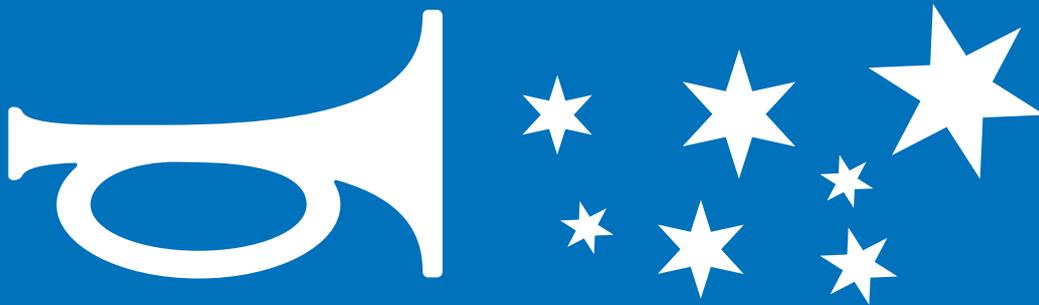


Essex CV

Recognise. Celebrate. Succeed.



Essex CV



The Essex CV has been produced by Learning and Development and the Employability and Careers Centre at the University of Essex. It was developed in consultation with students, staff, and employers, and is part of the University's Big e initiative – www.essex.ac.uk/bige. Visit www.essex.ac.uk/careers/essexcv

Why use the Essex CV?

- “The Essex CV is really great. Something like this would have been helpful when I was at university! It's set out very clearly and should be extremely useful to students.”
Hannah Salton, Graduate Recruitment Manager, BT Recruitment Centre of Expertise – Employer
- “The Essex CV is very good – the checklists in particular. If graduates use them then the applications from Essex graduates will be at a much higher standard than others we receive...”
Laura Condie, Recruiter, Lab Support (A Division of On Assignment Inc) – Employer
- “Very well thought-through with lots of important information.”
Selina Ulhaq, Teach First, Graduate Recruitment – Employer
- “The pack is excellent – it compiles everything a fresh grad needs to know when applying for a job – straight to the point, very useful, and all presented in a friendly and accessible way.”
Laura Maior, Student
- “To have a detailed CV pack with all the essentials is so useful. The checklists mean that you can check to make sure you've included all the essentials.”
Fatima Kankiya, Student
- “The CV pack is a brilliant idea! It took me almost a year to get my CV looking the way it does today so it's not an easy job. The pack should make this process a lot easier. The covering letter is extremely useful. I always struggle with this and feel like I'm repeating myself! The side-notes are really good and explain everything in just enough detail. The checklists are great too.”
Emma Flaherty, Student

This pack contains the following sections...

- 1. Example Chronological CV – p.4**
This is an example of a generic CV which draws your attention to some important things to consider.
- 2. Example Skills CV – p.6**
Depending how you feel it is most effective to present yourself for a job, this is an alternative example of a generic CV with a larger focus on skills.
- 3. CV Checklist – p.8**
This lists the really important things you need to check before you send off your CV.
- 4. Sample Job Description – p.9**
This outlines the 'duties of the post' and the 'person specification' for a fictional but realistic job on which the example CVs are based – it is exactly like the kind of job description you can expect to see – cross-reference the CVs with the criteria in this document so you can see how they have been tailored.
- 5. Sample Covering Letter – p.10**
This is a letter that would accompany either of the example CVs and is based on the sample job description.
- 6. Covering Letter Checklist – p.11**
This lists the really important things you need to check before you send off your covering letter.
- 7. CV Templates (see Word docs)**
These documents provide customisable templates – make sure you adapt the one you use according to your own needs and the role for which you are applying.

www.essex.ac.uk/careers/essexcv



Using this pack

The pack has been designed to be quick and easy to read. It should not take long to get some major benefits from it.

There are two ways you can use it:

- 1.** You can read the pack in full to get a proper sense of the way that a CV and covering letter should relate to a job description – we strongly encourage you to do this; or
- 2.** You can simply use the CV template, which is provided as a separate Word document.

