

## 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](http://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: Graduate Programme 2012**

**Vacancy Description:**

What do you want?

The chance to help millions of people do more, feel better and live longer? The opportunity to launch a graduate career in a responsive, innovative, global business? An undergraduate placement that will give you the practical experience to complement your studies? A company that's genuinely committed to your personal and professional growth? Whatever you want, we have the answers.

We run a number of two or three-year rotational programmes for graduates from a range of disciplines:

- Engineering underpins practically everything we do, so we draw on talented chemical, electrical and biopharmaceutical engineers.
- Our Sales & Marketing programme is all about developing trainees into commercial business leaders to ensure a pipeline of future leaders.
- In Purchasing, you'll gain a thorough grounding in procurement and how to manage our suppliers.
- Finance will give you a solid grounding in financial management and help you to attain CIMA qualification.
- In IT, we offer a SAP Graduate Development Programme and a more general IT Graduate Development Programme.
- Science is all about bringing ideas to life using a variety of processes and the latest technology.
- Health Outcomes focuses on improving people's lives by demonstrating the economic and humanistic value of medicines through in-depth analysis.

Number of positions available: 20

Salary: Competitive

Position Start Date: Between July/ September 2012

Qualifications: Minimum 2.1 degree.

**Skills:** The high performance behaviours (Competencies) we are looking for include; Achieving excellence, Enable and drive change, Continuous improvement, Customer focus, Innovative thinking, Information search, Creating business solutions, Flexible thinking, Leading people, Influence, Building confidence, Communication, Engaging and developing others, Building relationships, Developing people and Teamwork.

Location: UK wide

Occupational Area: Engineering, Manufacturing and Processing, Finance, Information Technology, Retail, Sales and Buying, Scientific Research, Analysis and Support

Vacancy Type: Full time

Closing Date: XXXXXXX

Application instructions:

Please go to our website to find out more about our programmes and placements, including our requirements and starting dates, and to apply.

# Joshua Jonas

Crawford House, Booth Street East, Manchester, M13 9QS

Email: [xxx.xxxx@student.manchester.ac.uk](mailto:xxx.xxxx@student.manchester.ac.uk), Tel: 0161 123 4567, Mobile: 0123 456 7891

LinkedIn: [www.Linkedin.com/xxxx](http://www.Linkedin.com/xxxx) Student member of IOM3

## Education

### 2008 - 2012 The University of Manchester

MEng (Hons) Biomaterials Science and Tissue Engineering with Industrial Experience

Expected result 2:1

First year result: 58%

Second year result: 65%

Final year project – “Environmental impact of material selection”

- Enjoyed my ‘Introduction to Materials’ module which provided an opportunity to work with other students and my tutor. Developed confidence, team working and good listening skills.
- Fascinated by modules considering biocompatibility of materials in the body.
- Practical design problems were addressed in the second year which helped to set the context of earlier studies and gave some focus to future careers plans and placement choices.
- Extra management modules in my final year have been boosted by successful placement year.

### 2001 - 2008 Park Royal High School, Surrey

A levels: Design and Technology (A), Physics (A), Mathematics (A)

AS level: Further Mathematics (B)

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

## Industrial Experience

### June 2010 - Sept 2011 Placement student GlaxoSmithKline (Nationwide)

Divided my time between four areas of the business – R&D, Manufacturing, Supply chain and Procurement. Agreed objectives with line manager, supported by mentor and in regular contact with the placement manager.

#### R&D

- Joined a project team investigating new compounds analysing properties to predict behaviour.
- Attended review meetings where I was able to talk about my studies at Manchester.
- Made a site visit to the manufacturing site to discuss new packaging.
- Worked with Device Technologists to examine faulty components rejected from manufacture.

#### Manufacturing

- Gained an insight into new medication products are scaled up to manufacture.
- Work with the production manager to assess the performance of a new pill hopper.
- Made bookings for maintenance checks due in the light of the latest H&S regulations.

#### Supply Chain

- Supported the team to ensure a batch of supply orders due for shipment were not delayed by transport congestion. Tracked orders through system and notified destination of likely arrival time.
- Assigned to check policies and procedure compatibility for Asian market.

#### Procurement

- Responsible for eSourcing system logging auction or products and services across Europe.
- Set up meeting with potential contract manufacturer compiling folder of key documents.
- Benefited from discussion with section head about balancing commercial pressures.

## Other work experience

**Sept 2011 -**      **Student Advisor**

**June 2012**      **Pearson Student Advisory Board**

- Coordinated projects across campus, including market research surveys and facilitating focus groups, gathering student perspectives all of which enabled me to develop effective analytical and project management skills.
- Attended residential weekends for strategy and teambuilding.
- Presented regular updates of student concerns and needs to Pearson executives.
- Worked with editors and marketing managers to influence the direction of both existing and future publishing products and compiled reports utilised by the executive board.

**Sept 2010 -**      **Front of House Team Leader**

**Sept 2012**      **Lorenzo's Tapas Bar, Chorlton, Manchester**

**(term time)**

- 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

**2010 - 2011**      **Mentor**

**Reachout, Manchester**

- Awarded Mentor of the Year 2012 and received Gold Award for 100 hours volunteering.
- Established a mentoring relationship with a high school student from an inner city school who was interested in applying to University to study engineering. Met weekly throughout the school year to offer support and encouragement.
- Managed a summer programme of training junior mentees and supervised pupils involved in group activities.

## Additional Skills

**IT**                      Proficient in the use of Microsoft Office, including Excel to create spreadsheets and analyse complex data sets. Contribute to the University of Manchester undergraduate careers blog at: <http://manchesterundergradcareers.wordpress.com/>

**Driving**                Full clean driving licence.

**Languages**          Fluent French (degree level)  
Basic conversational level Spanish (GCSE plus visits).

## Interests and Activities

**Societies**            Supporter of the Biomedical Applications Division of the Institute of Materials, Minerals and Mining. Attend meetings and conferences. Read articles in Materials World.  
Member of Engineers without Borders in Manchester. Working on environmental housing project for developing countries.

**Sport**                   Completed the Race for Life in 2012 independently raising £175 for Cancer charities.  
Regularly participate in softball matches at Oak House, my former Hall of Residence.

References available on request