



Essex CV



Recognise. Celebrate. Succeed.

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.

This pack contains the following sections...

1. **Example Chronological CV**
This is an example of a generic CV which draws your attention to some important things to consider.
2. **Example Skills CV**
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**
This lists the really important things you need to check before you send off your CV.
4. **Sample Job Description**
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**
This is a letter that would accompany either of the example CVs and is based on the sample job description.
6. **Covering Letter Checklist**
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.