



# CVs & Covering Letters

***This session will start at 13.10***

**To join this session you will need the following:**

- **Strong internet access** (broadband connection highly recommended if possible)
- For the best experience use **Google Chrome**
- We recommend you **close all programmes** except for the browser you are using for your Collaborate session.
- **Headphones** (recommended)

**This session will be recorded**





THE UNIVERSITY of EDINBURGH  
Careers Service

*School of Maths Employability Tuesday*

# CVs & Covering Letters

Applying for internships, jobs & further study

**Matt Vickers**  
*Careers Consultant*

Inspiring futures



# Before we start...

## Can you hear the presenter talking?

Please select yes/no on the on-screen poll,  
or type your answer in the chat box

If you can't hear, try leaving and re-joining the  
session – **Google Chrome** is the  
recommended browser



# Asking Questions

## Etiquette



**Please mute your microphone**

You can type a question or comment at any time in the chat box





# Recording

- **This session will now be recorded.** Any further information that you provide during a session is optional and in doing so you give us consent to process this information.
- These sessions will be stored by the University of Edinburgh for one year and published on our website and Media Hopper during that time.
- The text chat is recorded but will not be visible on the published recording.
- By taking part in a session you give us your consent to process any information you provide during it.
- We will tell you when we stop recording.



# Agenda

- Why you need a CV
- A recruiters perspective
- How to prepare: research!
- What to include (or not)
- Covering letters
- Questions?



# Reminder / introduction: to help you consider your next steps



- Understand yourself** – skills, values, strengths
- Discover what's out there** – jobs, courses, sectors
- Build experience** – participate, volunteer, intern
- Become professional** – confident, adaptable, independent
- Make it happen** – plan, apply, succeed



# Why bother? Isn't it all online?!



## No!

- Online applications often ask for a CV to be uploaded
- Small(er) companies may simply still ask for your CV
- Essential if you want to apply speculatively
- ...or use a recruitment agency





# CVs.....

**Helen Shaw**  
43 Black Lane, Brighton,  
East Sussex, BN23 4NJ.  
Telephone: (07700) 900999  
Email: Helen.Shaw@a1mail.com

**PROFILE:**  
A highly motivated and enthusiastic graduate with a good knowledge of the music industry and Rock scene. Excellent exposure to the dynamic music industry. Labels use to promote music / bands / artists, including imc that reach a wide audience at minimal cost. Able to use of team under pressure to meet challenging deadlines / objectives and organisational skills with the will and determination to succeed.

**MAJOR ACHIEVEMENTS:**

- Successfully promoted the Warner Music label and artists at large and small venues in the South East which included both V and the Reading Festival
- Publicised new bands / artists and headline at Futureheads, Bloc Party and the Ordinary Boy
- Earned promotion to Brighton Rep for album cover, identified suitable venues for local bars / clubs and distributed new releases to local bars / clubs
- Reviewed gigs, albums and singles for the and produced articles for Joyzine an online reviews and interviews.
- Shadowed a Warner Music Street Team responsible for recruiting members of the UK and produced detailed instructions on

**EDUCATION / QUALIFICATIONS:**

**BA (Hons) 2:1 in Geography, University of Southampton**

- Studied a broad range of courses in Geography, alongside the major Human Geography modules, undertake self-managed studies, plan and undertake self-managed studies, plan and undertake self-managed studies, plan and undertake self-managed studies. Learn to promote own points of view.

**4 A-Levels, St Vincent College, Gosport.**

- General Studies [A]
- Geography [B]

**9 GCSEs, Brookfield School, Southampton**

- English Language [A\*]
- Double Science [A, A]
- German [A]
- English Literature [B]

© 1993 - 2010 BradleyCVs.co.uk - pro

**Karen Armstrong**  
Graduate financial analyst

**Personal summary**  
A highly motivated Finance graduate who is able to provide key analytical support to company managers. Ambitious and looking forward to playing a key role in financial decision-making and adding significant value to a business. Experienced in budgeting, forecasting and producing monthly financial reports as well as reviewing internal company processes to advise on any improvements that can be made.

**Academic**

<b>Bournemouth</b>	2007 - 2010	BSc (Hons) Accounting and Financial Management Studies	2:1
<b>Bournemouth County College</b>	2005 - 2007	A Levels: Maths A, English B, Commerce A	

**Areas of expertise**

Analyzing statistics	Financial research	Date
Data manipulation	Portfolio management	Data validation

**Career history**

**Marstons Engineering - Birmingham**  
GRADUATE FINANCIAL ANALYST  
April 2010 - Present

Providing financial analysis and information that enables all areas of the company to make appropriate business decisions. Assisting in the development of systems and procedures to improve the quality and efficiency with which management information is produced.

**Duties:**

- Supporting external auditors in their interim and year end programmes.
- The preparation and delivery of Management Accounts.
- Resource planning.
- Business analysis.
- Monitoring and reviewing company spending.
- Control of merchandise spending.
- Invoicing and purchase order creation and maintenance.
- Supporting development of short and long-term business plans.
- Development of sales, marketing & promotional expenditure forecasts.
- The preparation of month & year end results.
- Sales activity analysis.
- Responsible for inventory and margin analysis and reporting.

