

# How to write a successful CV and Cover Letter

- Look for a Specific Employee Name
- Analyse the Job Listing
- Create a Table
- Format Your Cover Letter
- Finish With a Follow Up/Reach Out (e.g. I would like to thank you for taking the time to read my CV and Cover letter. If you have any further questions please do not hesitate to contact me on the contact details below. I shall look forward to hearing from you in the near future. I will reach out to you in the future to confirm the receipt of my application).

## HOW LONG SHOULD A COVER LETTER BE?

- 1) 10 pages
- 2) 2 pages
- 3) 1 page
- 4) 5 pages



**1 PAGE**

## FIRST IMPRESSIONS

How long does an employer look at a CV for?

- 2 minutes
- 10 minutes
- 6 seconds
- 20 seconds



**6 SECONDS**

## EMPLOYER CV PET HATES

- Typos 61%
- Inappropriate e-mail addresses 35%
- No section on key skills 30%
- More than two pages 22%
- Decorative paper 20%
- With a photo 13%

# How to write a successful CV and Cover Letter

## WHAT EXACTLY IS A CV?



### Abbreviation for curriculum vitae:

a short written description of your education, qualifications, previous jobs, and sometimes

also your personal interests, that you send to an employer when you are trying to get a job

To inform the employer about your education, work experience, skills and interests

To 'sell' these qualities and to persuade the employer to invite you to interview

### A CV should be used:

When an employer asks for an application in that format (usually accompanied with a cover letter)

When an employer states 'apply to...' without specifying the format

### Key Points for CV

- IT'S ABOUT FIRST IMPRESSIONS
- Layout and presentation is KEY
- Its all about getting your message across

## There are four main things employers will look at in CVs:



- Education - ability to think clearly, analyse and assess information, draw conclusions, work independently, research
- Key skills- ability to plan and organise, co-operate with others, compete, lead, work hard to achieve results
- Work experience - ability to get on with people, work under pressure, meet deadlines
- Specific skills – e.g. clean driving licence, computer skills, foreign languages, artistic skills

## ITS ALL ABOUT YOU- SELL YOURSELF!

CVs are an opportunity to show an employer why you are an ideal candidate for the job. A good CV will;

- Stand out from those of the crowd.
- Draw attention to your relevant skills, experience, achievements and potential.
- Create a great impression on the employer.

### Important notes to remember:

Everyone has potential, skills and good attributes

Everyone has more skills than they think they do

Everyone can write a good CV