

MAKING APPLICATIONS - CVs & Cover Letters

You will find this information booklet helpful if:

- You don't have a CV (yet!).
- You need to edit your CV for a job/apprenticeship application.
- You need to write a cover letter for a job/apprenticeship application.

This booklet contains:

- How to write a CV.
- How to write a cover letter.
- Links to websites with more information and advice.
- CV template/example - you can use this to get started making/editing your own CV.
- Cover letter template you can edit for the job/apprenticeship you are applying for.

Writing a CV

First of all, what is a CV?

A CV (Curriculum Vitae) is a summary of your skills and background.

It should include:

- | | |
|---------------------------|-----------------------|
| Personal details | Personal statement |
| Skills | Qualifications |
| Work/volunteering history | Hobbies and interests |
| References | |



Personal Details:

These include your full name, address, contact telephone number and email.

Make sure your email is professional sounding!

johnnym-efc4eva@gmail.com ❌

johnmccall11@gmail.com ✅

You don't include your date of birth in your personal details

Personal Profile:

A few lines summarising your key skills and qualities and highlighting why you are a good fit for the job you are applying for.

Tailor your profile (and whole CV) to match the job you are applying for.

What skills, qualities and experience do you have that match those detailed in the job description?

Key Skills:

List your key skills (3 or 4) that are relevant to the job and include a short description (see example CV at the end of this booklet).

Work and Volunteering Experience:

Include **role title, company/organisation name, location, dates you worked there, responsibilities.**

Write your jobs in in chronological order (most recent first).

List or bullet point the main responsibilities of the role.

Education and Qualifications:

Include **school name, dates you attended, qualifications, subjects and grades.**

Include schools and colleges in chronological order (most recent first).

If you are still studying list the subjects you will take and write pending next to them (or predicted grades).

Achievements/Extra-curricular qualifications:

List any extra-curricular qualifications or achievements and when you achieved them.

Hobbies & Interests:

Include hobbies or interests that are connected to the job or that show you have developed useful skills.

References:

Choose people you know who can provide a reference for you, providing the employer with a comment on how you are suitable for the job.

If you have had a previous job or voluntary position, employers will want to see the details of your previous manager.

If you've not had a job, other potential referees are teachers, tutors, social worker sports team coach.

You should try to get 2 referees who can provide a reference to the employer.

You don't need to include references on your CV, you can write **References available on request** and provide your references when asked by the employer.

Top Tips for writing your CV

DO

- ☑ **Keep your CV to two sides of A4 paper** – employers won't spend long reading it, so be clear and concise!
- ☑ **Read your CV out loud to yourself or a friend before sending it to an employer** – it will help you identify any spelling or grammar errors.
- ☑ **On that note, PROOFREAD!** – make sure your CV is punctuated properly and there are no spelling/grammar mistakes (capital letters where there should be, correct spelling of your school etc.)
- ☑ **Make sure your social media accounts are set to private** – employers can, and will, use the information on your CV to find your social media accounts. Make sure your profile pictures (and other pictures/videos they can access) are appropriate for an employer to see.
- ☑ **Be positive!** – highlight your skills, experiences and qualifications.
- ☑ **Be honest.**

DON'T

- ☒ **Use the same CV for every job application** – tailor it for every job to prove that you have the skills they're looking for, and increase your chances of getting an interview.
- ☒ **Try to make jokes, use 'fancy' language or jargon** – use clear language and keep to the point.
- ☒ **Be negative** – don't put yourself down.

Writing a Cover Letter

Some employer's might ask you to include a cover letter with your application.

It's a way for you to introduce yourself and really emphasise the skills and qualities you could bring to the role. In short, you're explaining why you would be the best person for the job.

It's a short letter – max one A4 page.

Where to start?

Do your research Read up on the job specification: what skills and abilities are required for the position?

Writing the letter:

Paragraph one Explain why you are getting in touch.

Paragraph two Why are you suitable for the apprenticeship/job? Relate back to the skills they've mentioned in the job description.

Paragraph three Describe the things you have done already that show you're suitable for the job. Talk about skills and experience, what you did and why you did it.

Paragraph four Conclusion: Summarise, explaining again why you are interested in the role and why you would be the right person for the apprenticeship/job.

Closing the letter Sign off professionally (see the example cover letter at the end of this booklet).

Top Tips for writing your cover letter

DO

- Proofread** – ask a teacher/adviser/parent to read over your cover letter and check for any spelling or grammar errors.
- Stick to one page** – Be clear and to the point.
- Be positive** – highlight your strengths.

DON'T

- Use the same cover letter for every single application** – adapt it for every apprenticeship/job you are applying for.
- Focus on weaknesses** – the cover letter is all about your strengths.

Where to find more information and advice

Click [here](#) if you have any questions to chat with a member of our team (about CVs and cover letters, making applications generally, or anything to do with university and your next steps).



UCAS - *How to write a CV*



Prospects - *CVs and cover letters*



National Careers Service – *How to write a CV*



National Careers Service – *How to write a cover letter*



BBC Bitesize - *How do I write a great CV and covering letter?*

If you have any questions, you can live chat a member of our team [here](#).

We'd love to know if you found this resource helpful, let us know [here](#).