



CV & COVER LETTER PREPERATION



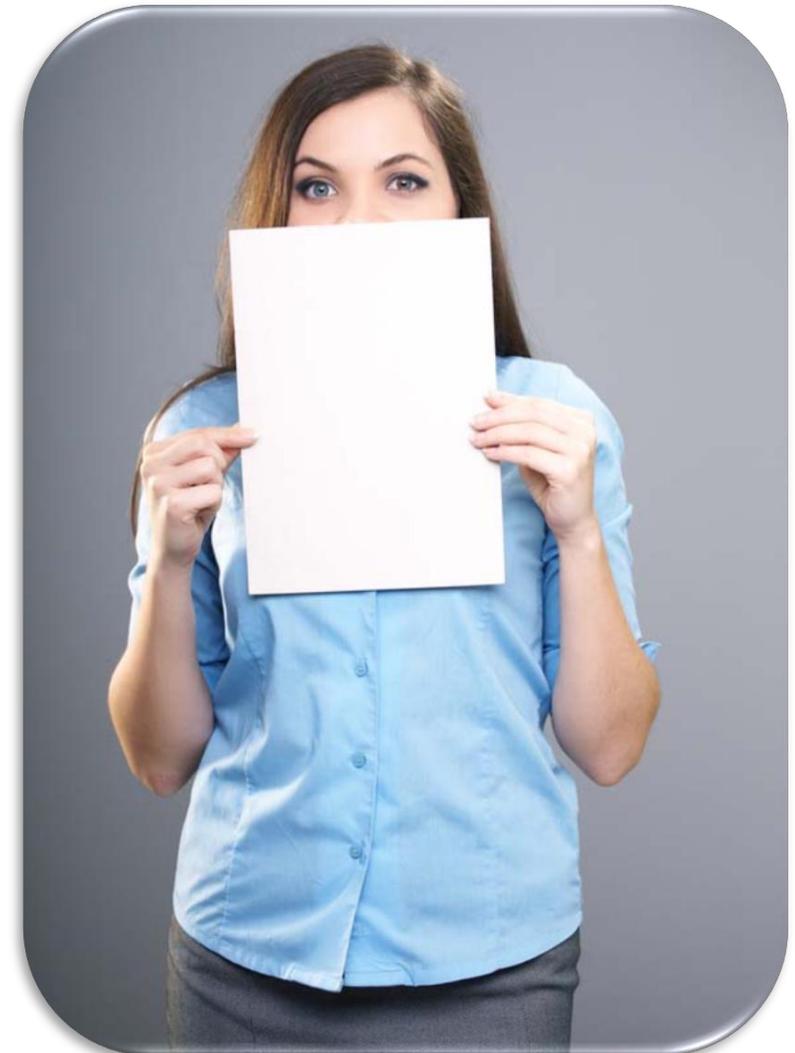
PAY ATTENTION TO THE PRESENTATION OF YOUR CV

Your CV should be:

- ✓ Clear
 - ✓ Concise
 - ✓ Complete
 - ✓ Up-to-date with current employment and educational information
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- ☺ A good CV should ideally cover no more than two pages and never more than three.
 - ☺ Put the most relevant information first.
 - ☺ Do not use bold, capital letters and underline.
 - ☺ Pay attention to the layout.
 - ☺ Avoid unusual Fonts and use the same one throughout.
 - ☺ Pay attention to spelling and punctuation.
 - ☺ Print your CV on white paper.
 - ☺ Have someone else re-read your CV so that you are sure the content is clear and easy to understand.

WHAT SHOULD BE INCLUDED IN YOUR CV

- ✓ Contact Details: Name, Address, Mobile number and E-Mail address
- ✓ Educational Details: Names and Dates of Schools/Colleges attended, Courses taken and Qualifications achieved
- ✓ Skills: Ability to work in a team, Manage Customers, Specific IT Skills, Languages (Level)
- ✓ Work Experience: Periods of paid/unpaid work, Employers Details, Job Titles and Examples of tasks
- ✓ Referees: Available on request





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WHAT SHOULD BE INCLUDED IN YOUR COVER LETTER

- ✓ Contact Details: Name, Address,
- ✓ A cover letter should be brief and should show the key aspects of why you are a good candidate.
- ✓ It should summarise what is in your CV by emphasising your key strengths.
- ✓ A cover letter should include a heading to make it clear what type of job you are applying for.
- ✓ This should be followed by an introductory paragraph
- ✓ It should include your name, address and contact details.
- ✓ If you are given a named person you should address the letter to them
- ✓ Begin the letter "Dear Ms Jones" and end with "Yours sincerely".
- ✓ If you do not know the name of the person you should address the letter to "Dear Sir or Madam" and end with "Yours faithfully"
- ✓ A cover letter should always end positively. For example; "I look forward to hearing from you".

YOUR COVER LETTER

Do I need to write a cover letter?

- ✓ Yes, a cover letter will enable you to stand out from the crowd.

To impress employers, keep letters brief, relevant and positive.

What is a cover letter?

- ✓ A cover letter accompanies a CV. It is an opportunity to highlight what is in your CV and to provide real examples to support your ability to do a job.

A cover letter should summarise your CV, by emphasising your key strengths in relation to the job.





INTERVIEW SKILLS



- ✓ Interviews may be necessary via phone or Skype.
- ✓ Preparation is vital to a successful interview.
- ✓ Candidates should always research the company they are being interviewed for.
- ✓ If being interviewed for a work placement SLS will give details on the company when applicable as well as preparing the candidate with some standard interview questions.
- ✓ It is important to come across confident, enthusiastic, honest and to show a willingness to work hard and learn.
- ✓ You should be comfortable with your own CV and know the correct dates of your education and any previous work history as you will be asked about these.



Europass CV & Cover Letter Templates

Create your CV online using tutorials or download the template, examples and instructions

<http://europass.cedefop.europa.eu/>

