

EGGBUCKLAND

COMMUNITY COLLEGE

Everyone can

Year 10

CVs and Covering Letters Guide

Objective:

- Gain a better understanding of how to create a solid CV.
- Write your own CV using Unifrogs CV tool.

For this session you will need the following Unifrog tools:

- Know-how library
- CV/Resumé tool
- Writing Tool

Tenacity

Integrity

Compassion

Knowledge



WESTCOUNTRY
SCHOOLS TRUST

Task 1

Below are two versions of the same CV. The CV is being used for an application to a construction apprenticeship.

1. In pairs, decide which CV is best and discuss why and how you formulated this opinion.
2. Find the aspects which make the exemplary CV better: some are obvious and some are much more subtle. Annotate the CVs to show your thinking.
3. Finally, discuss ways to improve the exemplary CV. Annotate the CV to show your ideas. You will feedback some ideas to the group

The not so good One.....

Joanne Rose

0777777777

jisalegend@gmail.com

23 London Road, London, SW9 888

Personal profile

I am a dedicated and committed individual with good team work, practical and numeracy based skills. I am approachable and friendly and proficient in all Microsoft applications.

Work experience

Apr 2016 - May 2016

Work experience student - Construction Company 123

As part of a work experience programme, I shadowed an established tradesperson. My duties included assisting in the creation of risk assessments, researching recent developments in the field and feeding back my observations during team meetings. This placement reaffirmed my desire to work in the construction industry and taught me the importance of professionalism at all times and adherence to company health and safety policies.

Feb 2015 - Aug 2016

Administration Assistant - Company 123

On Saturdays I have an administration job at a local business. I have to follow instructions that have been left for me the day before. Tasks cover things like filing and printing. I've learnt to ask if I need to have a task clarified, to work methodically, and to communicate what I've achieved.

School etc.

Jun 2016

GCSE - London School

4As: English, English Literature, Science, Business Studies, Maths 3Bs:
French, History, Geography

My Hobbies etc.

Aug 2015 - Aug 2015

National Citizen Service

- leadership skills
- team work skills
- time management skills
- organising skills

Jun 2015 - Jun 2015

Budding Brunels Programme with Construction Youth Trust

- chatting to builders and other professionals
- sending emails, answering the phone, making tea for guests
- looking at construction sites
- showing a powerpoint I made to a group of 8 people

Jan 2014 - Aug 2016

Netball Team

I've learnt how work in a team, as I usually find this very challenging and so this has helped to get a little better at this important skill. I have also learn how to be on time more often.

References

R.M Rose, 45 Rose Street, Rosetown, RS4 6TT, 07839111111, r.m.rose@gmail.com

The better One.....

Joanne Rose

0777777777

j.rose@gmail.com

23 London Road, London, SW9 888

Personal profile

A dedicated and committed individual who's keen to learn the trade as a construction apprentice and has experience utilising key team work, practical and numeracy based skills, essential for a career in construction. A quick learner who pays attention to instructions, and can carry out work with accuracy and precision. Able to follow working diagrams and plans and can work with minimal supervision. Eager to undertake further training to gain qualifications and expand skills required for the job.

Work experience

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Jan 2015 - Aug 2016

Charity Collection Assistant - Charity 123

During holidays, I occasionally collect money for a charity outside my local shopping centre. I had to be organised and persistent to apply for a licence from the council, and on the job I've learnt the need to be confident and friendly with the public in order to persuade them to donate. I've also learnt how to keep positive when faced with regular rejection.

Education

Jun 2016

GCSE - London School

4As: English, English Literature, Science, Business Studies, Maths 3Bs: French, History, Geography

Other interests

Aug 2015 - Aug 2015

National Citizen Service

I independently applied for and secured a position on the National Citizen Service, taking part in leadership and teamwork challenges, meeting different business stakeholders, presenting information to large groups and creating a social action project. This experience increased my confidence and improved my networking and time management skills.

