

CVs Covering Emails & Application Forms

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Introduction

A CV, or curriculum vitae, is a document that summarizes your education, work experience, skills, and achievements. It is often used when applying for jobs or academic programs.

A well-written CV can help you stand out from other applicants and increase your chances of being invited for an interview.

It's worth spending time to create a good first impression with employers. Most employers will ask you for a CV instead or in addition to an application form.

This document will provide you with helpful information about "How can I write my CV?"

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Applying for jobs

When applying for jobs you may be competing against many other people so it is important to make your application stand from the crowd.

While reading the job advert you will find out:

- **How to apply** - Some employers will ask for a CV and some will ask for the application form.
- **Closing date** - It's important to apply before the deadline, most employers will not consider late applications.
- **Skills and Experience required** - Read a job description thoroughly and decide if you have the skills and experience they are looking for. Underline important points and make it clear to the employer how you have the skills and how you gained the experience needed to do the job. You can provide such information through your CV and application forms.
- **Location and hours of work** - Check the job is right for you before applying.

CVs

Your CV can be used in the following ways:

- To apply for the job
- To send to employers to ask if they have any current or future vacancies
- To have all your dates and information in one place to save time when filling in application forms
- Take it with you for the job interviews
- To register with recruitment agencies

CV Tips

- Your CV should be typed. Use the templates on the following pages to help you lay your CV out in a suitable way
- Keep it short - Maximum of 2 sides A4 paper
- Use positive language and emphasise your strengths, skills and achievements - Use the "Buzz words" to help you with this
- Tailor your CV to each job you apply for. This will make it clear to the employer that you are the right person for the job by emphasising your skills and strengths that are most relevant to each position.
- Proofread your CV and application forms to check for errors in spelling and grammar

CV Template

Full name

Address (home)

Phone number

E-mail

Personal Statement

Summary of what you have done (qualifications, relevant experience), the skills you have to offer (target towards the advert/job description) and what you are looking to do.

Better in 3 lines max.

Employment History

Date

Company Name, Job Title

Main responsibilities

Skills gained (communicational, team work, interpersonal, problem solving, etc)

Education and Qualifications

Date

Course, Qualifications (grade or predict grade)

Subject

Module studied, dissertation

Date

School/ College

A Levels (grades if good)/ Other Qualifications

Date

School

GCSE - number of subjects, including Maths and English

Employment-related Skills

Languages

IT skills

Other relevant skills

Interests and Activities

Not just a list - try to make them relevant to what the employer is looking for.

Example: Travelling around Europe helped develop my communication skills through meeting a variety of people

References

Available on request

Skills-based CV

If have gaps in your employment history you may prefer to use a skills-focused CV (see the template on the following page). This can make gaps less prominent as the CV begins with your skills for employment, helping to emphasise them as much as possible.

Skills-based CVs can also be useful if you have a variety of work experience and you want to show employers how skills gained in other types of employment might be relevant for the post you are applying for.

Skills-based CV template

Full name

Address (home)

Phone number

E-mail

Personal Statement

Summary of what you have done (qualifications, relevant experience), the skills you have to offer (target towards the advert/job description) and what you are looking to do.

Better in 3 lines max.

Skills

Language

Driving - clean licence

IT skills

Other relevant skills

Employment History/personal experience/volunteering (most recent first)

Date

Company Name, Job Title

Main responsibilities

Skills gained (communicational, team work, interpersonal, problem solving, etc)

Education and Qualifications

Date Course, Qualifications (grade or predict grade)

Subject

Module studied, dissertation

Date School/ College

A Levels (grades if good)/ Other Qualifications

Date School

GCSE - number of subjects, including Maths and English

Interests and Activities

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Personal Profile (statement)

A personal profile is a short statement at the beginning of your CV to promote yourself. You should summarise your skills, strengths and achievements and include positive words such as 'competent', 'adaptable' and 'conscientious'.

You should tailor the statement to the requirements of each job you apply for to clarify to the employer that you're the right person for the job.

It is important to have a strong personal profile as this is the first part an employer will see and will help them decide whether or not to read your CV!

