

WEEK5

My reflective journal: CV & Cover Letter Writing

Writing a reflective journey about CV and cover letter writing can help my self understand the skills I have developed, the challenges I have faced, and how the process has influenced my professional growth. Here is a structured way to approach your reflection:

1. Introduction:

Begin by describing the context of your CV and cover letter writing. Why did I embark on this process? Was my applying for a new job, an internship, or preparing to re-enter the workforce after a break?

For instance

As I prepared to apply for a new role in

Collins Solicitors I realized the importance of crafting a CV and cover letter that not only showcased my skills but also aligned with the specific demands of the job market. This journey began with a desire to present myself as a competitive candidate while reflecting on my professional growth.

2. Learning Experience:

Reflect on what I learned about CV and cover letter writing. This could include how I approached structuring my documents, what my prioritised, and the resources I used.

For instance:

One of the most significant lessons I learned was the importance of tailoring both my CV and cover letter to each role. Initially, I used a generic template for both documents, but I soon realized that employers are looking for specific experiences and skills that match the job description. I also learned about the power of quantifying my achievements, which helped me present my contributions in a clear, measurable way.

3. Challenges Encountered:

Discuss any challenges I faced in the process. Did I struggle with summarizing my experience? Were there any specific sections, like the personal statement or skills section, that required more thought?

For instance:

One of the main challenges I faced was condensing my professional history into a concise format while ensuring that I still highlighted my key accomplishments. Writing a personal statement that was both professional and reflective of my values was particularly difficult, as I wanted to present myself authentically while still aligning with the expectations of the employer.

4. Skills Developed:

Describe the skills I developed or refined while writing my CV and cover letter. Did I learn anything about self-presentation, writing, or researching the job market?

For instance:

Through this process, I developed stronger self-presentation skills and improved my ability to write clearly and persuasively. I also became more adept at researching potential employers, which allowed myself to tailor my cover letter and CV to each company's culture and values.

5. The Impact on Your Career:

Reflect on how this process has impacted my career outlook or my understanding of the professional world. Did I feel more confident in applying for jobs? Did it change how I view my strengths?

For instance:

The process has been eye-opening in terms of both self-reflection and career strategy. I now have a clearer understanding of how to position myself in the job market and am more confident when discussing my achievements. I also realized how important it is to continuously update my CV to reflect my evolving skill set and career trajectory.

In summary:

Conclude with a summary of my experience and any future goals related to CV and cover letter writing. Are there things I want to improve in future applications?

For instance:

In conclusion, writing my CV and cover letter was a challenging but rewarding experience that not only honed my writing skills but also gave me a better understanding of how to present myself effectively in a competitive job market. Moving forward, I plan to keep refining these documents, particularly in terms of tailoring them more effectively for each opportunity and keeping them up to date with my ongoing professional development.

This format allows you to reflect deeply on the process, while also highlighting how my approach to CV and cover letter writing has evolved. It also creates a narrative that shows personal and professional growth, which could be valuable for future applications or interviews.

