

## CV WRITING & COVER LETTERS

### 6 Top Tips to Help Your CV Stand Out



#### **Keep it error free:**

Always check for spellings and grammar before sending your CV to a potential employer.



#### **Target your audience:**

Ensure your CV suits the requirements of the job that you are applying for.



#### **Keep it concise:**

Your CV should contain details about your skills, qualities, education and any previous work experience.



#### **CV is not too long:**

Try to keep your CV to two sides of A4 paper; employers prefer bullet points of information rather than reading lengthy paragraphs.



#### **CV should only contain the truth:**

Always tell the truth about your skills and experience.



#### **Use action/power words at the beginning of each statement:**

Using power words will help make your CV stand out and the personal profile will grab the employer's attention.

### What is a CV?

A Curriculum Vitae is a written overview of your education, work experience and skills. You send your CV to prospective employers when looking for a job. This helps employers decide whether you are right for the job.

### What is a Cover Letter?

A Cover Letter is a document sent with a CV to prospective employers. This usually appears as the front cover of a CV, specifically discussing the job you're applying for. This is where you can highlight all of the areas you think would make you perfect for the role.

### Useful Websites

Reed.co.uk  
Indeed.co.uk  
Jobsite.co.uk  
Careerbuilder.co.uk

### Key Skills

- Communication
- Confidence
- Management
- Creativity
- Listening
- Team Work
- Organisation
- Motivation

**CV TEMPLATE**

Name

Address  
Contact Details

**Personal statement**

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Showcase your suitability for a particular role.

**Key Skills**

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Outline your relevant key skills for the role.

**Employment History**

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List your current / most recent job first and work backwards. Write your achievements and responsibilities in bullet points, for example:

- Diary management, typing correspondence and documents, creating presentations and creating meeting minutes.

**Education**

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List your current / most recent qualification first and work backwards e.g.

**College/School Name**  
*(Start date – End date)*

Qualification Type (GCSE, A-level, Degree)

- English – C

**Hobbies & Interests**

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Bullet point your hobbies and interests.

**References**

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References are available upon request.