



Your name

Mailing Address

City

Telephone number(s)

Email address (not an inappropriate name)

Today's date

Your addressee's name

Professional Title

Organisational name

Mailing address

City, Post code

Re: Position Title and/or Job Vacancy Number (if applicable)

Dear Mr. or Ms. Last name,

Start your letter by briefly saying what job you are applying for. Make sure your cover letter and you CV are specific to the job you are applying for. Think about which information will be of interest to the employer and will best demonstrate your abilities with reference to the particular job.

The mid section of you letter should be one or two short paragraphs that make relevant points about you knowledge/skills/qualifications that are specific to the job. You should not summarise your CV! You may incorporate a column or bullet point format here. Introduce yourself and explain why you are the best person for the job.

Your last paragraph should initiate action by explaining what you will do next (e.g. instigate the reader to contact you to set up an interview). Close by saying “thank you.” Don’t forget to SPELL CHECK!

Sincerely yours,

Your handwritten signature

Your name (typed)

Enclosed: CV

General CV Layout and Information

- Keep your CV short, but still long enough to inform the employer of your skills and attributes. Make it informative, concise and simple.
- Don't bother binding it or putting it in a coloured folder as these get removed for photocopying and are more of a hassle for the employer than anything.
- Including a photo is a matter of personal choice. Usually it won't be necessary, but if you do include it, make sure it is **professional**.

▶ Personal Details

These must be clear and easy to find! Don't include marital status, health or date of birth. Is there an alternative phone number needed, especially if you will be away during vacations?

▶ Career Objective (Personal Statement)

- A short statement about where you see your future career-wise you can include your goals and objectives.
- This shows you have put some thought into what you want to do, where you want to be and shows that you have some direction.
- Should be at the beginning to focus the CV and capture attention.

▶ Skills section

- Looks really good on the first page
- Pick out the most relevant aspects of the job and bullet point skills you possess which meet these criteria, e.g.
 - Leadership Skills
 - Communication Skills

You will need to validate these in the body of your work experience.

► Education (Qualifications)

- Most recent qualification comes first
- Should come before work experience if your work experience is limited or not particularly relevant
- Definitely have an academic transcript
- No need to go back to when you got School Certificate/NCEA Level 1!

► Work Experience

- Most recent work experience goes first
- Indicate whether full or part time, temporary or permanent positions.
- Show employer's name, location, dates you were employed, your position title
- Include details of relevant duties and responsibilities.

► Interests/Activities/Awards/Training

- Good to include so the employer can see a bit of personality!
- Include all other relevant information such as groups and clubs you are associated with, certificates and awards recently received, other training (on the job or otherwise).
- Put these into logical categories and in a sensible order.
- Limit interests/activities to **recent/current** ones.

► Referees

Referee details available on request

There is of course, more than one way to present a CV – it is also good to be individual with your ideas, as long as your CV still includes all the appropriate information. Happy hunting and the best of luck from the team at Wheeler Campbell.