You can use the following examples to help you write a personal profile

"With 7 years of cleaning experience, I have extensive knowledge of industrial cleaning materials and hold a current ADR certificate. I have an excellent awareness of health and safety issues and looking for a job which will utilise my skills. "

"A college(or university) graduate with excellent IT skills. My college course work and work placements have enabled me to gain good research and presentation skills and an ability to

communicate with the general public. I see myself as an enthusiastic and reliable team player who is willing and able to develop new skills quickly"

"I regard myself as a cheerful and friendly person, who is reliable and trustworthy. I am keen to learn new skills and use my considerable abilities within the automotive industry."

"I am keen, conscientious, hardworking and reliable person. I am a good timekeeper and enjoy meeting people. I get on well with customers and colleagues and can work well either on my own or as part of a team. I can adapt to any environment and would like to use my skills to contribute positively to any work situation."

Buzz words

Buzzwords in a CV are important because they can help your resume stand out to potential employers by highlighting your skills, experience, and qualifications in a concise and impactful way.

- **Coping with routine:** Conscientious, consistent, controlled, coped, dealt with, efficient, managed, performed
- **Working with others:** Advised, co-operated, facilitated, guided, managed, negotiated, participated, presented, supervised.
- **Achievements:** Accomplished, achieved, co-ordinated, created, developed, formulated, revitalised, recommended.
- **Problem-solving:** Implemented, instigated, interpreted, initiated, inspired, introduced, investigated.
- **Initiative:** created, designed, developed, devised, directed, established, formulated, investigated, innovated, motivated, negotiated, organised, originated.

Different Sets of Skills

With Individuals

- Communicate well using the telephone or online (Zoom, Microsoft Teams etc)
- Selling to individuals.
- Dealing with customers.
- Manage and supervise individuals.
- Delegate work to others.

Commercial Skills

- Manage or run a budget.
- Spot potential markets.
- Develop a new business.
- Design a marketing campaign.
- Develop new sales initiatives.

Physical Skills

- Manual dexterity
- Ability/strength speed
- Craft/sewing/weaving
- Painting/restoring

- Washing/cleaning or preparing

With Groups

- Communicate to small groups
- Lead seminars
- Brief a team
- Chair meetings

With Information

- Research a topic
- Gather information
- Check information for errors
- Analyse information
- Organise or classify data
- Retrieve information
- Write reports

Covering emails

Covering emails are used to introduce and contextualize the attached document or content in an email. They usually include a brief introduction, the purpose of the email, and any necessary background information. The covering email is important as it helps the recipient understand the contents of the email and encourages them to open and read the attached document.

The employer could ask you to send over your CV, that is one of the examples of when you will need it.

Tips for covering emails

- It is important to remember that an employer may be advertising more than one vacancy, if you do not include covering email it may not be clear what job are you considering for.
- Make it clear what job you applying for, include the job title and a job reference number if there is one stated in the advert.
- Check for spelling and grammar errors.
- Include where you found out about the job you applying for.
- Include when you are available to start work.

Application Forms

Many vacancies out there will ask for an application form. If a job advert asks you to complete an application form, make sure you do this rather than sending a CV. Some employers use application forms to make it easier to compare candidates. Application forms can take a long time to complete but this shows the employer you are committed and interested.

Most application forms are available to complete online. Online application forms often allow you to set up an account which stores your basic information to be used in future applications. Make sure you remember your username and password if you set up an account.

Most organisations ask for information regarding your gender, age, nationality, whether you have a disability etc. Providing this information helps the employer to monitor their equal opportunities policy.

Tips for Filling in Application Forms

- Make sure you follow instructions carefully as this shows attention to detail and will create a good first impression. For example, you may have to fill out an application form in a certain font format.
- Read through the whole form before you start
- Answer all the questions and fill in the boxes
- Check your application form for spelling and grammar; you may find it useful to ask someone you trust to proof read your form before sending it off.
- If there are gaps in your employment history, say what you were doing during that time - e.g. bringing up your children or working as a volunteer for a charity.
- Remember to include relevant skills you have developed outside of work as well as those developed in work.
- Ensure the information you have included is relevant to the job you are applying for.
- Be positive! Use 'buzz words' section to help you use positive language.
- Make a copy of your application form before sending it off, this will help to refresh your memory if you are invited for an interview
- Be honest! Many employers will check the information provided in application forms.