**the people pod**

**Mark Smith**

**Contact:**  
The People Pod  
Endeavour House  
The Valley  
Greater Manchester  
BL1 8SVW  
0123456789  
0123456789  
greatjobs@thepeoplepod.co.uk

**DOB:** 12.06.1980

**Professional Profile**  
An enthusiastic and hands-on Fashion Retail Store Manager who believes in encouraging, coaching and supporting colleagues to maximise potential and achieve targets. A highly motivated and dedicated individual, with a passion for people, who enables colleagues to contribute to the daily running of the business and feel they make a difference.

**Key Achievements**

- Increased productivity by over 25%
- Store Manager of the Year 2005
- Best Customer Service in the Region 2005
- Successfully trained Sales Assistant to become Assistant Manager

**Career Summary**

**Topman Retail Store Manager**  
Manchester

Retail Store Manager of £1m turnover store with 30 staff in the fashion retail sector. Duties involve stock taking, man management, training, recruiting and development, merchandising and store presentation.

**Reason For Leaving:**  
Career progression. Seeking a Store Manager or Area Manager position.

**04.2003 to 06.2005**  
**Diesel Assistant Store Manager**  
Manchester

Assistant Store Manager responsible for motivating staff, stock control and high standards of Customer Service.

**Curriculum Vitae**

**Curriculum Vitae**

**Persoonlijke gegevens**

**Naam:**  
**Voorletters:**  
**Roepnaam:**  
**Geboren:**  
**Nationaliteit:**  
**Burgelijke staat:**  
**Telefoon:**  
**Rijvaardigheid:**  
**E-mail adres:**  
**Website:**

**Opleidingen**  
HBO:

2007 - 2012 (afgerond)  
School: ArtEZ Hogeschool voor de kunsten  
Richting: Interieurarchitectuur  
Scriptie: 'Van oud naar nieuw' de verbinding van oud naar nieuw in de architectuur  
Plaats: Zwolle

WVO:

2001 - 2007  
School: Isendoorn college  
Profiel: Cultuur & Maatschappij  
Extra: Biologie en handvaardigheid  
Profielwerkstuk: Architectuur en geschiedenis van Parijs  
Plaats: Warnsveld

Stage

Augustus 2011 - december 2011  
Bedrijf: Studio Groen-Schild  
Plaats: Deventer  
Functie: interieurarchitect

**Expositie**

'Geslaagd Ontwerp' georganiseerd vanuit Architectuurcentrum Twente  
17-11-2012 / 16-12-2012

**Werkervaring**

**Technische helpdesk:**  
Oktober 2012 - Heden  
Bedrijf: Unamic HCN, project Telfort  
Plaats: Zwolle

**Verkoopmedewerker:**  
Juni 2011 - Heden  
Bedrijf: Gall&Gall (Ahold)  
Plaats: Zwolle

**KATARZYNA NOWAKOWSKA**

**Data urodzenia:** 12.01.1987  
**Obywatelstwo:** polskie  
**Adres:** ul. Wroclawska 13 m 17, 00-300 Warszawa  
**Telefon:** 88XXXX5774  
**E-mail:** katarzyna.nowakow@gmail.com

**DOŚWIADCZENIE ZAWODOWE**

08.2010 - 10.2013 Agencja Reklamowa - BIGSTARS, Warszawa  
Kontakt z klientami oraz delegowanie zadań do odpowiednich działów firmy, przygotowywanie założeń projektu reklamowego.

07.2008 - 06.2010 Agencja Interaktywna SILVERLINE, Łódź  
Poznanie i opracowywanie strategii marketingowej klienta w celu identyfikacji jego potrzeb wobec agencji, koordynowanie prac w działach agencji.

**EDUKACJA**

08.2005 - 10.2008 Wyższa Szkoła Marketingu i Reklamy, Warszawa  
Licencjat

**CECHY OSOBOWOŚCI**

- doskonała umiejętność komunikacji,
- umiejętność organizacji pracy własnej i zespołu,
- głębokie zainteresowanie wykonywaną pracą,
- dynamizm i pasja w działaniu,
- kreatywność w rozwiązywaniu problemów,
- wysoka odporność na stres,
- umiejętność pracy pod presją czasu.

**JEZYKI**

angielski - bardzo dobry,  
niemiecki - średni (nauka w toku)

Wyrażam zgodę na przetwarzanie moich danych osobowych dla potrzeb niezbędnych do realizacji procesu rekrutacji (zgodnie z ustawą z dnia 29.09.1997 roku o Ochronie Danych Osobowych oraz innymi przepisami).  
2002 - Nr 101, poz. 926 ze zm.)