Whichever you choose, make sure you adapt the template appropriately to make it your own and be sure to delete all of the annotations we have included.

This pack will help you to...

- Recognise the full extent of your skills and experience – especially those you have gained during your time at Essex
- Describe these in a way that is relevant to employers – and sell yourself in a way that does you justice
- Identify gaps in your employment profile for future planning
- Feel confident that you can create an excellent first impression with employers
- Appreciate that applications and CVs must be tailored – a bad application is a waste of your time and a waste of the employer's time
- Be proud of what you have achieved

Note that the Word document CV templates accompanying this pack include various formats. The 'Chronological CV' is the most commonly used, but some industries prefer a different approach so ensure you use and adapt the right template depending on what you are applying for.

Namey McName

5 Streety Street, Towny Town, TT1 2SS
nameymcname@email.com
<http://uk.linkedin.com/in/nameymcname>
07012 34567

Profile

Proactive, responsible final-year undergraduate who has undertaken a relevant internship and is currently secretary of a student society, demonstrating commercial awareness, leadership, self-motivation and flexibility. Seeking graduate trainee position that matches skills and experience.

Education

University of Essex 2009-12

BSc Example Studies (2.1 expected)

Relevant modules include: Module A, Module B, Module C, Module D, Module E and Module F.

Second-year project: taking the role of team leader, I was responsible for allocating tasks and communicating plans and updates to other team members. Worked effectively in our team of five to research and prepare our final report, for which we were awarded 68 per cent.

Sample Comprehensive 2002-09

A-Levels: Subject X (A), Subject Y (B), Subject Z (C)
GCSEs: 9 (A*-C grades) including English and Maths

Experience

Secretary, Cheese Appreciation Society October 2010-present

- Designed and maintained our social media pages to communicate with members.
- Took the lead in promoting society trips and events, including use of digital media.
- Liaised with local cheese producers and travel providers to negotiate the best deals for members for trips, events and products.
- As Secretary, I work effectively in a team with the Society President, the Treasurer and our Students' Union contacts to ensure the efficient running of the Society.

Customer Service Assistant, Big Supermarket December 2009-present

- Further developed and consistently demonstrate excellent customer service skills.
- Identified inconsistencies in staff training procedures that were having an impact on dealing with customer feedback and complaints. Persuaded management to review staff training procedures, which resulted in a more consistent and efficient approach. As a result was given responsibility to contribute to the design of the induction process for new staff.

Things to think about

This CV identifies six main sections. Consider which sections to include and which order to present them in. Not all of them will be necessary. What is most important to emphasise for the job you are applying for? Is it your skills, your education, your profile, or your experience? Think about these sections in terms of building blocks which you can use in different ways.

A common mistake is to have the address and contact details occupy the entire first third of the first page. Is this really the most important thing that you want to communicate in relation to the job?

Consider either putting these at the bottom instead, alongside your references, or presenting them in a way that is clear but direct and space-saving, such as this. If you are an international student you should indicate your right to work in the UK status.

Things to think about

Unless you are likely to repeat your covering letter, consider starting your CV with a brief personal statement – 3-5 lines is sufficient. You should tailor this to the role you're applying for to show that your career goal matches the opportunity. Write this section AFTER you have completed the application form (if there is one) so that you can write a clear summary that addresses the person specification. Avoid repeating content that you might include in later sections. Choose an appropriate heading (use the same language that the employer uses in the person specification). Possibilities include: Profile, Personal Profile, Personal Statement or Career Objective. The same principles apply to all sections: use the same language as the employer. Think about the kind of person the employer wants. Show that your ambition and personality matches the role you are applying for. This part of the CV is known as the 'sweet spot'. Do a good job or don't bother! Try to avoid clichés and vague statements like 'I am a good communicator'.

Things to think about

Think carefully about which section goes next, 'Education' or 'Experience'? Make the decision based on which you think is more important to the job. Perhaps a different section should go second?

In the Education section, include your most recent or most significant qualification first with the most detail. If applying for internships it's advisable to include the grades for your first-year modules. You don't need to include full details for pre-university qualifications unless this is specified by the employer. Only include recent or relevant grades eg including marks for a full list of GCSEs or equivalent qualifications at this stage is probably unnecessary.

