



CV and Cover Letter Guidelines

Writing a CV can seem daunting and stressful, but here at St Martin's we have created some guidelines and included lots of useful links for you to read and gain information from.

Useful Links

Target Jobs - <https://targetjobs.co.uk/careers-advice/applications-and-cvs>

Prospects - <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

Monster - <https://www.monster.co.uk/career-advice/article/how-to-write-a-cover-letter>

Careers Wales - <https://www.careerswales.com/en/jobs-and-training/job-seeking/sell-yourself-well/interviews/>

Pure Potential - <http://purepotential.org/careers-advice/job-interviews/2/>

Reed - <https://www.reed.co.uk/career-advice/common-interview-questions-and-answers/>

The Guardian - <https://www.theguardian.com/culture-professionals-network/culture-professionals-blog/2012/mar/15/cv-tips-first-arts-job>

CV Library - <https://www.cv-library.co.uk/career-advice/cv/how-to-write-a-cv-tips/>

Do's

- Do write your CV specific to the company you are applying to, research the company not just the job role.
- Do make sure that your contact details are accurate and check for messages, including your spam folder.

If handing out a CV in person:

- Do be polite, smile, speak clearly, put your phone away and on silent and ask friends to stay outside if they are with you.
- Do make sure your CV is clean, tidy and typed on plain A4 paper, check spelling and grammar and buy a plastic folder to protect your CVs while you are out and about.
- Do have a pen and paper handy in case staff you meet give you helpful details you need to remember e.g. managers name, web address or details of available shifts.



Don'ts

- Don't be disappointed if you don't hear from the business right away. They are probably very busy and only look at CVs once in while during quiet times.
- Don't be afraid to go back to hand in another (updated) CV after a few weeks, but not so often you become a nuisance.
- Don't give up! You will be very lucky if you get a job after handing out only a few CVs.
- Don't be surprised if there are lots forms to fill in and different types of interview to attend. The more experience you get the better prepared you will be for the next opportunity.
- Don't be overly selective about the type of job you want. You will be very lucky to get your ideal first job, so treat each opportunity as a potential stepping stone to greater things.

Remember:

- Your CV is like a 'pre-interview' – first impressions count. (Remember the company or hiring manager has not met you before)
- Be yourself in your CV, highlight your best attributes that relate to the job role and company. E.g. If you are applying for a retail assistant position in a supermarket, then state that you are social and friendly and enjoy helping people. You can expand this by stating you understand the need to drive sales through customer service by developing good relationships.
- Check who you are speaking to (Manager/assistant manager/general worker and remember their names and job titles.