



CV & Cover Letter Guide

Cover letter

Many people send the same CV and Cover Letter to a number of vacancies. It's important to tailor your applications to each specific job role. The Cover Letter is an excellent tool to demonstrate that you have understood what the employer is looking for, and the relevant skills and experience you have to match this. Tell them why you are attracted to this role, and why you think you will be the best person for the job, highlight specific job roles or achievements to back this up. You can also use your cover letter to explain any gaps in employment.

CV Tips

- ✓ Use a CV template; they are widely available for free online and will ensure that your CV looks professional and you have a clear structure to follow.
- ✓ It's widely acknowledged that a CV should ideally be no longer than 2 sides of A4. Ways of helping to achieve this are:
 - Maximise space by widening margins.
 - Keep contact details to a minimum. Email address and telephone number will be enough.
 - K.I.S.S (Keep It Short & Simple). Avoid lengthy paragraphs and opt for bullet points. Remove any information that is not relevant to the role you are applying for.
 - Highest educational achievement is most important. If you have a degree, then you don't need to list all of your GCSEs, just the number achieved and grade ranges.
- ✓ Start with a personal profile/statement. As with the cover letter, tailor this to the job you are applying for.
- ✓ If you are a recent university or school/college leaver, then education should come before work history. If you are an experienced worker, then work history comes before education.
- ✓ Your work history should show your most recent role first, and work backwards.
- ✓ Include details of results and performance. Highlight achievements.
- ✓ Check spelling and grammar. Then, check again.
- ✓ Save CV as a word doc and make sure it is named properly. E.g. BOB SMITH CV.