

TOOLKIT NUMBER ONE: CV'S & COVER LETTERS

ESPECIALLY FOR PROFESSIONALS &/EXPERIENCED APPLICANTS BY

CAREER CIRCUS

• MY CAREER TOOLKIT •



Welcome to our CV & Cover letter toolkit!

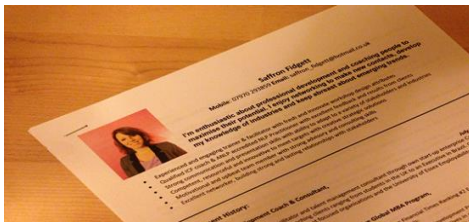
It is a minefield out there trying to wade through all the masses of CV templates and styles so I have put together this handy guide. Including top tips below and then templates for a professional skills and experienced based CV and professional cover letter over the pages. Email me a copy of your CV/covering letter to get some feedback especially if switching industries and need to demonstrate how your skills/experience is transferable (more tricky to do)

Good luck & best wishes, Saffron (saffron@careercircus.co.uk)

DISCLAIMER: Every CV is and should be different! Each organisation and recruiting manager will look out for and like to see different things within a CV. You need to also show your personality and professional style through your CV so use these guides – as that – a – guide and use your intuition and industry feedback on how to tailor it even more to your chosen job market.

TOP TIP #1: Once you have perfected it then get it reviewed!

Contact Saffron and get some expert advice and recommendations on how to make sure your CV /cover letter content is spot on! Email: saffron@careercircus.co.uk



TOP TIP #2: Competency know-how!

Refer to and example competencies and skills in the Job Description/well known in your industry. Tailor each application. Use action words that demonstrate responsibility/level worked at.

TOP TIP #3: Review & Update

Always have an up to date copy of your CV ready to hand to email to recruiters or people you meet at networking events. Have your personal cover letter template on file so you can save time on formatting.

TOP TIP #4: Digitalize yourself – get on LinkedIn

For top tips on getting a winning LinkedIn profile then read [Saffron's LinkedIn Essentials](#)

First Name & Surname

Mobile: XX Email: XX

LinkedIn profile URL (optional)

Profile: 2-3 lines snapshot of who I am/professional attributes and what looking for/role & industry – be specific
Skills bullet points

- Skill area/strength one
 - Skill area/strength two
 - Skill area/ strength three
 - Skill area/strength four
-

Employment History:

Role, Team/Department

Organisation, Country

Dates employed

2 line overview of role then bullet points of key responsibilities:

- Keep bullet points to 1 or 2 lines only
- Make sure describing what you did and using action words (managed, led, designed etc)
- Tailor these responsibilities to competencies and skills on Job Description and what they are looking for with the role
- Add in figures to show scale/depth of responsibility
- Give examples of successful innovative projects /creativity and ideas

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-

Education & Professional Qualifications:**Qualification & grade obtained****Dates***Education/PDP institution/awarding body***Qualification & grade obtained****Dates***Education/PDP institution/awarding body***Qualification & grade obtained****Dates***Education/PDP institution/awarding body***Qualification & grade obtained****Dates***Education/PDP institution/awarding body*

Interests & Achievements:

Space to put anything have not already mentioned including:

- Attendance at events/conferences
- Membership to any professional industry bodies
- Voluntary positions including role/responsibility
- Any awards/achievements other than academic
- Language & IT Skills

Interests: sports/culture/hobbies (be brief but demonstrate good people skills and show some personality)

References available upon request

Career Circus Cover Letter Example – 1 page

My Name
My Address line 1
My Address line 2
My Address line 3
Email address
Phone Number

Name of Organisation

Title of role applying for & reference number

Date Letter being sent

Dear Mr Brown,

Intro paragraph - I am writing to apply for the X position within X Company. This role is of great interest to me because (state why interested in role, your headline experience and suitability – only 1-2 lines needed, key is to grab their attention.)

Second paragraph – State your interest in X Company mentioning specific reasons for wanting to work for them – perhaps referring to current work/cases which have been of interest (try and tailor as much to the team/department job is in as possible).

Third & Fourth paragraphs - are where you can clearly demonstrate your suitability for the role – make sure you align this to any job description/advert/conversation you have had with a recruiter. You don't have space to write everything down so pick 3-4 key areas that you are very strong in and see as most important for the role, use examples and refer to where you have the experience from. Refer to CV for more detail.

Summary paragraph – summarise your interest in the role and welcome the opportunity to discuss your suitability for the role and experience in more detail.

Yours Sincerely*,

Electronic or signed Signature

Your Name

*if you do not have a named person to address the letter to then sign off with Yours faithfully and address Dear Sir/Madam.

(1 page maximum)