If you are an international student, you should show your own pre-university qualifications from your home country. Some employers may want to know their equivalence to UK qualifications. You can visit www.naric.org.uk to check this.

Things to think about

Thinking about the role you're applying for, focus on your relevant skills, responsibilities and achievements demonstrated from your experiences, rather than general duties.

Example Chronological CV

Internship, Development Department, The Place Ltd July-September 2011

- Actively participated in induction and managed my own training.
- Responsible for meeting all the placement targets and objectives agreed with my manager.
- Participated in weekly review meetings, contributing to planning and decision making on projects.
- Gained experience in communicating with people at all levels in the organisation, including meetings and via telephone, e-mail and social networks.
- Participated in monthly team social events which included sporting challenges, team quiz tournaments and a community support day, helping out at a local primary school where I supported a group of pupils interested in tennis to learn the basics of the game.
- Delivered a presentation on my project findings to management and colleagues at The Place Ltd at the end of my internship.

Volunteer, The Anonymous Foundation October 2009-July 2011

- Gained experience of general administrative duties including dealing effectively with telephone and e-mail enquiries, maintaining records and organising the information area to ensure clients could find relevant resources more readily.
- Communicated and collaborated effectively with the Foundation staff and other volunteers to facilitate the efficient running of the office.
- Took the initiative to produce a monthly staff newsletter to celebrate our achievements and highlight key activities. This has been continued by other volunteers since I left to undertake my internship.
- Improved my IT skills using MS Office including Excel and Access in particular.

Achievements and interests

Fundraising: in my voluntary role at the Anonymous Foundation, I organised a sponsored leg waxing event in the local community centre, including entertainment from a local band and helping with marketing and promotions for the event. It was a huge success, tickets sold out and we raised £2,500 for the charity.

Course Representative: nominated as course representative for Example Studies in my second year and continue in the role this year, acting as liaison between fellow students and academic staff and dealing with any issues arising using effective communication and negotiation skills.

Travel: planned and organised a four week trip for myself and five friends to do a multi-city tour around Europe, including extensive research and planning to source the best value flights and accommodation, and negotiating group discounts for a range of activities we wanted to undertake during our travels.

Sport: I have played tennis since primary school and represented Sample Comprehensive at national level competitions, winning a variety of trophies for the school. Currently an active member of the University Tennis Club and regularly participate in training and tournaments.

References

Available on request.

Things to think about

This section is an opportunity to give the employer a better sense of you as a person, but you should also see it as a chance to further emphasise your suitability for the job. Include interests and/or achievements that are relevant. Give evidence of your initiative and leadership potential, if appropriate. If you mention hobbies, avoid describing them as passive or solitary. For example if you are interested in reading, rather than just state this, elaborate on the genres that interest you and the authors. If you attend a book club or discuss books with others online, perhaps highlight this also.

Things to include

Membership of student clubs and societies and any significant roles of responsibility.

Things to think about

To save space, consider writing 'References available on request' – references are normally considered at a later stage in the selection process, though it is likely that you would be required to include them if completing an application form.

Namey McName

5 Streety Street, Towny Town, TT1 2SS
 nameymcname@email.com
<http://uk.linkedin.com/in/nameymcname>
 07012 34567

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A-Levels: Subject X (A), Subject Y (B), Subject Z (C)
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Experience

Secretary, Cheese Appreciation Society October 2010-present
 ■ Designed and maintained our social media pages to communicate with members.
 ■ Took the lead in promoting society trips and events, including use of digital media.
 ■ Liaised with local cheese producers and travel providers to negotiate the best deals for members for trips, events and products.

Customer Service Assistant, Big Supermarket December 2009-present
 ■ Developed and demonstrate excellent customer service skills.
 ■ Persuaded management to review staff training procedures, as a result was given responsibility to contribute to the design of the induction process for new staff.

