

Building My Skills

Checkpoint 4

CV and Cover Letter

Name: _____

Tutor: _____

CVs and Covering Letters

To apply for work you will need a CV and a covering letter. You could need this whether you are applying for part-time work, work experience or full-time work when you leave school.

Producing a CV:

What is it?

CV stands for Curriculum Vitae. It is a summary of your education, experience of work and key achievements.

What goes in it?

- Personal details such as where you live and your phone number.
- Where you go to school and the qualifications you are studying.
- Any experience of work you have had, e.g. regular babysitting or a newspaper round.
- What you do outside of school that might be of interest to an employer, for example, being part of a football team.
- The name of someone who can write a reference for you.

CV dos and don'ts:

- Must be word processed - use **black** font colour.
- Should be 1 - 2 pages of A4 on good quality white paper.
- Should not have spelling or typing mistakes.
- Use a plain clear font such as Arial or Times New Roman.

Writing a Covering Letter:

Writing a Covering Letter:

- Usually you would send a 'covering letter' with your CV to possible employers or in response to a particular job vacancy.
- The purpose of the covering letter is to outline what you are applying for and your current situation.
- It needs to be brief and to the point, drawing attention to relevant parts of your CV but not repeating it.

Curriculum Vitae (CV)

Joe Bloggs
5 Front Street
Anytown
Anywhere
SR3 5AS
Tel: 0123 456789

Personal Profile

1

An organised and hard working person. A very conscientious worker who can work well in a busy environment and especially enjoys being part of a team. A capable person who is willing to learn new skills and methods of working. Looking for a permanent position which can offer training and career development in the retail industry.

Key Skills

- Customer service skills from working in the retail industry.
- Flexible, adaptable and willing to learn new skills.
- Excellent organisational skills.
- Good communication skills used in school and part-time job.
- Hard working and ready for new challenges.
- Experience of working as a member of a successful team.

Qualifications

2013 - 2018 Red House Academy

GCSEs to be completed in June 2018:

Subject	Expected Grade	Subject	Expected Grade
English	6	Engineering	C
Mathematics	6	Geography	6
Science	6	French	6
ICT	Distinction	Art	A

Work Experience

Current Saturday Anytown Café, 10 Seafront, Anytown, SR8 1GS

May 2017 Work Experience Placement:
To be completed when you know details.

Interests

I enjoy swimming and running and enter short distance running competitions regularly. I belong to the local youth club and take part in different activities. With other members of the club I was involved in a sponsored walk to raise funds for Marie Curie.

References

Mr A Happy
Head of Year
Blue house school
Rutherglen Road
Sunderland
SR5 5LN

6

Mrs L Stephenson
Anytown Café
10 Seafront
Anytown
SR8 1GS

Some Suggestions:

- 1 Personal Profile**
Short, positive statement about yourself outlining your key attributes and career aim.
- 2 Key Skills**
Here you should list your skills and attributes which fit the employer's requirements.
- 3 Qualifications and Training**
It is usual to state grades, or expected grades. If there is an aspect of the course that you want to bring to an employer's attention, write a line summarising your course or work experience.
- 4 Employment/ Work Experience**
The aim of the details is to create a snapshot image of you at work. You need to give clear concise information which builds a picture of your duties, responsibilities and achievements.
- 5 Interests**
These are meant to reveal aspects of your personality. Try to list a balance of interests and if possible include one which relates to the job.
- 6 References**
Check with referees that they will be happy to supply you with a reference before giving their name. Include two referees: someone from school or college and someone who knows you well (not a relative).

Covering Letter

<p style="text-align: right;">Joe Bloggs 5 Front Street Anytown Anywhere</p> <p>Mrs Smith Recruitment Manager Star Supermarket 53 Long Street Anytown Anywhere SR1 2TN</p> <p>6th March 2017</p> <p style="text-align: right;">1</p> <p>Dear Mrs Smith,</p> <p>I am writing with reference to the position of a part-time stock controller which I saw advertised 2 the Job Centre on 5th March.</p> <p>I am due to leave school in June 2018 after taking my GCSEs and intend to go to 3 college in September to study A-Levels.</p> <p>This position would be an ideal job for me as I am able to work every evening after 4:00pm as well as weekends. I am a very hard worker, enthusiastic, organised and would enjoy the challenge of this opportunity. Furthermore, I enjoy working as part of a team ensuring all tasks are completed on time. I am also interested in gaining further training as mentioned in the advertisement 4 nt.</p> <p>I enclose my CV and look forward to hearing from you. I am available for interview at any time.</p> <p>Yours sincerely, 5</p> <p>Joe Bloggs 6</p>	<p>Points to Remember:</p> <p>1 Include the name, if known: otherwise begin with "Dear Sir/Madam."</p> <p>2 Say which position you are applying for and where and when you saw it.</p> <p>3 Discuss your current position and any work experience you have undertaken which is relevant to the position you are applying for.</p> <p>4 Outline skills you have which you know are needed. Emphasise your enthusiasm and why you are suitable.</p> <p>5 If you start with the name of the person, end with "Yours sincerely". If you start with "Dear Sir/Madam", end with "Yours faithfully."</p> <p>6 Sign the letter here.</p>
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