Jun 2015 - Jun 2015

Budding Brunels Programme with Construction Youth Trust

Upon securing my place on this programme, I was able to see first hand the opportunities which exist within the construction industry. I took on a variety of roles, from project manager to surveyor. Activities included touring working construction sites, hearing from industry professionals, experience of giving presentations to an industry panel and the opportunity to network with professionals.

Jan 2014 - Aug 2016

Netball Team

I play regularly for my school's netball team. This has taught me how to work in a team as well as how to manage my time efficiently; I often have to juggle homework with training and matches.

Awards and Achievements

- London School Leadership Award: a two-day event run designed to give students an insight into management. Involved using problem solving skills to successfully resolve a series of challenges and offered the opportunity to network with employers from external companies.
- Raising over £500 for charity by organising baking events, jumble sales and selling raffle tickets

References available on request

Task 2

Log in to Unifrog and go to the Know-how library. Search for then read the article 'How to ace your CV'. Once you have read the article, answer the following questions in the text box.

1. What are the 5 main things your CV should include?
2. Should you include your date of birth and a photo on your CV?
3. Who should check your CV or covering letter?
4. Write down three tips that would make your CV great:

Task 3

Read the comments in the boxes below and then using the table provided, list the top 3 dos and don'ts of a CV. Can you add any others that aren't listed here?

Be selective about what you include so that only the best stands out

Write using long, complex sentences

List experiences with the most recent first

Include every hobby and interest that you have

Use consistent punctuation

Always give out exactly the same CV

Write CV or Curriculum Vitae at the top

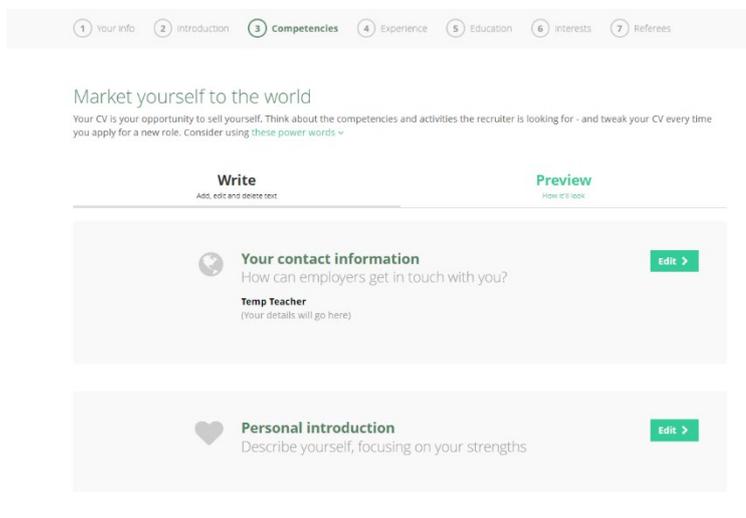
Be positive throughout

Include your date of birth or age

Top Dos	Top Don'ts

Task 4

Go to the CV/Resume tool and complete your CV. Once you have completed your CV, you can download it as a PDF or Word Document and then push it into your Locker. You may need to finish this for your homework. Send it to your tutor



Task 5 Homework / Extension

The Covering letter:

A cover letter is a document you send along with your CV. It's your opportunity to explain how your skills and experiences make you a great candidate for a role.

It's important to write a cover letter with the job in mind. You should include the reasons you're well-suited for the job, and why you're interested in the company.

A cover letter is set out like a letter, so you address the person you're sending it to, and sign off at the end formally. They are about half a page long, but certainly no longer than a page!

What is the difference between a cover letter and a CV?

- A CV is a well-presented set of information about your work experience and skills. A cover letter, on the other hand, is a document that will give the employer a sense of your personality, the reasons you want the role, and what you'll use your strengths and experience to do in the role.

- The two documents are set out differently. A cover letter is a letter with paragraphs up to a page in length. A CV is set out in sections or bullet points, and can be one or two pages.
- The purpose of a CV is to list your skills and work experience. A cover letter bridges the gap between the skills you've shown on your CV, and the qualities shown on the job description. You have the opportunity to expand on the details and explain why you are perfect for a role.