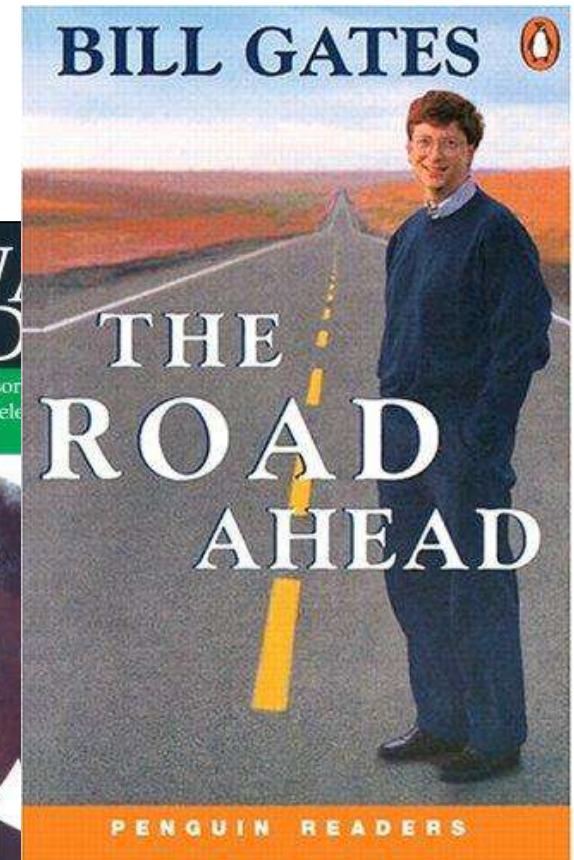
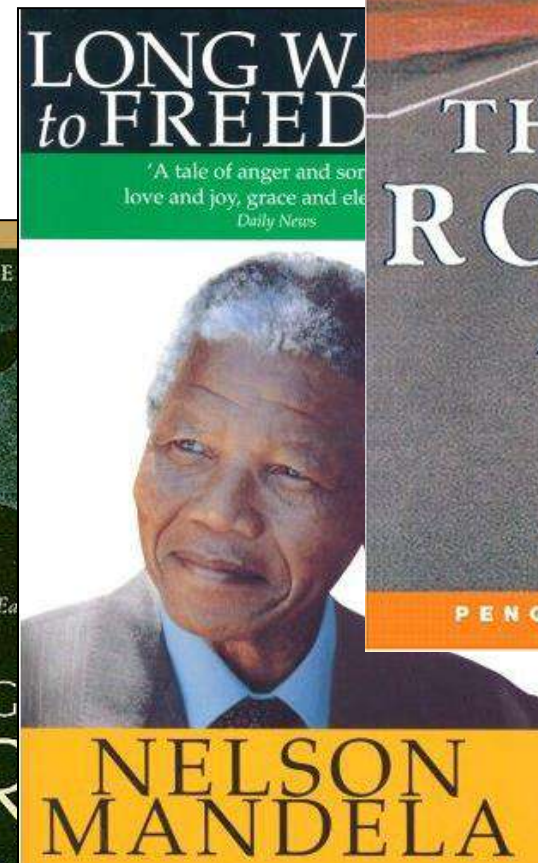
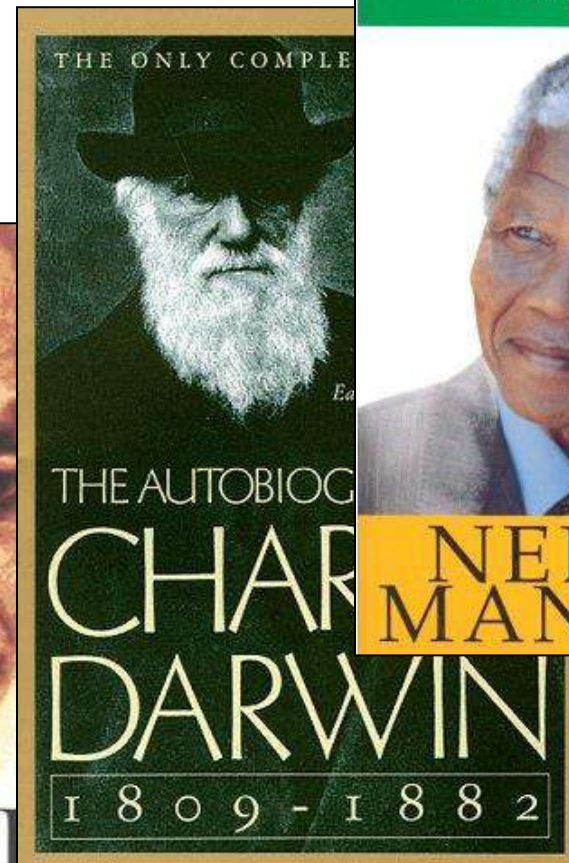
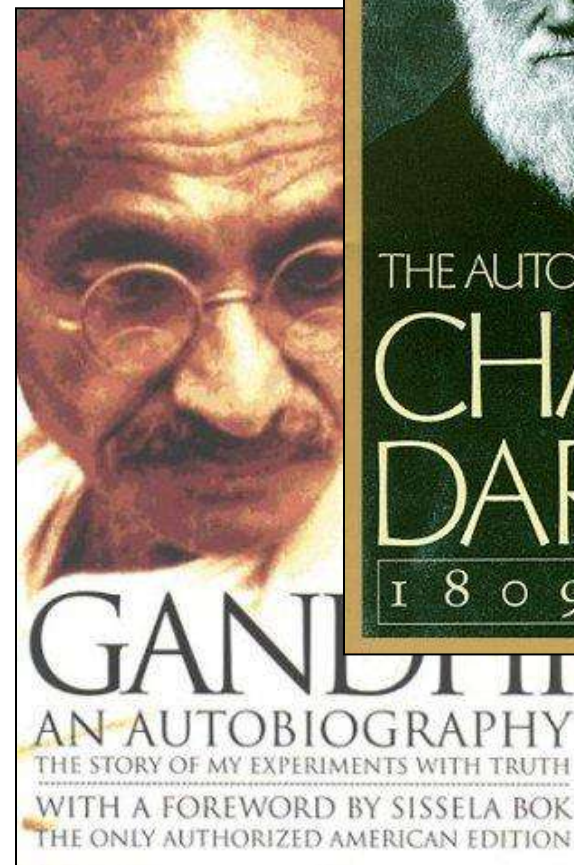




# What is a CV?

**Curriculum vitae** = Latin: *“Course of Life”*

Your biography: how long?



