

## CVs and Cover Letters for Graduate Jobs & Internships

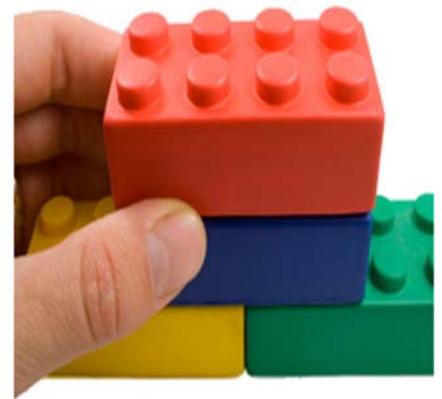
### Step 1: Create Evidence Checklist

The first step in creating a CV is to determine precisely which qualifications, skills and personal qualities the job you are applying for demands.

You will often find out what the recruiter is looking for by reading the job description and person specification details in the advert. However, these criteria are not always explicit and so you may need to do a bit of research to find out what the role might involve.

**Only ONCE you know what the requirements are, can you then create the CV that demonstrates you meet the requirements.**

This is now your evidence checklist!



### Step 2: Identifying your Evidence

You should now identify evidence from your background to meet the requirements of the organisation and job. Remember, you can use evidence from all aspects of your life, such as University, Employment, Volunteering, Clubs & Societies, Extra Curricular Activities and Travelling.

It is important that you use the **strongest evidence** you have to meet the criteria each employer is seeking,

**Remember it is your own personal story and, as such, should reflect your individual suitability for the position you are applying to.**

### Step 3: Constructing Your Evidence as a CV

There are 3 Core Blocks on which the foundations of your story are built.

1. **Contact Details**
2. **Education**
3. **Experience**



## Core Block 1: Contact Details (this is all you need!)

Name; Address; Email; Phone



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## Core Block 2.1: University Education

- Dates, University and location, programme, predicted grade/current average
- Provide a brief overview of your course to allow context for the evidence
- Evidence from relevant courses that provide an insight into your understanding of the subject.
- Evidence from individual projects and dissertation that show how you meet the job description
- Academic Awards/achievements



Employers aren't just interested in what you know, but also how you learned it. Projects that involve applying your knowledge to real problems, completing research tasks, working in teams and making presentations can all be used to show that you have the skills that employers want. Add in any practical skills learnt from lab or field work or time spent studying abroad.

### **2012 –2016 MA (Hons) Your Degree, Heriot-Watt University, Edinburgh, Current average 66%**

The content of my programme provided an in-depth study of the theoretical and practical aspects of Electrical Engineering, involving practical electronics labs as well as multi-disciplinary team design projects.

Relevant areas of studies included:

- Renewable Energy Technologies, where I developed an insight into creating energy efficient solution to problems typically encountered when implementing renewable energy systems and the supply of electrical energy in general.
- Using Excel to carry out cross factorial analysis of UK student work experience data

Devised and prepared a survey of patients' attitudes to care services for the elderly as my final year project. I interviewed 70 elderly patients and obtained a substantial amount of data. Created a database to analyse and interpret my findings. Completed this project two weeks ahead of schedule and achieved a 2.1 grade.

Awarded the KPMG Prize for outstanding presentation skills in 2nd Year.

## Core Block 2.2: High School Education

- Dates, School and Location
- List Higher/A-Level or equivalent (Subjects and Grades)
- List Standard Grades/GCSEs if subjects are a requirement
- International Qualifications—just state exams used for university entrance
- Highlight any significant academic achievements



## Core Block 3: Experience

- Dates, Company, Location, job title
- Provide a brief overview of your role to give context for the evidence
- Your impact, added value, skills and insight developed
- Technical and non-technical skills demonstrated



You could consider splitting your experience into different sections such as: Relevant Experience; Further Experience; Volunteering etc. Remember, the more relevant the experience the bigger the space and the better its position on your CV.

### Relevant Experience

#### May 2014—July 2014 Project Management Assistant (Summer Placement) Pepsico, London

Leader of a team of four interns responsible for designing and implementing a computer based inventory control system for production line parts.

Was responsible for gathering the information on all the change parts of the production lines, and interviewing the production line workers in order to compile an electronic guide to changing parts of the machines on the production lines.

Created an inventory of all the parts of every machine involved in the production lines. I achieved this by working with the engineers one machine at a time and logging all the possible parts needed in the case of a breakdown.

Was also in charge of producing weekly breakdown reports where I gathered brief breakdown reports from the engineers and then formed computer generated reports which were presented at the end of the week. I learned quickly how to use a complex system and integrated quickly into the established team of engineers.

### Further Experience

#### May 2012—June 2014 Sales Assistant , Zara, Edinburgh

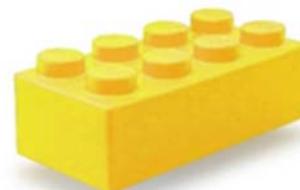
Promoted to a supervisory position, liaising with management on behalf of shop floor staff and delegating tasks effectively to ensure all elements of the shift ran smoothly.

Successfully trained new recruits to be multi-skilled in line with store competences.

## Optional Blocks

Following on from the **Core Blocks** these **Optional Blocks** are your opportunity to enhance and add value to your CV depending on your own experiences.

Examples could include headings such as: **Additional Technical Skills, Extra Curricular Activities, Achievements & Responsibilities, Professional Accreditation, Awards, Community Projects and Additional Information.**



### Voluntary Experience

#### September 2011-June 2012 Brownie Guide Leader, Edinburgh

Took a lead role in the organisation and delivery of activities for young people aimed at building their knowledge, confidence and team skills. Currently training to be a leader, and taking on further responsibilities.

## Motivational Cover Letters—Aiming to Impress

The content of the cover letter is **an important opportunity** to make you stand out from the crowd. It is your chance to really show the employer your **motivation** for the company and the role you are applying to as well as **motivating** them to take your application further. Get your cover letter right and there is every chance that an employer might still want to interview you - even though you might not have the best qualifications or experience on your CV.

### What to say?

Word process your letter unless specifically asked for a handwritten letter.

Generally speaking, your cover letter should be no more than one side of A4 in length.

Address your letter to an **individual if possible** - try to avoid 'Dear Sir/Madam' or 'To whom it may concern'. Show them that you are prepared to go the extra mile to find out what their name is.

Always use a business letter format and remember to quote any **Job Reference** number.

#### Section1: Introduction

State what job you're applying for, where (if appropriate) you saw the job advertised and your current status as a student/graduate.

#### Section 2: Why them?

Demonstrate that you get what the organisation is all about! Convince them that this company is the one that you want to work for. Let them know what has impressed you about the company and show them that you have a good insight into their products/services, customers/clients etc.

#### Section 3: Why the role?

Demonstrate that you understand what the job involves and have researched the organisation and the sector and then let them know **why that job appeals to you**.

#### Section 4: Why you?

Give a brief summary of the main skills and qualities you have that will make you an ideal candidate for the job. This is your 'sales pitch' opportunity to showcase your most relevant attributes.

## Before sending — Final CV Checklist

- Check your CV meets the criteria you identified from the job description/person specification
- Use your best examples to demonstrate you meet the job criteria
- Ensure it's well presented (2 full A4 pages is usual for a UK CV)
- Ensure consistency of font size, headers and formatting to show off your information clearly
- Check for any spelling/grammar errors
- Include a Motivational Cover Letter (Unless the employer specifically instructs otherwise)

**Have your CV checked by a member of your Careers Service (to make the feedback more effective, please take a copy of the job description/person specification with you if you can).**



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