Internship, Development Department, The Place Ltd July-September 2011
 ■ Actively participated in induction and managed my own training.
 ■ Responsible for meeting placement targets and objectives agreed with manager.
 ■ Participated in weekly review meetings, contributing to planning and decision making on projects.

Volunteer, The Anonymous Foundation October 2009-July 2011
 ■ Gained experience of general administrative duties.
 ■ Improved IT skills using MS Office including Excel and Access.

Things to think about

This CV identifies six main sections. Consider which sections to include and which order to present them in. Not all of them will be necessary. What is most important to emphasise for the job you are applying for? Is it your skills, your education, your profile, or your experience? Think about these sections in terms of building blocks which you can use in different ways.

A common mistake is to have the address and contact details occupy the entire first third of the first page. Is this really the most important thing that you want to communicate in relation to the job?

Consider either putting these at the bottom instead, alongside your references, or presenting them in a way that is clear but direct and space-saving, such as this. If you are an international student you should indicate your right to work in the UK status.

Things to think about

Unless you are likely to repeat your covering letter, consider starting your CV with a brief personal statement – 3-5 lines is sufficient. You should tailor this to the role you're applying for to show that your career goal matches the opportunity. Write this section AFTER you have completed the application form (if there is one) so that you can write a clear summary that addresses the person specification. Avoid repeating content that you might include in later sections. Choose an appropriate heading (use the same language that the employer uses in the person specification). Possibilities include: Profile, Personal Profile, Personal Statement or Career Objective. The same principles apply to all sections: use the same language as the employer. Think about the kind of person the employer wants. Show that your ambition and personality matches the role you are applying for. This part of the CV is known as the 'sweet spot'. Do a good job or don't bother. Try to avoid clichés and vague statements like 'I am a good communicator'.

Things to think about

Think carefully about which section goes next, 'Education' or 'Experience'? Make the decision based on which you think is more important to the job. Perhaps 'Skills' should go second?

In the Education section, include your most recent or most significant qualification first with the most detail. If applying for internships it's advisable to include the grades for your first-year modules. You don't need to include full details for pre-university qualifications unless this is specified by the employer. Only include recent or relevant grades e.g. including marks for a full list of GCSEs or equivalent qualifications at this stage is probably unnecessary.

If you are an international student, you should show your own pre-university qualifications from your home country. Some employers may want to know their equivalence to UK qualifications. You can visit www.naric.org.uk to check this.

Things to think about

Thinking about the role you're applying for, focus on your relevant skills, responsibilities and achievements demonstrated from your experiences, rather than general duties.

Example Skills CV

Skills

Communication and Interpersonal

- Gained experience in communicating with people at all levels in organisations while completing internship at The Place Ltd., including meetings and via telephone, e-mail and social networks.
- Delivered a presentation on my project findings to management and colleagues at The Place Ltd at the end of my internship.

Teamwork and Leadership

- Taking the role of team leader, I was responsible for allocating tasks and communicating plans and updates to other team members for a major second year project. I worked effectively in our team of five to research and prepare our final report, for which we were awarded 68 per cent.
- As Secretary of the Cheese Appreciation Society, I work closely with the Society President, the Treasurer and our Students' Union contacts to ensure the efficient running of the Society.

Problem Solving

- In my Customer Service Assistant role, I identified inconsistencies in staff training procedures that were having an impact on dealing with customer feedback and complaints. I discussed with management and suggested changes which resulted in a more consistent and efficient approach.

Time Management

- Throughout my studies I have successfully organised my time to complete all assignments and research, meeting all deadlines, while volunteering, working part-time and participating in a student society.
- As the Team Leader for our second year project, working closely with other team members, I was responsible for ensuring everyone was up to date with our progress and aware of their responsibilities to ensure we met our deadline for submission. We completed one week early.

Achievements and interests

- **Fundraising:** in my voluntary role at the Anonymous Foundation, I organised a sponsored leg waxing event in the local community centre, including entertainment from a local band and raised £2,500 for the charity.
- **Course Representative:** nominated as course representative for Example Studies in my second year and continue in the role this year, acting as liaison between fellow students and academic staff and dealing with any issues arising using effective communication and negotiation skills.
- **Travel:** planned and organised a four week trip for myself and five friends to do a multi-city tour around Europe, including sourcing the best value flights and accommodation, and negotiating group discounts.
- **Sport:** active member of the University Tennis Club and regularly participate in tournaments.

References

Available on request.

Things to think about

Cross-reference your CV with the person specification (or equivalent) and use this section to show the employer you have all the skills that demonstrate you meet their criteria by including any that are not obvious elsewhere in your CV. It's important that, when you state that you have the skills an employer is looking for, you provide evidence of how you have used or developed each skill. The STAR technique is useful for this: give the employer a situation (from previous experience, academic, extra-curricular activities etc), outline your task, summarise the action you took, and state what the result was, or what you learned.

Things to think about

This section is an opportunity to give the employer a better sense of you as a person, but you should also see it as a chance to further emphasise your suitability for the job. Include interests and/or achievements that are relevant. Give evidence of your initiative and leadership potential, if appropriate. If you mention hobbies, avoid describing them as passive or solitary. For example if you are interested in reading, rather than just state this, elaborate on the genres that interest you and/or authors and e.g. if you attend a book club or discuss books with others online.

Things to include

Membership of student clubs and societies and any significant roles of responsibility.

Things to think about

To save space, consider writing 'References available on request' – references are normally considered at a later stage in the selection process, though it is likely that you would be required to include them if completing an application form.

CV Checklist

When producing your CV check the following

3

Before

- You have set up an appropriate, professional-sounding e-mail address to include in your personal details which makes explicit reference to your name, such as namey.mcname@gmail.com – consider setting up a new e-mail account specifically for corresponding with employers.
- Your voice-message on your mobile phone is appropriate, if you intend to include your number – this is particularly important if you are unlikely to answer the phone if you don't recognise the number.
- Your online presence (facebook, twitter, etc) presents you in an appropriate way – check your privacy settings and profile pictures – some companies systematically check these.

During

- You have tailored it to the role for which you are applying and cross-referenced it with the job description.
- All references to the name of the company and their products or services are correct.
- You have presented and formatted your CV appropriately: made sure it is professional-looking; made the employer's job as easy as possible by making it easy to read without too much distracting color; avoided over-formatting with lots of italics, emboldened and underlined text; and made headings clear and appropriate.
- You have avoided using logos unless you have been granted permission to use them.
- You have avoided large blocks of colour – consider limiting colour to headings.
- You have avoided fonts that are difficult to read - eg Comic Sans.
- You have avoided (or where appropriate explained) abbreviations and acronyms – use your discretion to decide whether the employer is likely to be familiar with the same acronyms and abbreviations as you.
- You have used appropriate language – professional, no text speak.
- You have considered the full range of your skills and experience, especially from university, identified which are the most relevant, and expressed these in a way that the employer will understand.
- You have not included the following unless you have been asked or there is a specific reason to include them: a photo (exceptions may include performing arts applications); your age (no longer required); your gender; marital status; your nationality (though it may be worth confirming your right to work if you are from a country in which you are required to clarify your visa status).

After

- Your spelling and grammar are accurate and correct.
- Your CV looks good at a glance, including good use of space by spreading content evenly over the two pages (or one page if appropriate).
- Someone with a good attention to detail has proof read it.
- You convert your CV into PDF format to guarantee that it will be displayed to your reader in exactly the same way that it displays on your computer – it will also avoid them being able to see any Track Changes and words highlighted by the grammar/spellchecker.

If sending by e-mail

- You have named your CV and accompanying files logically to make the job easy for the employer and whoever is processing your application (they may not be the same person) – included your name, job reference number (if there is one), and the type of document – eg 'Namey-McName_CV_RefXYZ.doc', 'Namey-McName_Covering-Letter_RefXYZ.doc'.
- You have sent all documents including the covering letter as attachments and included a brief message in the body of the e-mail which references the job and lists the attachments – the e-mail itself will be judged in terms of how professional and courteous it is.