# The issue:

How to **fit** a 21+ year biography...



...onto a **couple of sides of paper?!**





## The solution:

$$2x + 5y = -1$$
$$5y = -2x - 1$$
$$y = -\frac{2}{5}x - \frac{1}{5}$$

**Warning:** this is the most important bit – please **pay attention!!!**

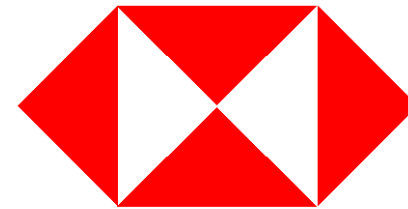
- Key premise: **who is going to read this?**
- Which in turn influences what they are:
  - expecting to see (style/‘look’)
  - expecting read (content);
  - wanting to know about you / are interested in.



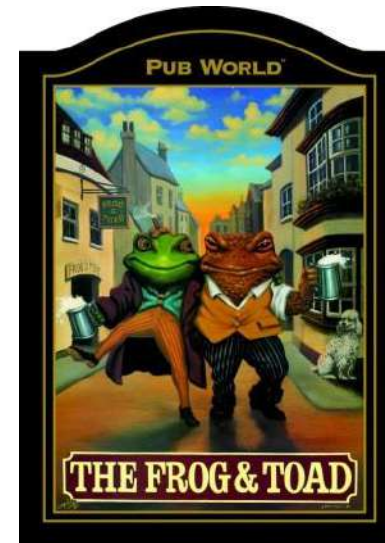


## For example:

- Language
- Style
- Length
- Content



HSBC



So it is important to be aware of – and research – what your readership expects!

This will **influence your editorial decisions**: in/out... and if in, how much?





Grid of resume samples including: JOHN DOE, Resume, Job Hunt, PRINCE LIGHT, Bank Job Post, Manual Book System, and Job Offer.

Grid of resume samples including: Kate Hamilton, Chris Wooden, Blake Zolfo, ANJULI KUMAR, CATHY ANNE MCKENNA, Resume Template, and John K. Brown.

Grid of resume samples including: RESUME WRITING, Denise Shi, Skills, Work Experience, EDUCATION, Your Resume (diagram), SUSAN M. RILEY, and Resume Guide.

Grid of resume samples including: CAITLIN LEIGH CORSETTI, DANIEL K. RILEY, Career & Training Zone: Resume Style, and RÉSUMÉ (A Butler Child Theme).

Grid of resume samples including: Nathan McMillan, Personal & Professional Profile, NATHAN F. MULLER, and Jafar.



# One size does NOT fit all

## CVs must...

- be **targeted** at the opportunity and the recruiter  
in other words: **job/placement/PG course** and **employer/uni**
- **reflect** the skills and experiences demanded.
- create a positive **first impression**.
- make the selectors job **easy**.
  - No hunting for information (what, when, where)
  - No assumptions

**Especially if speculative!**



# Your shopping list?

Bread  
Butter  
Ham slices  
~~Carrots~~  
Chicken breast  
Toilet roll  
Shampoo  
Beer (lots)  
Aspirin



Waitrose





# Recruiter's shopping list: obvious

## Their list”!

- Academics
- Experience
- Skills
- Motivation

The screenshot shows the MyCareerHub interface for The University of Edinburgh. The main heading is "Data and Analytics Summer Internship" by NatWest Group. The location is listed as Edinburgh, London, and other parts of the UK. The page includes a "Details" section with requirements and program information, and an "Other information" sidebar with details like opportunity type, contract type, and remuneration.

**Details**

**About you:**

- To be eligible for our Data & Analytics internship, you'll need to be in your penultimate year of university and be on course to achieving a 2:1 in your degree
- We're looking for curious, inquisitive people who show a real passion for data and technology, and the drive to explore how it can be used to make a positive difference for our customers
- You'll bring strong problem solving skills, along with an analytical approach and an appreciation of analysis techniques

**About the programme:**

Over the course of this 10-week summer internship, we'll give you a taste of what it's like to work with us, along with valuable experience to help guide your career choices.

We'll reward you with a starting salary of £21,500 pro rata, depending on your location.

For 10 weeks, you can expect to:

- Learn about our culture, values and goals and build an understanding of the products and services we provide
- Attend training workshops, get involved with our day to day work, and take part in a business improvement project
- Develop your team working, planning, creative thinking and problem solving skills
- See first-hand how we work together to deliver an outstanding service for our customers
- Experience what it's like to work in a purpose-led organisation that puts the customer at the heart of decision making

**About the business area:**

Our data is one of our greatest assets, and how we harness it to understand the world, our business and our customers' needs is crucial. In Data & Analytics, we promote the intelligent use of data and make sure it's used in the right way.

Good data engineering helps us get to grips with the data we have. And data science allows us to apply statistics, computer science and problem solving skills together with strong research methods to test, learn and optimise machine learning powered decisions to help customers.

