

Cover Letters and CVs: checklist

Letters

Intro: why you're writing, who you are

Why the organisation? Show your understanding/interest/passion about the employer

Why the job? Show your understanding/interest/passion about the job

Why you? Provide evidence of how your experience, skills and competencies make you the right person for the role

Set the letter out formally – your address top right, employer address to left, date,

Have formal opening (Dear Sir/Madam) and closing (Yours faithfully)

Keep it to one side maximum

Triple check spelling and grammar

CVS

Set CV out formally: follow a conventional layout and order. See www.exeter.ac.uk/careers for standard UK layouts, see www.exeter.ac.uk/globaljobs for country specific application advice

UK CVs should be in reverse chronological order (most recent listed first)

Condense qualifications section e.g. 2 lines max for A and AS levels, 1 line for GCSEs (e.g. 11 GCSEs grade A* to B including Maths A*, English A)

Don't provide details of your degree modules unless they are directly relevant or this has been requested in the advert

Work experience (incl. volunteering) recommended sequence: date, job title, employer, town, country

Work experience description:

tasks (1-2 lines max unless directly equivalent role to the one you're applying for)

achievements

transferable skills and competencies gained

Provide evidence of how you have gained transferable skills and competencies from your work, volunteering and other experiences

Either expand to 2 full sides or condense to 1 side – don't have half-way houses!

Any paragraph longer than 2-3 lines should be turned into bullet points

Don't mix up work experience with extra-curricular activities. Keep all sections distinct

Triple check spelling and grammar

Be consistent in use of bullets fonts (use a single conventional font, e.g. arial or times) and sizes, headings etc