Post Title: Graduate Trainee

Job Ref: GTS1012

Duties of the post

- To meet all **targets and objectives** of the assigned graduate training scheme as set out by the Department Manager, Human Resources Manager, and Divisional Director.
- To learn specific **in-house systems** and processes, developing an ability to contribute to future **decision-making** and process improvement.
- To contribute to overall **team performance**, using both **individual effort** and working effectively in collaboration with others.
- To undertake **research** and offer suggestions for improvement to the main assigned project, as well as when working on **specific project tasks** and other **departmental projects**.
- To **manage** and drive own career path, attending all graduate and job specific **training**, demonstrating learning application as a result, and **completing assessments** where applicable.
- To participate fully in, and **take the lead** when directed at, departmental and company meetings, including **networking** with colleagues and **external partners** as required.
- To take a **proactive** role in assigned team, and fully engage with other functions in the Company to develop strong knowledge of the **organisational aims** and objectives and how assigned team contributes to these.
- Any other additional duties and responsibilities considered commensurate with the nature of the post.

Person specification

Key competencies	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ■ Educated to Degree level 	
Knowledge and experience	<ul style="list-style-type: none"> ■ Strong commercial awareness and knowledge of the sector ■ Familiar with using social and digital media for communication 	<ul style="list-style-type: none"> ■ Experience in a similar or related role
Skills and abilities	<ul style="list-style-type: none"> ■ Excellent communication and interpersonal skills, both verbal and written ■ Highly developed problem solving skills ■ Ability to work flexibly, on own initiative and as part of a team ■ Excellent time management skills, including the ability to prioritise and meet targets and deadlines ■ Highly proficient in MS Word and Excel 	<ul style="list-style-type: none"> ■ Practical experience in delivering presentations ■ Demonstrable leadership skills ■ Good knowledge of MS Access
Other	<ul style="list-style-type: none"> ■ Ability to manage own learning and development and willing to undertake training and development as required ■ The ability to meet the requirements of UK 'right to work' legislation 	

Ms Bossy Deboss
XYZ Ltd.
Laney Lane,
Towny Town,
TT1 9LL

Namey McName
5 Streety Street,
Towny Town,
TT1 2SS

15 February 2012

Dear Ms Deboss,

RE: Graduate Trainee post GTS1012

I am a final-year Example Studies student at the University of Essex and I am writing to apply for the above position at XYZ Ltd. as advertised on the University careers website. I have attached my CV for your consideration.

I first became interested in Example Studies when I was in sixth form and managed to arrange to spend a week of my holidays work-shadowing a recent graduate at ABC Ltd., which helped me to confirm my degree choice with a view to progressing on to a Graduate Trainee role. Getting an insight into the example industry gave me a strong understanding of the skills that would be required for this type of role. As you will see from my CV, throughout my studies I have been committed to improving my ability and relevant experience, managing my time effectively and prioritising my work and commitments to ensure I maintained my strong academic achievement and consistently met my deadlines.

I am particularly attracted to the Graduate Trainee role at XYZ Ltd., as I can see from your website that you have impressive business development objectives and I know from media coverage in recent years that you are an industry leader in the example sector, including winning the 123 Award for 2011. I share your organisation's values, in particular relating to sustainability and supporting the local community, and feel I could make a significant contribution in this role given the chance. It's evident from your job description that training and development are a significant aspect of the role, which would help me to improve my effectiveness as an employee. I am also interested in the opportunity to really get involved in decision making, and find it encouraging that there's potential to develop leadership.

I spoke to one of your recruiters at the 2011 Options fair organised by the Employability and Careers Centre at university and have been following your Graduate Scheme details and updates on Twitter. I am confident that I have the right experience, skills and qualities to fit in with your team. I get on well with others, having worked in teams previously, including leadership roles, completing both academic and professional projects.

I am also very flexible and work well independently. As you will see from my Customer Service experience in my CV, I took the initiative to suggest changes that led to improved procedures in the store, also demonstrating my aptitude for problem solving. I have excellent interpersonal skills and can communicate professionally, including experience in delivering presentations, the most significant being to management and colleagues on completion of my internship last summer. If successful in securing the position of Graduate Trainee I assure you I could make an effective contribution to your team.