**Other information**

**Opportunity Type:** Internship/ placement

**Contract Type:** Temporary

**Contract Hours:** Full Time

**Remuneration:** £21,500 p.a.

**Expected commencement:** Sept 2021

**Website:** [Go to website](#)

Posted 17 Sep 2020

**More Opportunities**

**Business Analyst**  
An opportunity to join a successful, telecoms focussed management consultancy. You will work

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# Recruiter's shopping list

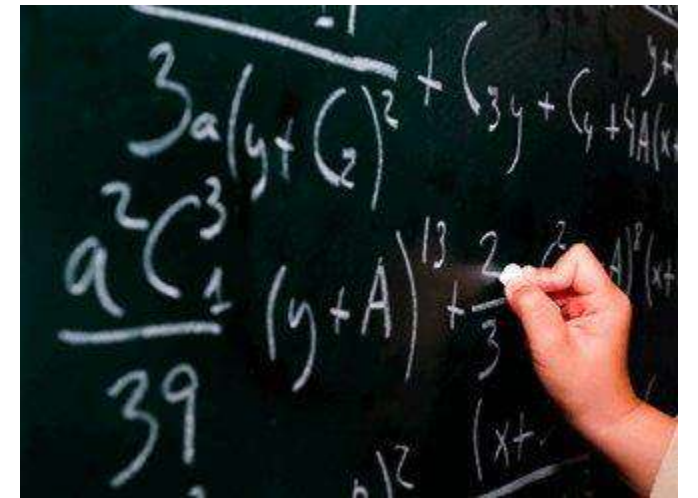
## e.g. Quantitative Analyst

- Some knowledge of **asset valuation** and **risk management** techniques.
- Familiarity with **statistical computing packages**, such as **Matlab or R**, and **programming languages (VBA, C#)** is useful.
- **Team player** comfortable in a professional services environment with the ability to effectively **debate** and subsequently **influence** internally & externally at all levels.
- Enquiring and **analytically-minded** with a thorough **work ethic**.



# Careers: the opposite of maths!

- **Maths:**  $5 + 4 + 3 = ?$   
i.e. here is a problem – now you solve it and get me the answer
- **Careers:**  $12 = ?$   
i.e. this is the answer (what we want) – now you go and show me how you have this (e.g.)  $9 + 3$  or  $6 + 6$  or  $8 + 4$ ...





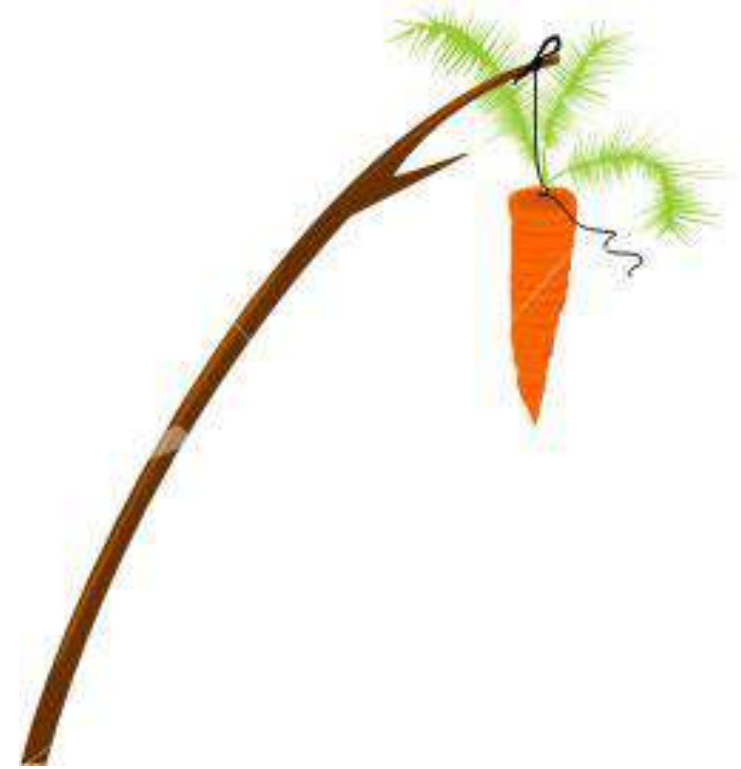
**Q. What's a CV for?**

**A. To get you an interview!**

- *Can't* fit everything on it...
- ...which is OK (allows us the chance to tease/entice employers – make them want to know more!)
- Can then offer more detail at interview stage.







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# (1) Research The Vacancy

## The Job

- job description → get full job spec
- job profiles: [Prospects](#) + [TARGETjobs](#)
- local/personal contacts



**Linked** 

**PLATFORM ONE**  
A place for University of Edinburgh people



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## The Recruiting Organisation

- company web site
- employer presentations + fairs
- [media](#) (incl. social media)



# (1) Research The Vacancy

## The Job

- job description, get full
- careers information
- local/

What are  
they  
looking for?



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media (incl. social media)





## (2) Research the candidate: you

### **What have I done?**

- in my courses/research?
- work experience (voluntary/paid; casual/formal)?
- interests/activities/sports?
- life!

### **What does this say about me?**

- What skills/qualities have I developed?
- What insights have I gained?
- What is my level of expertise?
- What can I bring to a job?



## (2) Research the candidate: you

### What have I done?

- in my country research
- work experience
- interests
- in

### What

- What
- What
- What can

How do you  
meet their  
requirements?



# Recruiters cannot select applicants based on ‘flowery’ statements and unfounded claims

*“I would be an ideal candidate as I have great leadership skills, strong teamworking abilities, I am a go-getter and constantly achieve highly and enjoy being challenged and reaping the rewards of my success”.*

Instead, recruiters want  
**evidence!**

**Think like a lawyer in a court room!**





# Linking skills to experience: examples

- Analysing and evaluating information, structuring an argument, writing clearly, persuasively and precisely: through reading, research and essay preparation, exams.
- Ability to prioritise and meet deadlines: through planning project work; balancing study, job(s) and social life.
- Commercial awareness: through working in a shop and understanding customer needs; through reading business news.
- Problem solving / creativity: coming up with ideas for events or fundraising; overcoming difficulties with course work.



