

When writing a covering letter you should write it in such away that the prospective employer would want to look at your application or CV. Give careful thought to what you write and be prepared to spend some time writing and re-writing your letter to ensure it conveys a clear message about you and what you have to offer.

Curriculum Vitae - CV Part 2

Chronological CV

- ☞ You are staying in the same function or sector
- ☞ Your career shows steady growth and development with increasing responsibilities
- ☞ Previous employers are prestigious
- ☞ You are applying for a post in a traditional field or organisation
- ☞ Your employment is unbroken and there are no gaps

A chronological CV brings to the attention of a potential employer recent job history and experience

Electronic CV's

Internet applications and electronic CV's are used more and more by organisations. However, if you are going to email your CV to prospective employers or send your CV as part of an application you should email your CV as a file attachment. It's important to remember the recipient may not have the same software printer as your self and this may change the formatting on your CV.

Some organisations will ask you to post your CV and application form directly onto their recruitment website. You may be asked to attach your CV or complete an online form that requests all the information they require when short-listing applications for interview.

Functional CV

- ☞ You are making a job change
- ☞ You want to demonstrate skill and competence not used in recent positions
- ☞ Your experience has been gained in different and unconnected jobs
- ☞ You have been employed in the same organisation for along time
- ☞ You have a history of frequent job changes or gaps in your employment or you are entering the job market after an absence

A functional CV format directs a future employer to functional strengths

Summary Statements and Profiles

It can be helpful to a perspective employer if you provide a short and snappy statement outlining what you can offer. Generally it will include:-

- ☞ Function / level and sector
- ☞ Key strengths
- ☞ Accountability and contribution statement

A well-written profile will gain the attention of a prospective employer and provide the reader with encouragement to read the rest of your CV.

Summary Statement Example

Retail Sales Assistant working in a large Blue Chip Organisation

Strong on sales negotiations and customer service

Proven track record as a team player delivering sales in excess of £20k

Covering Letters

When you send a CV or application form to a prospective employer always, unless specifically instructed not to do so, include a covering letter as this could enhance your chances of selection for interview.

The covering letter will provide you with an additional opportunity to tailor your application more closely to the post and to draw attention to things that are unique and special about you. It will be the first document a prospective employer will see and must have real impact.

Candidates often neglect to include covering letters so you could have a real advantage by remembering to include one with your application and or CV.