I would welcome the opportunity to discuss my relevant experience and skills with you in more detail. I am available for interview at your convenience and look forward to hearing from you.

Yours sincerely,

Namey McName

Tip

Where possible address your letter to a named person. This information is often provided, but if not, it's acceptable to contact the employer to ask who you should direct your application to.

Tip

Let the employer know why they are receiving your CV – the first thing they'll want to know is who you are and specifically why you are contacting them. Remember that they may be advertising multiple vacancies at the same time so if a reference number is provided, use it.

Tip

Outline why you are interested in the role, customising your letter to the job description and the organisation you're applying to.

Tip

Tell the employer specifically what attracts you to working for them in particular, show them that you have made an effort to do some background research. Generic 'one size fits all' covering letters give the impression that any job anywhere will do, but employers want applicants committed to working for them and genuinely interested in the role they're offering.

Tip

Give an overview of why you are suitable for the role, using the person specification as a guide. There's no need to repeat everything that's in your CV, rather you should highlight your skills and a couple of your key selling points to entice the employer to read your CV (it's also ok to use this opportunity to include anything significant that didn't quite fit in your CV).

Tip

Close with a statement like this that encourages further action. This would also be the point to introduce any dates you are not available to be contacted or to attend an interview.

Tip

When addressing a named person, it's good practice to sign off 'Yours sincerely'. If you've been unable to get a named contact and had to resort to using 'Dear Sir/Madam' or another alternative then sign off 'Yours faithfully'.

Covering Letter Checklist

When writing your covering letter check the following

6

Before

- You know who to direct your CV and covering letter to, and if not, do your best to find out the relevant named contact to whom you should address it.
- You fully understand the role and have done some research into the employer and the industry.

During

- You have specified exactly what you are writing to apply for.
- You have tailored your letter to the role and to the company/organisation you are applying to.
- You have kept your covering letter to a single page unless otherwise stated, and have kept your paragraphs focused.
- All references to the name of the company and their products or services are correct.
- You have presented and formatted your covering letter appropriately: make sure it is professional-looking; avoid fonts that are difficult to read; ensure you have used a formal letter structure (see sample if you're unsure).
- You have avoided (or where appropriate explained) abbreviations and acronyms – use your discretion to decide whether the employer is likely to be familiar with the same acronyms and abbreviations as you.
- You have used appropriate language – professional, no text speak.
- You have demonstrated that you are interested in the role specifically and understand what it involves and how you are suitable.
- You have shown an interest in the employer and indicated what impresses you about them and/or attracts you to working for them.
- You haven't repeated your entire CV – the idea is to highlight your key selling points encouraging them to read your CV to find out more about you.
- You have included any dates you will not be available to be contacted or attend for interview.
- You have concluded your letter appropriately, encouraging the employer to contact you.

After

- Your spelling and grammar are accurate and correct.
- Your letter is personal to you and tailored to the role and the employer you are applying to rather than copied from the Sample Covering Letter or elsewhere.
- Someone you trust has proof read it.
- You convert your letter into PDF format to guarantee that it will be displayed to your reader in exactly the same way that it displays on your computer .

If sending by e-mail

- You have named your covering letter and accompanying files logically to make the job easy for the employer and whoever is processing your application (they may not be the same person) – include your name, job reference number (if there is one), and the type of document – eg 'Namey-McName_Covering-Letter_RefXYZ.doc' 'Namey-McName_CV_RefXYZ.doc'.
- You have sent all documents including the covering letter as attachments and have included a brief message in the body of the e-mail which references the job and lists the attachments – the e-mail itself may be judged in terms of how professional and courteous it is.

Try the CV templates

Why not check out the CV templates that accompany this pack? They provide customisable Word templates for you to adapt according to your own needs and the role for which you are applying. You can access them at www.essex.ac.uk/careers/essexcv

For more information

www.essex.ac.uk/careers/essexcv
www.essex.ac.uk/bige

Contact the Employability and Careers Centre
Explore: www.essex.ac.uk/careers
Visit: Square 2

E careers@essex.ac.uk
T 01206 872494



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Contains
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