



HARINGEY

**CVs AND COVERING
LETTERS**

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CVs AND COVERING LETTERS

GENERAL GUIDELINES

CVs

Whether you are looking for full or part-time work, a CV is a must for any serious job seeker. The aim of a CV is to present information about you in such a way that the employer will want to meet you. Employers may have a lot of CVs to look through, so remember the following:

- Keep it short – no more than 2 sides of A4 paper
- Keep it simple – use short words and sentences
- Ask someone else to check it
- Be positive about your achievements

Don't worry if you don't have qualifications or haven't worked before. You still have skills to offer. The attached instructions and example CV will give you some ideas about how to make the most of yourself.

COVERING LETTERS

When applying for a job with a CV, you should also include a covering letter, as the employer will need to know which job you are applying for. The covering letter should normally be no more than 1 side of A4 paper. It should be targeted at the job you are applying for and should briefly explain why you are a suitable candidate. The attached instructions and example covering letter will give you some ideas about what to write.

CV INSTRUCTIONS

Name:

Type your name (including your first and last names)

Personal details:

Type your address, phone number and date of birth. Include the full postcode in your address. If possible, give a daytime or mobile number so that potential employers can get hold of you.

Personal Statement:

Briefly describe yourself and your career aims

Key Skills and Abilities:

List any skills and abilities you have which may be useful to an employer. Don't forget skills you have gained from studying or from hobbies and interests.

Education and Training:

Include any qualifications you have, where you obtained them (e.g. school, college, training company) and when you obtained them.

Employment History:

List any full-time and/or part-time jobs you have had, beginning with the most recent job. Include the dates you were there, the name and address of the employer, your job title and a brief description of your duties.

Work Experience:

This section is for any work experience you have had while at school or college or any voluntary work that you have done.

Interests:

Listing your interests will give employers an idea of what kind of person you are. This section is especially useful if you have no qualifications or work experience.

References:

Include two referees if possible. Remember to ask them first if they are prepared to give you a reference. If possible, use current employers. You can also use academic referees (e.g. teachers, lecturers) or personal referees (e.g. doctor, minister of religion, youth leader, etc.) Choose those who have recent experience of you. If you do not want to include referees on your CV at this stage, you can type 'Available on request' but be prepared to supply details to an employer if asked.

CURRICULUM VITAE (Example)

Name: Luke Starr

Personal details: 560 Main Road
Tottenham
London N17 1AB

Tel: 020 8808 1234

Date of Birth: 1st April 1982

Personal Statement:

I am a reliable person with a mature attitude. I can adapt to different surroundings quickly. I feel that my keen and enthusiastic approach to work would make me an asset to any company or organisation.

I have some experience in catering and am hard working, reliable and capable of organising a team. I have trained to the highest standards and am efficient in my work. I am also creative and self-motivated.

Key Skills and Abilities:

- Good Communication skills (written and verbal)
- Literate and numerate
- Fluent French speaker
- Enthusiastic team member
- Able to work under pressure
- Well organised
- Reliable
- Good punctuality and attendance record
- Computer literate (Windows 98, Word, Excel, Internet)
- First Aid Certificate
- Provisional Driving License

Education and Training:

1993-1998

Gladesmore Community School, London N17

GCSEs: English (C)
Maths (D)
Information Technology ©

1998 – 1999

First Rung, Edmonton, London N9

NVQ: Information Technology (levels 1&2)

Employment History:

1998 – 2000 (Part time)

Tesco, Tottenham, London N15

Duties: Working on the checkout, stacking shelves.

Work Experience:

May 1998 Haringey Council, Wood Green, London N22

Duties: Entering information on database, photocopying, filing.

Interests:

I like most sports, and regularly play football. I belong to a youth club and enjoy socialising and meeting new people. I also like reading science fiction and surfing the Internet.

References:

Mr J Smith
Training Manager
First Rung
Edmonton Green
Edmonton
London N9

020 8808 4321

Mrs J Jones
Supervisor
Tesco
High Road
Tottenham
London N15

020 8803 8765

EXAMPLES OF PERSONAL STATEMENTS

I am a reliable person with a mature attitude. I can adapt to different surroundings quickly. I feel that my keen and enthusiastic approach to work would make me an asset to any company or organisation.

I have some experience in catering and am hard working, reliable and capable of organising a team. I have trained to the highest standards and am efficient in my work. I am also creative and self-motivated.

I am a hard working and reliable person with lots of enthusiasm. I am willing to learn new skills and am capable of following instructions very well. I feel that I am confident as well as quick and efficient in all that I do.

I am an experienced office junior who is reliable, enthusiastic and capable of using my own initiative. I enjoy being creative and imaginative in my work and would like to be given the opportunity to prove myself a loyal and helpful person.

I am a hard working and responsible person with customer service experience which has enabled me to communicate effectively with people. Given the opportunity I would like to broaden my skills in administration and would be interested in working with the public.

I have just finished a course in painting and decorating. While completing this course I did various painting and decorating jobs for my family and friends who were pleased with my standard of work. I am keen to secure a job in this field and would welcome the opportunity to prove myself a hard working and reliable employee.

I am a hard working and reliable person capable of following instructions carefully. I have an excellent attendance record and am always punctual.

EXAMPLE OF COVERING LETTER

Your Name
335 Green Lanes
Haringey
N4

22nd November 2006

Employers address here

.....
.....
.....

Dear Sir/Madam

Please find enclosed my C.V. in support of my application for the post of
..... in I am very keen to join this area of work.

My previous work experience includes working as a which
involved I have also worked as a
..... and this involved

I am confident that the skills I possess, along with my enthusiasm and willingness
to learn, would enable me to become an effective member of your company.

My telephone number is

I look forward to hearing from you soon.

Yours faithfully

Put your name here.

CURRICULUM VITAE (Template)

Name:

Personal details:

Personal Statement:

Key Skills and Abilities:

Education and Training:

Employment History:

Work Experience:

Interests:

References: