

# **CVs and Cover Letters** - *Word version of classroom P Point*

## **CV**

- Gather your information - educational background, work experience, skills, and achievements.
- Decide on your format – possibly find a template you like.
- Start with a statement highlighting your strengths and goals.
- List your education with most recent first and all relevant qualifications.
- Highlight work experience in reverse chronological order.
- Include skills relevant to the position applied for.
- Include achievements or awards that may be relevant.

## **Cover Letter**

- Research the company and the job and tailor your letter accordingly.
- Address your letter to the hiring manager by name. (Dear Mr Jones,)
- First line:

*A) I wish to be considered for the position of .....at .....*

*B) I am writing to express my interest in the vacancy for ..... at  
.....*

## **Some standard phrases in the body of your letter**

- "As you will see from my resume, I have [list of relevant experience/skills/qualifications]."
- "I am excited about the opportunity to [list of specific job duties or responsibilities] and contribute to the success of the company."
- "I believe that my [specific skill or experience] will allow me to [specific contribution or benefit to the company]."
- "I am a quick learner and am committed to professional development."

## **Closing your letter**

- "Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further."

- "Please do not hesitate to contact me if you have any questions or require any additional information."

Yours sincerely

*John Smith*

### **CV Action words**

- CV action words, or action verbs, are words that express an action on your CV. In a CV, you can use action words to highlight your skills, experience and accomplishments. Selecting powerful action words ensures you're specific about your accomplishments, clarifies exactly how you've contributed to company success and brings a confident tone to your CV

**Some important CV action words** – *complete the sentences about yourself.*

I have accomplished/achieved/attained

I have delivered/demonstrated

Some important CV action words – complete the sentences about yourself.

ted/completed.....

I have gained/improved/overhauled/produced/spearheaded .....

Leadership – instead of saying “I led a project

I advised/arranged/authorized/controlled .....

I coordinated/enabled/facilitated/headed/inspired .....

I integrated/produced/resolved/orchestrated/restructured .....

Enhance your creativity skills

- I built/charted/crafted/designed .....
- I drafted/developed/engineered .....
- I formed/generated/introduced/launched .....
- I patched/piloted/transformed .....

### **Links and Further Study**

1. Action words for job applications

<https://uk.indeed.com/career-advice/cvs-cover-letters/cv-action-words>

2. Cornell University Career Advice for Engineers:

<https://scl.cornell.edu/get-involved/career-services/resumes-and-interview-prep>

3. General information:

<https://uk.indeed.com/career-advice/cvs-cover-letters>

4. Cover letters Examples (USA): <https://content.wisestep.com/sample-cover-letter-examples>

## **TASK**

Look at jobs in Finn.no or one of the other job sites below and write a CV/Resume and cover letter

- <https://www.academics.com/jobsearch>
- <https://www.engineeringjobs.co.uk/>
- <https://www.totaljobs.com/jobs/engineering/in-uk>