# What should you include: sections

- **Personal details**
- **Education** – for PG study, include research here, or separately)
- **Experience** – P/T jobs, internships, voluntary – relevant and not directly relevant.
  - Can split into: paid/unpaid; relevant/additional; engineering/other
- (Relevant) **Additional information** – travel, interests, positions of responsibility, computing skills, etc.
- **Referees** – academic + employment.
- **Dates** – employers hate gaps!

**N.B. Choose the **order** that works best for you:  
Think about the reader...**



# What should you include: entries

- **When** – you did something (i.e. dates)
- **Where** – you did something (e.g. uni, school, organisation...)
- **What** – you did (e.g. qualification, job, activity...)

Over 1-2 lines, in any order – but **be consistent!**

Then **add detail** below in short sentences (bullets are fine) incl.

- Tasks (incl. skills used)
- Insights / achievements

**or**

Keep detail short and include key examples in separate *Skills* section





# Do not include

(in the UK...other countries vary)

- **Photograph** – unless role-appropriate/requested
- **Lots of colour** – how will it look in black & white?
- **Date of birth** – age discrimination / data fraud?
- **National insurance number** – data fraud?
- **Marital status** – irrelevant
- **Gender(?)** – up to you (if not obvious from name); positive discrimination?



# Appearances

**Choose a layout that fits your information;  
DO NOT force your information into a layout!**

- Different types of CV:
- chronological (conventional)
- skills-based
- technical (incl. academic)
- posted electronically
- creative
- international (N.B. Check paper size... A4 vs. Letter)

(see [www.prospects.ac.uk](http://www.prospects.ac.uk), [www.eurograduate.com](http://www.eurograduate.com) or  
'Working abroad' section of careers information centre)



# Chronological CV

Example of a chronological CV

**ASHLEY GILL**

3 Lappage Court  
Tyler Green, Bucks.  
HP8 4JD

If you include a profile make sure it's concise and related to the specific skills and experience required.

Telephone: 01882 652349  
Mobile: 07717 121824  
Email: ashleygill2023@gotmail.com

Multi-lingual business student with international financial experience and ability to develop business relationships seeking a financial consulting career in life insurance and pensions.

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**Education and Qualifications**

2008 – present

**Buckinghamshire Edge University**  
BA International Business Studies with Spanish (expected 2:1)

- Six-month work placement in Madrid.
- 12,000 word dissertation analysing the UK pension market to 2050.

Highly mathematical and technical degree giving me excellent numerical skills and ability to conduct sophisticated statistical tests.

Demonstrated ability to gather pension data from a wide range of sources, draw appropriate conclusions and clearly communicate my findings, resulting in a 73% grade and a business recommendation.

2000 – 2007

**Freebridge School**  
A-Level: Business studies (B), French (C)  
8 GCSEs including Maths, English, Spanish and French

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**Finance Related Work Experience**

If you have relevant experience it can be useful to group it all together.

2011 (Feb – Aug)

**Audigest S.A. (Madrid) Audit Assistant**

- Six months' work experience in an international bank.
- Reviewing company financial systems and analysing risk.
- Testing to check that financial information systems were fit for purpose.

Developed excellent data investigation skills such as an ability to use a range of sources, check findings and question conclusions resulting in a key role helping business clients develop efficient systems.

Built longstanding business relationships through outstanding client service delivery, a professional attitude and an ability to communicate with senior colleagues in both English and Spanish.

2008 (Jan – Aug)

**Top Choice Holidays and Flights Ltd (Low Wycombe) Financial Assistant/Supervisor**

- Supplier statement reconciliation: Worked in a team of four matching invoices to payments made on account.
- Matched income to expenses over the financial period.

Demonstrated excellent teamwork skills in a busy financial environment, such as an ability to listen to clients and managers, perform my role to a high level and support colleagues, resulting in an early promotion.

List your relevant duties.

Relate your degree to the job by listing your relevant modules/dissertation and outlining the related skills you've gained.

**Additional Work Experience**

2007 (Jul – Aug)

**Dogs Protection League - Financial Assistant**

- Working within the accounts payable team.
- Conducted bank reconciliations, branch recharges, updated sales and purchase ledger and calculated trial balances.
- Maintained fixed asset register.
- Responsible for producing branch holding funds and preparation of management accounts.
- Passed OCR Level 1 Book Keeping course.

Quickly established myself as an enthusiastic and flexible finance professional ready to take on a wide range of technical data gathering and investigation roles.

2006

**Dave Bruegold Chartered Accountants - Work experience**  
Developed a strong passion to work in client service delivery within the finance industry.

---

**Additional Work Experience**

2010

**Finsbury's supermarket (Hazelbridge)**  
Supervisor - Managing a small team and providing customer service.

2008 – 2011

**Buckinghamshire Edge University**  
Campus librarian and university tour guide

2006

**McHenry's Restaurant (Low Wycombe)**  
Crew member and supervisor

---

**Voluntary Experience**

2011  
2009  
2007

Teaching English in Spain  
Student volunteering: Teaching young adults DJ'ing skills  
Teaching English in Mexico

---

**Additional Skills**

Languages

- French: Semi-fluent.
- Spanish: Fluency obtained working in Spanish-speaking countries.

