

# SECURING AN INTERVIEW:

## PREPARING YOUR CV, COVER LETTER & APPLICATION FORM

- Your CV – The basics of a great CV
- What if you don't have any experience?
- Writing a great cover letter
- Top tips when completing application forms



CV

# Your CV 'Curriculum Vitae'



## The Basics of a Great CV:

- Personal Details
- Personal Statement
- Education
- Work Experience/Employment History
- Achievements
- Key Skills



Your CV is a summary of your career history and, in most cases, will be the first thing an employer looks at when considering you for a role. It is crucial to make a positive first impression!

## TOP TIPS...

- Your CV should be concise and to the point.
- A CV should always be presented on a white A4 page and will be written in a clear, professional font (for example: Arial, size 10).
- Appropriate CV formatting is essential. Ensure your document is laid out in a logical order with clear section headings (for example: Work Experience, Education). Use bullet points and keep sentences short. Remember the graphic design trick of leaving plenty of white space around the text and between categories, which works like a dream to make the layout easy to read.
- Your experience and education should be detailed in reverse chronological order to highlight your most recent experience and achievements.
- Check your CV carefully to ensure correct spelling and grammar. Remember, if you apply for a role online, your CV will be received by the employer in MS Word format and any mistakes in the document will be made clearly visible by the little red/green lines highlighting the errors.

# What if you do not have relevant work **EXPERIENCE?**

As you are a student, employers will anticipate you having limited previous work experience. However, you will still have some **great experiences** that are worth detailing on your CV, including things such as your educational qualifications, awards you have won, foreign exchanges you have been involved in, sports competitions you have played in, etc. **Being able to recognise and highlight these skills is important.**

## Cover Letter

### STRUCTURE OF THE COVER LETTER:

- Why do you want to work for this company?
- Why this role?
- Why you?

### REMEMBER:

- **KISS: Keep It Short and Simple** (it is not an essay).
- Always check your **grammar and spelling**.
- A cover letter is **not always required**, so be clear prior to spending time writing one that the company will be in a position to review it.



## Application Form...TOP TIPS!

- Show your passion for the industry, the company, and the job by completing sufficient research before answering any questions.
- Ensure you provide specific examples when answering competency-based questions that draw upon past experience to demonstrate that competency.
- Read each question carefully and check the word count.
- Ensure the answers you provide fully answer the question asked before submitting.
- Always check your grammar and spelling.
- Put enough time into the application-you can always save and come back to it.
- Contact the recruiter if you have questions utilise your networks!