

SENTENCE STARTERS FOR CVS AND COVER LETTERS

Avoiding “I...” and writing in full, professional sentences. When writing a CV or cover letter, it is important to keep the tone professional and varied. Using “I” at the beginning of every sentence can make your writing sound repetitive and less engaging. This guide provides a range of sentence starters and useful phrases to help you express your experience, skills and achievements more fluently.

Work Experience & Responsibilities

Instead of: *I worked at... I was responsible for... I organised... Use...*

- Whilst in this role, I was responsible for...
- During my time at [Company/Organisation]...
- This position involved...
- In this role, I developed skills in...
- My key duties included...
- A large part of this role was...
- I successfully contributed to...
- This experience allowed me to...
- Working as part of a team, I was involved in...
- I gained valuable insight into...
- This role required a high level of...

Education & Modules

Instead of: *I studied... I took modules in... I achieved... Use...*

- My degree in [Subject] equipped me with...
- As part of my studies, I completed modules in...
- These modules helped develop my understanding of...
- The course focused on areas such as...
- My dissertation explored...
- Through this academic experience, I was able to...
- During this period, I enhanced my ability to...
- I consistently achieved strong results in...
- This academic background provided me with...

Skills & Strengths

Instead of: *.....I am organised... I have good communication skills... I work well in a team... Use....*

- Known for being highly organised and reliable...
- Demonstrated strong communication skills through...

- Able to adapt quickly in new environments, as shown by...
- Confident when working independently or as part of a team...
- Recognised for the ability to...
- Experienced in handling...
- Comfortable using [software/tool], gained through...
- A clear example of my problem-solving skills can be seen in...
- Proven ability to manage time effectively, demonstrated by...

Achievements & Impact

Instead of:*I won... I improved... I delivered...* **Use....**

- Successfully led a project that resulted in...
- Improved [X] by implementing...
- Played a key role in achieving...
- Contributed to the success of...
- Was recognised for [achievement] through...
- Helped increase [metric/output] by...
- Took initiative to...
- Received positive feedback for...

Motivation & Interest in a Role (Cover Letter Specific)

Instead of: *I want to work for your company... I am applying because...* **Use....**

- What attracts me to this role is...
- The opportunity to [do X] is particularly appealing because...
- This position aligns well with my skills in...
- I am particularly drawn to your organisation's focus on...
- With a strong interest in [field/sector], I am excited by the chance to...
- This role presents an exciting opportunity to build on my experience in...
- Having followed your organisation's work on [project/initiative], I am eager to contribute...

Final Tips

- Start some sentences with a verb (e.g. "Managed...", "Led...", "Delivered...") to sound confident and direct.
- Avoid overusing passive voice – balance variety with clarity.
- Be specific: name tools, outcomes, or skills when possible.
- Tailor your language to each job – reuse phrases, but adapt them.