IT

- OCR Level 1&2 Web design.
- Experience with SageLine 100, Barclays Business Master and Care (LiveContacts).
- Confident with all Office applications, email and internet.

---

**Additional**

- Enjoy running and have successfully completed organised races for Diabetes UK.
- Clean driver's licence.

Referee details available upon request

Use the two full pages.

Highlight the headings.

Make sure your dates are easy to see.

Neatly align your headings.

Use short positive statements and power words.

Less detail is required for less relevant/older roles.

Outline any useful skills that are not mentioned in the advert/job description.





# Skills-based CV

Example of a skills-based CV

**ASHLEY GILL**

3 Lappage Court  
Tyler Green, Bucks.  
HP8 4JD  
ashleygill2023@gotmail.com

Telephone: 01882 652349  
Mobile: 07717 121824  
Email:

**Personal Details**

**Summary**

- Business studies with Spanish undergraduate.
- Ability to speak French and Spanish.
- Extensive business experience including an internship with Top Choice Holidays.

**Skills and Achievements**

Make sure you carefully assess the job advert/job description and address all the skills they require.

**Effective communication**

- Able to communicate effectively with a wide range of clients and colleagues, by showing interest, carefully listening to needs and appropriately adjusting my message, as demonstrated during my time at Finsbury's Supermarket.
- Strong presentation skills and confidence demonstrated by experience of delivering presentations in different languages to groups of five to fifty.

**Customer service**

- Ability to quickly build rapport with customers and calmly deal with any problems as shown during my retail experience in high pressure environments.
- Capacity to maintain professional relationships through email and other written correspondence, for example, at Audigest in Madrid, where I built longstanding business relationships with customers and colleagues across the globe.

**Teamwork**

- At Top Choice Holidays demonstrated excellent teamwork skills in a busy financial environment, such as an ability to listen to clients and managers, perform my role to a high level and support colleagues, resulting in promotion.

**Administration**

- Excellent ability to plan ahead and manage time effectively, for example, managing complex roles during my internship at Top Choice Holidays.
- Gathered data from a wide range of sources during my dissertation whilst balancing my other studies and two jobs, resulting in a 73% grade.

Prove you have each of the skills required by outlining where you performed them and how you performed them well.

**Experience of travellers' needs**

- Recent travel consultancy experience gives me an in-depth understanding of the expectations of holiday customers and the competitive nature of the industry.
- International travel experience and language ability give me an empathy with travellers and a passion for helping them find a unique holiday experience.

**Initiative**

- Self-funding an evening course in bookkeeping during my first accountancy role demonstrated my ability to plan ahead and take control of my career.
- Successful study and work in Spain and Mexico show that I can creatively develop my skills and experience and adapt to new and different environments.

**Sales knowledge**

- Wide experience of financial roles gives me an awareness of the tight monetary pressures which drive UK service industries.

- Raised sales at The Dogs Protection League by 12% by up selling add-on packages to new and existing customers.

**Language ability**

- Spanish fluency obtained working overseas, French - semi-fluent.

**Education and Qualifications**

2008 – present

Relate your degree to the job by listing your relevant modules/ dissertation.

**Buckinghamshire Edge University**  
BA International Business Studies with Spanish (expected 2:1)

- Study semester at The University of Valladolid (Spain).
- Six-month work placement in Madrid.
- Relevant modules included: Business Planning; Sales Promotion and Marketing; and Business Operations Management.

2000 – 2007

**Freebridge School**  
A-Levels: Business Studies (B), French (C)  
8 GCSEs including Maths, English, Spanish and French

**Work History**

2008 – 2011

**Buckinghamshire Edge University - Librarian/tour guide**

- General administrative and customer service roles.

2011 (Feb–Aug)

**Audigest S.A. (Madrid) – Audit Assistant**

- Six months' work experience in an international bank.
- Liaising with colleagues and clients in English and Spanish.

2010 (June–Dec)

**Finsbury's supermarket (Hazelbridge) – Supervisor**

- Managing a small team.
- Customer service in a busy competitive environment.

Briefly list your relevant duties.

2010 (Jan–Aug)

**Top Choice Holidays and Flights Ltd (Low Wycombe)**  
Financial Assistant/Supervisor

- Working in a range of teams to manage complex financial processes.

2007 (Jul–Aug)

**Dogs Protection League – General Assistant**

- Dealing with enquiries and selling packages to a range of clients.

2006 (Jan–Dec)

**McHenry's Restaurant (Low Wycombe) – Supervisor**

**Voluntary Experience**

2007/2011

**Teaching English in Mexico/Spain**

**Interests**

Active member of University Business Club – Winner of the 'Bucks Best Business Pitch' award in 2010 Enterprise week, judged by Michael Eavis.

**Referees**

Include all your referee details including their email and phone number (but ask for their permission first).

**Professional:** Mr. Jose Andreas, Management Accountant, Audigest, Avenida de Concha Espina 2, Madrid, ES-28036, +34 91 398 5476, j.andreas@audigest.es

**Academic:** Dr. Jane Luffie, Personal Tutor, Buckinghamshire Edge University, Due Road, Low Wycombe, Bucks, HD15 3DL, 01628 435 6784, j.luffie@bedge.ac.uk

# Some Basic 'Rules'

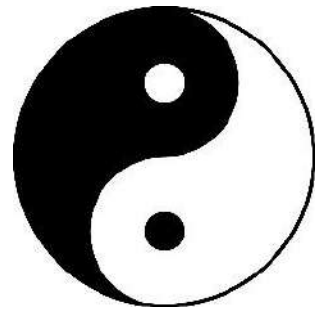
- **Length:** Maximum 2 sides A4 (some banks/consultancies ask for 1 side)
- **Paper:** Use high quality paper (if printing)
- **Layout**
  - avoid large chunks of unbroken text
  - use bullet points or line spaces to break it up
  - white space can be as important as text
  - **bold** and LARGE characters are clearer than underlining
- **Balance**
  - allocate space according to relevance
  - fill the prime selling space with the hottest material

Check **spelling, grammar** and punctuation – TWICE!

