

CV

CVs are important as this is likely the first thing the hiring manager will review. It's important your CV is relevant, up to date, detailed and informative.

WHAT TO INCLUDE

- Career history
- Dates of roles (*month and year*)
- Qualifications (*secondary education and above only*)
- Achievements
- Full name, address and contact details (*not social media unless applying for a social media role*)
- Key skills (*relatable to the job*)

TOP TIPS

- No longer than 2-3 pages
- List experience and skills in chronological order (*most recent first*)
- Tailor your CV to the job role, highlight relevant experience, examples and roles to the job you are applying for
- Proof read for spelling and grammar
- Avoid anything that has no relation to your ability to do the job or that are considered protected characteristics (*e.g. age, gender, marital status, sexual orientation, religion etc*)

EXAMPLE CV

Your Name

Street Address, City, Post Code – Phone – Email

Personal Statement

This is your chance to tell them who you are as a professional, and the key attributes that make you the ideal candidate.

Experience

Job Title 1

Company Name

Start date – End date

This is the place for a brief summary of your key responsibilities, tasks and relevant achievements within the role.

Job Title 2

Company Name

Start date – End date

This is the place for a brief summary of your key responsibilities, tasks and relevant achievements within the role.

Education

Qualification Obtained (including grade)

School/ College/ University Name

Dates

You might want to include relevant awards or honors.

Key Skills

Highlight your key skills with evidence to back them up where possible. Keep them relevant to the role.

References

On Request

COVER LETTER

Cover letters give you a chance to tell the employer your motivations for applying, the experience you can bring to the role and why they should hire you!

TOP TIPS

- Formal letter layout (*employers address, your address and contact details*)
- No longer than one page
- At least 3 paragraphs
- Addressed to recruitment or hiring manager (*use their name if you know it*)

EXAMPLE COVER LETTER

Their address

Your address

Dear Hiring Manager/Recruitment Team,

What role are you applying for and why?

What experience and skills can you bring?

Why should they hire you?

Yours sincerely