

CVs and Covering Letters in Brief

THE CV

The reverse Chronological CV is suitable for most situations. It lists education and work experience in reverse date order (most recent first). Evidence of skills and achievements are built into the CV against the relevant experience.

Format and Structure

- Most UK CVs should be two A4 sized pages, unless otherwise stated by the employer.
- Your best selling points should always come first within a section.
- Allocate space according to importance to the job for which you are applying – expand on areas of relevance.
- You can draw the recruiter's attention to relevant experience by grouping it together under an appropriate sub-heading eg Legal Work Experience, Financial Work Experience, Scientific Work Experience, Technical Work Experience or Relevant Work Experience.
- Use headings which best describe the content of the section. Adapt the headings to fit your needs eg Awards and Achievements, Positions of Responsibility and Achievements.
- Putting lines between sections and the use of boxes or tables with lined borders can clutter up your CV making it difficult to read. Tables without borders can be useful for formatting neatly in columns.
- Use a standard font that is easy to read and looks professional. Use the same font style throughout.

Style

- Keep sentences short and precise.
- Bullet points can look effective and help you to write short, dynamic sentences. If you want to use paragraphs keep them short.

Content

- Must be tailored to the requirements of the reader. What skills and experience are they looking for?
- Spelling and grammar are very important; do not rely on spell checks.
- Personal profiles are optional; they are best suited to speculative applications or in circumstances where you are not using a cover letter.
- All skills claims must be backed up by evidence.

Structuring your examples - the CAR Model

Context – What was the situation – keep it brief, but specific.

Action – What did YOU do? What was your role? What actions did you take? Use action words.

Result – What was the outcome? What did you achieve? What was improved? Qualify and quantify.

References

Unless otherwise stated, provide names of two referees. These will depend on the role, your circumstances and what has been requested. More on references: <http://www.careers.manchester.ac.uk/applicationsinterviews/faqs/>

THE COVERING LETTER

When sending a CV, you need to include a covering letter. The covering letter is your personal sales pitch, where you introduce yourself as a candidate and discuss why you want the job. It should be professional and business like in style and layout. In brief it should cover:

1. Why you are applying to this company? - What makes them stand out from other similar companies?
2. Why you are applying for this role? - Your motivation for applying, show your understanding of the role.
3. The skills and experience you have that match the job description.

Covering letters should be tailored for each job. If you cut and paste the company name and use the letter for any other employer, your letter will not convince the reader that you want to work for them. Even the least experienced recruiter can spot a 'mailshot' at a glance!

**School of MACE:
Aerospace Engineering
Engineering graduate scheme**

We are a premier global defence, security and aerospace company with a breadth of engineering capabilities and technology. Our brand is strong in a competitive marketplace dealing with complex projects and employing more than 100,000 people worldwide. We are looking for graduates who want to work in an exciting and challenging environment with the opportunity to play a key part in driving future innovation.

The Role

Ours is a unique, fast tracked leadership programme that we have especially created for people of the very highest calibre. Its members commit to 3 years of multiple placements, and it is designed to develop the engineering and business leaders of the future.

Our graduates are pivotal in driving future innovation, overcoming challenges and stimulating the process of change.

Our engineering framework enables you to remain as an engineer while still moving towards a key leadership role.

Candidate Requirements

- 280 UCAS points (excluding General Studies)
- A minimum 2:1 honours (or equivalent) engineering-related degree
- Flexibility to relocate
- Enthusiasm, drive and great communication skills are essential
- Professional and influential approach to work
- Delivery orientated
- Able to build long-lasting relationships
- Inspire others to improve their performance.

All applications will be assessed by a retained managing consultancy. We believe that every graduate is capable of getting a good graduate job given the right support, advice and training and we only work with companies who recognise the value that the right graduate can bring to their business.

Sam Willis

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Education

2014 - 2018 The University of Manchester

MEng Aerospace Engineering

Expected Result 2:1

First year result: 62%

Second year result: 65%

- Modules include Advanced Aerodynamics, Advance Modelling & Simulation, Advanced Aerospace Design, Fluid Dynamics, Advanced Structural Design.
- Leader of a project team to specify and design a Mars Landing Module Vehicle Suspension System.
 - Proactively arranged to visit a specialist Design Engineer, to help identify key design parameters for a normal aircraft undercarriage and the different needs required to land safely on Mars.
 - Compiled a design specification using a technical brief template, developed using internet research.
 - Led weekly review meetings with team members to agree responsibilities, outline timings, monitor progress and predicted obstacles.
 - Created a computer simulation showing the proposed design in operation as it landed.
 - Presented our final written design report and presentation to our design tutors, fellow students and a technical director of a local company.

2007 - 2014 Park Royal High School, Surrey

A level: Chemistry (A*), Mathematics (B), Physics (A), Applied Mathematics (B)

GCSEs: 9 (5A*, 3A, 1B) including Maths and English

Relevant Work Experience

July -Sept

2016

Internship in DH Aviation Ltd (Hatfield, Hertfordshire)

First assignment Flight Test Department (6 weeks)

- Task was to collate predicted design performance with actual performance on individual brake pressure vs. effort and pedal travel on a DH 125 executive jet aircraft.
- Identified the parameters to be measured (pedal force, pedal travel and internal hydraulic pressure).
- After consultation with the flight test department, designed a simple test rig which would be fitted to the pedal of an available plane in for normal maintenance.
- Required to think creatively as, being a plane in service, there were limitations imposed to ensure plane operability post-test was not compromised
- Plotted the expected results against actual results and presented results in a report and presentation to the Flight test technical director.

Second assignment Aerodynamics Department (6 weeks)

- Task was to analyse G forces pulled over a two month period by a particular test pilot in a DH 125 prior to his crash in the Mediterranean Sea during an Air Show.
- Identified peak G force occasions and accurately calculated G force pulled to correlate this to other key flying parameters.
- Created a specific chart format to identify both results of possible and statistically probable linkages.
- Presented to the Chief Aerodynamicist and received a commendation praising my attention to detail.

Work Experience

July – Sept 2014 BUNAC Children’s Camp Counsellor New Jersey USA

- Took lead role as Camp Sports Manager organising 12 other Counsellors
- Created new games and activities to entertain and develop up to 100 US young people in 12 -15 age range
- Organised day trip into New York for group of 50 and took the lead responsibility for health and safety issues.

Sept 2012 - July 2014 (term time) Lorenzo’s, Tapas Bar, Chorlton, Manchester Front of House Team Leader

- Promoted to Team Leader after working for the company for ten months.
- Managed a team of five. Motivated them to meet individual sales targets by devising a graph which plotted the amount of bonuses they could earn through securing additional sales.
- Successfully trained two new members of staff to be able to perform well in all areas of the business.

Positions of Responsibility

2015 - present The University of Manchester Aerospace Society Social Secretary

- Elected to committee by peer group after heading up a challenging recruitment campaign on campus.
- Set up visits to local Engineering companies e.g. organised for 30 students to visit the BAE systems, Leyland via an academic contact.
- Increased membership by 35% through effective use of Facebook and innovative activities during Welcome Week
- Helped to organize the annual Christmas Ball for 350 students and partners. Biggest attendance so far!

Additional Skills

IT Proficient in the use of Microsoft Office, SPSS statistical package
Driving Full clean driving licence.

Interests and Activities

- Student Member of the Royal Aeronautical Society
- Member of University Golfing Society
- Keeping Fit – ran The Great North Run in 2015 and raised £1050 for Cancer Research UK