include too many hobbies.
- Show a range of interests.
- Any evidence of leadership is important to mention: captain or coach of a sports team, course representative, team leader.
- Technical skills can be included here.

**Tips** Use action words as such *developed, planned and organised*.

#### Final presentation

- Your CV should be carefully and clearly laid out - not too cramped but not with large empty spaces either.
- Always use black ink for maximum impact.
- The 'sweet spot' of a CV is the area an employer scanning your CV would look at first. This is typically around the upper middle of the first page, so make sure that this area contains the information you think will help you the most to get the job.
- Never print a CV double sided - each page should be on a separate sheet of paper.
- Whatever you do, don't make spelling or grammar mistakes.
- If you are posting your CV, don't fold it - put it in a full-size A4 envelope so that it doesn't arrive creased.

**Tips** Be honest - although a CV does allow you to omit details, never give inaccurate or misleading information.

#### What the statistics say

There is a direct link between the number of CVs sent out and the number of interviews gained: the more CVs you send out, the more interviews you will get.

Applicants who included a covering letter with their CV were 10% more likely to get a positive reply, and it is another chance to show how keen you are on the job.

60% of CVs are sent to the wrong person. It is really important to find out who to send your CV to and your covering letter is your chance to address them personally. Applicants who addressed their application to the right person were 15% more likely to get a letter of acknowledgement and 5% more likely to get an interview.

<http://www.dailymail.co.uk/femail/article-3162311/Homeless-man-desperate-work-inundated-job-offers-good-Samaritan-posts-handwritten-CV-Twitter.html>

<http://www.mirror.co.uk/usvsth3m/man-applies-job-snapchat-turning-5264954>

<http://www.kent.ac.uk/careers/cv.htm>

[crisishotline.org](http://crisishotline.org) 251 × 251 Search by image

[www.bas4il.org.uk](http://www.bas4il.org.uk) 376 × 134 Search by image

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