



## Writing Your CV and Covering Letter

### Curriculum Vitae Template Guidelines

#### **Personal Details**

- This section should include your name, address and telephone number.
- You can also give an e-mail address if you like, but only put one if you check it regularly, and don't put anything which may be offensive/unprofessional.
- You **DO NOT** need to include your age, date of birth, nationality/ethnic origin or gender.

#### **Personal Statement**

- This is a key part of your CV.
- You must 'sell yourself' to the employer.
- Write a short paragraph stating why you are interested in the type of work you are applying for and highlight the skills you have which are relevant to the post you are applying for.
- You should change this section to make it suitable for each job that you apply for.
- For example, 'I am interested in working in the retail industry. My current part-time role as a Sales Assistant in Marks and Spencer has given me an insight into Customer Service, and I have gained a range of skills such as communication and team-working which will help me in my future career.'

#### **Key Skills and Abilities**

- This section must demonstrate to an employer that you have the key skills you will need in the workplace.
- For each skill, write a couple of sentences explaining how you can demonstrate this skill, with an example.
- For the 'Other' section, try to think of your unique skills – these might be from your College work, part-time job, voluntary work, hobbies or interests.
- For example, 'I have excellent verbal and written communication skills which I have developed during my BTEC course at College. As part of the assessment for this course I have completed several written assignments and also delivered presentations to a group of people.'

#### **Education & Qualifications**

- You need to include details of College and the secondary school(s) you attended, and the qualifications you achieved/are working towards.
- If you have already completed a qualification, you should state the grade you gained and the month/year you completed it.

#### **Employment History/Work Experience**

- Give details of any jobs/work experience placements you have had.
- State your employer's name and address, the dates you were employed there, and a job title and brief description of your duties.

#### **Referees**

- Give details of two referees, one of which should be your tutor at College.
- The other referee could be your work experience mentor, school teacher etc.

## **Covering Letter**

- Both CVs and application forms should be accompanied by a covering letter. This should be relatively brief because so much information is on the CV or AF.

### **Example**

Dear Sir or Madam

I would like to apply for the post of Trainee Legal Secretary as advertised in the Sheffield Star on 15<sup>th</sup> January 2009.

I am currently a student at Longley Park taking BTEC National Diploma in ICT and AS level Law. My work experience placement at Rotherham Borough Council in the Housing Benefit Department, together with my studies will, I feel, make me a suitable candidate for your vacancy.

I am a sociable person with good communication and organisational skills and a determination to succeed.

I have enclosed my application form and CV.

I look forward to hearing from you shortly.

Yours faithfully

Joe Bloggs

## **Curriculum Vitae Template**

**Name:**

**Address:**

**Telephone Number:**

**E-mail Address:**

### **Personal Statement**

### **Key Skills and Abilities**

**Team-Work:**

**Communication:**

**ICT:**

**Other:**

### **Education/Qualifications**

**Employment History/Work Experience**

**Referees**

**Referee One:**

**Name:**

**Address:**

**Telephone Number:**

**Occupation/Relationship to You:**

**Referee Two:**

**Name:**

**Address:**

**Telephone Number:**

**Occupation/Relationship to You:**