



Links to Hints and tips on writing a good CV and cover letter

There are many resources you can find online to help perfect your CV and cover letter. Below are some useful links and tutorials.

Links to useful information:

<https://www.themuse.com/advice/how-to-write-a-cover-letter-31-tips-you-need-to-know>

<https://www.reed.co.uk/career-advice/how-to-write-a-cover-letter/>

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs>

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/create-a-great-video-cv>

Video tutorials:

Cover letters:

<https://www.youtube.com/watch?v=V81oKErOe9o>

<https://www.youtube.com/watch?v=ycKMs2FDbs0>

CV's:

<https://www.youtube.com/watch?v=fP43gcBywU>

<https://www.youtube.com/watch?v=3bRLCKD-hll>



What your CV should cover

Your Name, Address, Tel No, Mob, Email.

Profile

Your selling statement if you want to include one – no more than a paragraph but enough to summarise your key talents and capture the recruiter's attention.

Work History

Outline your work history in reverse chronological order – your most recent job first, with the length of time you've worked.

Name of organisation, current role title, month/year to month/year.

Give a brief summary of your role in one sentence.

Bullet point your key responsibilities and specific achievements:

- X
- X
- X

Education, Training & Qualifications

Outline your qualifications in reverse chronological order, including names of your school, college or university. You might also want to include work-based Training programmes in this section.