

TOOLKIT NUMBER ONE: CV'S & COVER LETTERS
ESPECIALLY FOR GRADUATE APPLICANTS

BY

CAREER CIRCUS

• MY CAREER TOOLKIT •



Welcome to your CV guide!

It is a minefield out there trying to wade through all the masses of CV templates and styles so we have made a really easy guide for you to follow and create your own template which you can then tailor each time you do an application.

Perfect for applying to Internships and Graduate programmes.

As well the guide we have included a page of top tips and resources that we fully recommend so you get your CV right for you.

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.



Let us know if you found this guide useful and join in with the career chat with other graduates and young professionals

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[Join the Career Circus LinkedIn group](#) 'Juggle Your way to the Top!' for Final Year students, Graduates & Young Professionals.

Final Year/Recent graduate CV – Most common 1 page Academic & experience focused CV (go to 2 pages if have enough experience, but keep to 1 page only for financial sector)

Name Address Email & Contact Phone Number				
Profile/Summary: 3-4 lines of who you are and what you are looking for (make sure you stand out, don't use too much jargon, keep it simple and tailored to industry/employer).				
<u>Education</u> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; padding: 5px;"> University of Life, London Masters in Life Management Key Modules: X, Y, Z </td> <td style="text-align: right; vertical-align: top; padding: 5px;"> 2014-2015 </td> </tr> <tr> <td style="padding: 5px;"> X University, Germany BSc in X Studies (2:1) Key Modules: X, Y,Z </td> <td style="text-align: right; vertical-align: top; padding: 5px;"> 2011-2014 </td> </tr> </table>	University of Life, London Masters in Life Management Key Modules: X, Y, Z	2014-2015	X University, Germany BSc in X Studies (2:1) Key Modules: X, Y,Z	2011-2014
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<i>References available upon request</i>				

Give recent and up to date contact information.

Most recent education first, include key modules & grades. Include University & school education.

Start with your most relevant experience for role/industry applying to whether that is paid or voluntary. Use lots of examples and action words and quantify it.

Lastly include relevant interests, achievements and awards – only put them down if employer will find them interesting!

Career Circus Cover Letter Example

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

Name of Organisation
Phone Number

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)

MY CAREER TOOLKIT

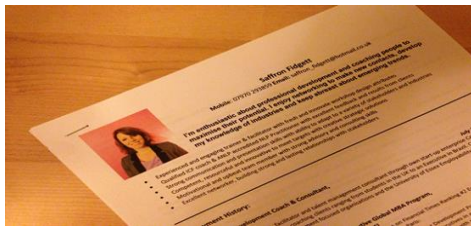


Lastly....some TOP TIPS for you on perfecting your CV and cover letters.

TOP TIP #1: Get them 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.

TOP TIP #3: Ready, Steady, ACTION!

Use action words – describe what you did and give appropriate level examples

TOP TIP #4: Review & Update

Always have an up to date copy of your CV ready to hand and to give out at Career Events/Fairs or networking opportunities. Keep your personal cover letter template on file so you can save time on formatting

TOP TIP #5 Follow Up!

If you give your CV out or email it to someone speculatively check in and see if they need any further information from you/give them a prod!

TOP TIP #6: Get some industry insight & help...

There are some great blogs and articles out there sharing advice, try:

[Career Camel](#) – sharing & collating all the best tips and resources on the web

[Guardian Careers](#) –templates for each stage of your career

[Gradcracker](#) – cv & cover letter best practice

[TARGETJobs](#) – targeted towards industry & job role

TOP TIP #7: Digitalize yourself

Get yourself and your professional profile on LinkedIn!

Get networking, find jobs, join groups and get noticed by headhunters. For top tips on getting a winning LinkedIn profile then read [Saffron's LinkedIn Essentials](#)

If you are a Young Professional, Graduate or Final Year student then [Join the Career Circus LinkedIn group](#) as a starting point and get some fabulous career advice and expand your professional network.

