

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:

www.manchester.ac.uk/careers/students/applicationsinterviews/af/references

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!

Vacancy Title – Structural Engineer

We are looking for a structural engineer who can use their creative engineering skills on a variety of domestic-scale projects. We are a small but growing consultancy that has developed a reputation for high-quality customer service.

About the role

You will be working on a variety of domestic projects, including carrying out structural assessments. You will be expected to be able to provide economic and buildable structural solutions to a wide variety of problems, working with all the main structural materials: timber, steel, concrete and masonry. You will take responsibility for your projects and will be expected to be able to liaise directly with clients and architects. Training will be provided for the right person to develop into this role.

Qualifications – Master’s degree in Civil/Structural engineering

Skills

You will need a good understanding of the behaviour of the main structural materials. You will need to be able to demonstrate a high level of communication skills, including writing and drawing. You will need to be able to work effectively in a small team and be self-motivated when working alone. A full driving licence is essential.

Charles Umabibe

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email: xxxx.xxxxx@student.manchester.ac.uk, www.Linkedin.com/xxxx

Sept 2011 – Sept 2012

**Postgraduate Diploma in Structural Engineering
The University of Manchester, UK**

Core modules: Steel Structures, Advanced Theory of Structures, Research Methods (using LUSAS and ABAQUS), Reinforced Concrete Structures, Dynamics and Stability of Structures

Additional Modules: Foundation of Structures, Earthquake Engineering, Finite Elements (ANSYS)

- Led a team project designing a reinforced concrete grandstand of a Rugby Club. As a team leader I allocated roles according to strengths and ability, organised team meetings to discuss and progress tasks as well as troubleshoot any problems. I designed columns and roof beams, and produced and presented final report.
- Using ABAQUS Finite Element package I carried out an investigation on the buckling of simply supported flat rectangular plates under different loading conditions.
- Modelled and investigated the natural frequencies and modes of free oscillations of a homogeneous isotropic beam (polymer) and laminate beam (polymer-steel-polymer) using the modal capabilities of ANSYS, a Finite Element Analysis package, and compared the results with those from Euler-Bernoulli and Rayleigh beam models.
- Participated in a team project designing an aquatics centre (steel structure) with an Olympic pool 50m x 25m, a diving pool 25m x 16.5m, a leisure pool and ice skating rink 61m x 30m. I designed the roof system and produced final report which earned the team good marks. Team projects were all designed according to British Standards and Euro codes

Sept 2006 – June 2011

**MEng Industrial and Civil Engineering (ICE Accredited)
Moscow State University of Civil Engineering, Russia**

Core modules: Reinforced Concrete and Stone Structures, Steel Structures, Structural Mechanics, Architecture of Civil and Industrial Structures, Soil Mechanics, Foundation and Basis of Structures, Engineering Surveying, Water Supply and Sewerage, Heat Transmission and Gas Supply, Project Management, Organisation, Management and Planning in Construction, Strength of Materials, Hydraulics

- **Final Project:** Designed a 6-storey administrative complex with a two floor underground parking structure using monolithic (cast in situ) concrete. The project involved architectural drawings of the complex using AUTOCAD, designing of structural members of the structure using LIRA (a Russian CAD software), calculation of sound insulation of external walls and between the floors, estimation of the bills of quantities of the project, report on ecological effects on the environment, organisation of works on site, development of security and safety guidelines for the people and property on site.

Sept 2001 – June 2005

**Commerce and Maths (Final Result 72%)
Moscow State School, Russia**

RELEVANT ENGINEERING EXPERIENCE

June 2009 – August 2010 **Trainee**, Moscow Scientific-Research and Design Institute of Typology and Experimental Design, Russia

Industrial placement in the department that approves new building and construction designs in the city. I gained good knowledge of what documents are required for the construction project to be approved by authorities.

July – August 2008 **Trainee Foreman**, Varstic Construction Company, Moscow, Russia

Industrial placement as a trainee foreman on a construction site. I participated in daily site meetings where general foreman gave instructions of the day's work to the trades' foremen and worked under supervision of different trade foremen. I worked with the foreman assembly, carpentry and bricklayer, and gained an insight into the organisation and execution of works on a construction site

July 2007 **Fieldwork**, Moscow State University of Civil Engineering, Russia

Team-based field work of Engineering Surveying. I studied practical use of surveying equipment (level and theodolite), implementation of topographical survey, setting out operations and grading of site. I actively participated in the team work taking readings of level and theodolite T30 in the field and producing a report of our fieldwork.

EMPLOYMENT HISTORY

June 2012 – Present **Printing Machine Operator (Temporary)**, Matchtech Human Resource Services, Warrington.

Work with Callaway Golf Logos operating printing machines that print logos on Golf balls. Enhancing team working skills working with people of different nationalities, background and age, and delivering orders within specified deadlines

April 2012 – May 2012 **Volunteer**, Warrington Therapy Centre

Review and update of two inter-related feasibility studies on a proposed project for Hydrotherapy Pool and Specialist Disability Gym carried out in 2005/06 for West Berkshire Therapy Centre

Sept 2007 – June 2008 **Treasurer**, Student Engineering Society, Moscow State University, Russia

- Managed and kept accounts up to date, produced annual expenditure and revenue financial budget estimates
- Prepared quarterly and annual financial reports of the Society's finances
- Managed the day-day financial transactions of the Society including bank transactions and corporate sponsorship and event activities

Sept 2006 – June 2008 **Student Representative**, Moscow State University, Civil Engineering Department, Russia

Represented and fed back on student issues and concerns during the quarterly staff student committee meetings

ADDITIONAL SKILLS

- Fluent in Russian Language
- Proficient in Engineering software (AutoCAD, LUSAS, ABAQUS, ANSYS) and Microsoft Office programmes (Outlook, Word, Excel, Power point)
- Graduate member of IStructE, ICE
- Full UK Driving Licence

References available upon request