Match it with a good covering letter.



# CV vs Covering Letter



	CV	Covering Letter
Explains	Facts	Motivation
In other words	What <ul style="list-style-type: none"><li>• I know</li><li>• I've done</li><li>• I've achieved</li></ul>	Why <ul style="list-style-type: none"><li>• You</li><li>• Me</li><li>• Job/course</li></ul>

So the two are **different** but **work together brilliantly!**





# Covering letter (UK)

- Business letter format!
  - Named person
  - Subject line in bold (Re: **Marketing Trainee Vacancy**)
  - Correct ending (Dear Mr Jones... Yours sincerely)
- Introduction: what you're applying for/where you saw advert.
- Why them? (What's your motivation?)
  - Explain why you're interested in this **job** and **organisation**.
- Why you? (What's in it for them?)
  - Look at job spec and show how you meet 3-4 key attributes
  - indicate what you have to offer; refer to CV without repeating
  - *establish link between you and the job.*
- 1 side A4, typed (unless asked otherwise).



# Examples

The screenshot shows the top section of the MyCareerHub website. On the left is the University of Edinburgh logo and the text 'THE UNIVERSITY of EDINBURGH Careers Service'. The main title 'MyCareerHub' is in large white font on a green background. To the right, there's a decorative pattern of white circles and the tagline 'Inspiring futures'. Below this is a dark navigation bar with links: MyCareerHub, Opportunities, Organisations, Events, Appointments, Resources, Ask a Question, News, Dashboard, and a user profile for Matthew. A red notification bubble with the number '52' is in the top right. Below the navigation bar is a dark blue section with the heading 'Search Resources' and a search input field containing 'cv example engineering'.

This section shows a list of search results under the heading 'Resources'. The results are sorted by 'Relevance'. The first two items are 'CV examples Graduate Engineering job (MV09)' and 'CV example Graduate Engineering job (MV11)'. Each item has a brief description and icons for bookmarking and sharing.

Resources	Relevance
<b>CV examples Graduate Engineering job (MV09)</b> A successful CV is one that secures you an interview, and these examples have been kindly shared by our students and graduates. Use them to help you write your own unique successful CV.	[Bookmark] [Share]
<b>CV example Graduate Engineering job (MV11)</b> A successful CV is one that secures you an interview, and these examples have been kindly shared by our students and graduates. Use them to help you write your own unique successful CV.	[Bookmark] [Share]
<b>CV example Graduate Engineering job (MV12)</b>	[Bookmark] [Share]

This sidebar shows the 'Filter by Topics' section. It includes a search input with 'cv example engineering', a 'filter topics' input field, and a checked checkbox for 'Must be in all topics'. Below this is a tag for 'cv for graduate engineering' with a close button. At the bottom, there are some partially visible numbers like '2.2'.



# Get feedback!



Using **MyCareerHub**

<https://www.hub.ed.ac.uk/s/mycareerhub>

## 1. CV360 feedback software (24/7)

- *Resources* tab

## 2. Booked appointment

- Standard 30-min appointment (daily)
- Maths only School appointments (Mondays, 12.30-14.30pm)





Careers Service home

Students 

Undergraduates 

Make it happen 

**Write CVs and applications**

How to write your CV

CV360 for instant feedback

How to write your cover letter

Examples of CVs and cover letters

US resumes

Referees and references

How to complete an application form

Explaining your qualifications

Applications and CVs for further study

Build your commercial awareness

Sharing your disability

Home > Careers > Students > Undergraduates > Make it happen > Write CVs and applications

Contact us

## Write CVs and applications

Write CVs and cover letters, and complete application forms. Advice about references, how to explain your qualifications and how to show commercial awareness.

### How to write your CV

Advice on what to include in your CV and how to structure it

### CV360 for instant feedback

Make use of CV360 to get instant feedback on your CV before booking a feedback appointment with us.

### How to write your cover letter

Advice on what to include in your CV and how to structure it.

### Examples of CVs and cover letters

Access a range of examples of CVs and cover letters.

### US resumes

Find out what a resume is and how it's different from a CV.

### Referees and references

Information on references including how many references you will have to provide, who you should ask, what information you need to provide and references for postgraduate study.

### How to complete an application form

How to answer common application form questions

### Explaining your qualifications

Answers to key questions about how to present your qualifications in applications.

### Applications and CVs for further study

Advice on applying for further study, including examples of CVs and personal statements.

### Build your commercial awareness

Employers expect applicants to show evidence of commercial or business awareness. Find out how to develop this.

# Extra advice: finance



efinancialcareers

[efinancial careers](#)

*“The absolutely perfect investment banking CV”*  
**BUT** take their advice (and esp. users’ comments)  
with a large pinch of salt!



[Inside Careers](#)

– incl. Accountancy, Actuarial, Insurance,  
Investment Banking, Pensions



Inspiring futures

[Finance section](#)



# We will now end the recording....





# Any questions?

