CV and Covering Letter

CV BASICS

Personal Details

Education History

Work Experience

Interests & Skills

Personal Achievements

AVOIDING THE BIN

First impressions are very important, employers do not want to read CVs that:

- Are hard work to read
- Are unclear
- Are badly laid out
- Contain irrelevant information

If you submit any of the above they are likely to BIN your CV and move onto the next one…

FINE DINING

- Chopped into easily digested pieces
- Clear logical layout
- Clear font, even line spacing throughout
- No more than 2 A4 pages long! Employers get bored!

EMAIL ADDRESSES

Ilovehotdogswoof@googlemail.co.uk

Spockhindu23@googlemail.com

Iwanttobeahippy111@hotmail.com

michelle.hayes@facebook.co.uk

D412USHD8DD5@hotmail.com

DON'T WRITE

"I speak English and Spinach"

"I have technical skills that simply take your breath away"

"I can type without ooking at thekeyboard"

"Perfectionist with a keen I for detail"

"Fantastic ability in multi-tasting"

"My hobbies involve cooking dogs, interesting people and space travel"

Experience

You may find you have no 'work experience' – don't worry!

Here you should talk about any relevant experience that you have had that has enabled you to develop skills required for the job role you are applying for

Skills and Qualities

- Team work

- Communication

- Flexibility

- Determination

- Perseverance

- Problem solving

- Time management

- Organised

- ICT skills (specific software if relevant to job role)

- Passionate

Look at what skills and qualities the employer is looking for.
Give examples of how you demonstrate and poses these skills!

COVERING LETTER

Even if it's not required by the recruiter, a well-written cover letter can be the difference between standing out from the crowd and fading into an ever-growing pile of applications. You only get one chance to make a first impression, so make the most of the extra opportunity.

SEE TEMPLATE