When writing a cover letter, it is good practice to:

- Show that you have done your research on the company and you have thought carefully about where you would like to do work experience.
- Make sure to be polite throughout the letter.
- If you know the name of the employer, use 'Yours sincerely' and if not, use 'Yours faithfully'.
- Remember to get your tutor to proof read the letter so there aren't any mistakes.

The Structure of a covering letter:

To start the letter, you'll need to address it to the name of the person who will read it!

The name of the person you are sending your application to is usually found in the job vacancy/work experience opportunity. For example: Dear John Smith, or Dear Ms Smith (don't presume marital status).

Paragraph 1: Introduce yourself and the school or college you go to.

Paragraph 2: Next, say a little about why you are interested in the industry; a couple of sentences is enough.

Paragraph 3: Politely ask about work experience opportunities on dates you are able to attend. You can also suggest a meeting or phone call here too.

Who would you choose?

Below are example of two covering letters. The first is a poor example and the second is a good example. Make sure your letter is like the first one and not the second one.

Poor Example 1

To Whom it May Concern,

I am writing to apply for the engineering apprenticeship with GSK, as advertised on RateMyApprenticeship. Please find my CV enclosed. I would really, really, really love the opportunity to work for such an amazing and outstanding company as GSK.

I am particulaly interested in the eningering apprenticeship because of my lifelong interest in engineering. I have always taken an active interest in how things work; wanting to get to the root of mechanical problems and devise accurate and efficient solutions. I am 100% sure that this apprenticeship would allow me to further develop this passion, and learn from industry professionals, such as those that work at your company.

As my CV describes, I have loads of work experience relevant to the positions. I have worked for three years at Carlos' Cakes, meaning I have good team work skills. I have taken part in the NCS sumer programme in August 2017 meaning I have developed my leadership skills. Also, I worked at NTAR during work experience in May 2017,, meaning I have a good knowledge of the industry. Furthermore, I have volunteered at a play centre for young children from 2015-2017, showing that I am a committed individual who can be relied on

Thank you for reading my cover letter; I hope that I am the right person for the job.

Yours Sincerely,

Name.

- Spelling and grammar mistakes
- Not particularly well written (e.g. 'I would really, really, really love...')
- Incorrect use of 'Yours sincerely'
- Little detail in the descriptions of their previous work experience and competencies
- Doesn't take the opportunity to explain how their work experience and competencies relates to the job description; third paragraph reads much like a repeat of a CV

Great Example 2

Dear Barbara Smith,

I am writing to apply for the engineering apprenticeship with GSK, as advertised on RateMyApprenticeship. Please find my CV enclosed.

I am particularly interested in the engineering apprenticeship offered by GSK because of its focus on chemical engineering. GSK's devotion to the research of existing and new medicines aligns with my own desire to contribute to the creation of new medical practices. GSK are focusing on local COPD care, and I feel that my hospital work experience makes me an ideal candidate for this apprenticeship.

As my CV describes, three years working at Carlos' Cakes have given me team-working skills, and the ability to work independently. I am a conscientious and committed student, on course to achieve three A-levels. My particular focus on Biology has provided knowledge that will be needed for this apprenticeship. I am confident using Microsoft Office, and have the desired experience with Photoshop software.

Thank you for considering my application, I would enjoy the opportunity to interview, so that we can discuss the apprenticeship programme in greater detail.

Yours Sincerely,

Name

- No spelling or grammar mistakes, showing the applicant's attention to detail
- Well-written, professional, and polite language
- Correct use of 'Yours sincerely'
- Detailed descriptions of their previous work experience and competencies, elaborating on their CV and highlighting the strengths that are relevant for the role
- Demonstrates their research and understanding of the industry

Now in UNIFROG: Watch the How to write a winning cover letter know how guide.

Write your covering letter in Unifrogs Writing tool. Push it to your locker. Send it to your tutor



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