Writing a CV and Cover Letter

Dos

- ✓ Do your research about the company/role that you're applying for – if there are hundreds of applicants then you need to stand out for the right reasons!
- ✓ Tailor your application to the company you're applying for – just sending a generic CV can be seen as lazy.
- ✓ Spelling and grammar check – errors can really put an employer off and is often the first thing they pick up on. Attention to detail is really important in the work place therefore you should demonstrate this in your application. Have someone double check for you.
- ✓ Make your CV and cover letter clear and easy to read – employers see hundreds of applications so you want to make their time more enjoyable and easy. Make sure it's not too busy and is well formatted. Keep the font consistent too.
- ✓ Keep it concise and impactful. If employers have lots to read, it can be easy for them to lose interest particularly if it is not relevant. Use bullet points where possible and avoid telling a story.
- ✓ Ensure you get your application in on time then follow up politely to ensure it reached them. This shows you are conscious of deadlines and enables you to demonstrate professionalism.
- ✓ Be honest. If you haven't got experience in something then that's okay. If it links to a key requirement for the role think about where else you might have demonstrated similar skills and include that.
- ✓ Be yourself – show your interests outside of study. Employers are often keen to know more about you as a person.
- ✓ Have a short summary (or 'Profile') at the top of your CV – this should highlight key strengths in relation to what you are applying for and should show your motivations for applying. You would expand on this in the cover letter.
- ✓ Address the correct person.

Don'ts

- ✗ Have a silly/rude/immature email address – the littlest things can put people off!
- ✗ Use negative language – talk positively about what you have achieved not what you haven't achieved.
- ✗ Lie. It's highly likely this will be found out.
- ✗ Forget to include contact details – this is very common and is frustrating. Most of all, you will miss out on the opportunity.