

Example CVs and Covering Letters

The following examples of CVs and covering letters may give you ideas about content and layout. However, please don't slavishly copy any particular CV or letter! Instead, choose a style and layout you feel comfortable with which will allow you to present your information effectively.

If you've learnt anything from reading this booklet, it should be that your application should be **personal** and **specific** to you!

One Page CV: Lauren McKenzie (Page 20 - 21)

This applicant is applying for a graduate trainee position in a public relations consultancy. Early in her covering letter she outlines what she has to offer the company, providing evidence for her claims. She has managed to produce a one page CV by conveying only the relevant detail (e.g. detail about her degree is confined to the subject and grade and her dissertation). Significantly, she includes her voluntary experience as a student publicity officer in the work experience section, as this is relevant to her application.

CV for a job directly relevant to degree subject: Daisuke Ishihara (Page 22 - 23)

This CV belongs to a finance and investment student applying for a graduate trainee post with an investment bank. The student highlights specific modules within his Masters and focuses on relevant work experience, also mentioning relevant personal interests. In addition to subject-specific skills, he also mentions transferable 'soft' skills, such as communication and time management.

Skills-based CV: Sarah Nicholson (Page 24 - 26)

This mature final year student is applying for a job unrelated to her degree subject and her previous work experience. She uses a skills-based CV to tailor her experience to a job in human resources (HR).

In her covering letter she clarifies her interest in HR and the organisation to which she has applied. She shows how she has gained an insight into and understanding of various HR roles. She also explains her motivation for returning to education as a mature student, despite holding a responsible role previously, and indicates how this has been successful. She refers to her CV for evidence of her suitability for the post and highlights her close match to the given person specification.

65/5 High
Street,
Edinburgh,
EH6 5QQ

Ms M. Starkey,
Business Manager,
Star Europe B2B,
High Street,
Churtsey, NW4 6SS

6th May 2007

Dear Ms Starkey,

Re: Graduate Public Relations Trainee Post

I would like to apply for the above post which I saw advertised on SAGE @ the University of Edinburgh's Careers Service.

I am a recent graduate of Edinburgh University with a strong academic and research record. I have highly developed communication and business organisation skills as well as a track record in administration in an international law firm. I would be useful to Star Europe from the outset.

My degree, in particular the final year project I undertook, involved a considerable amount of research using a wide variety of resources as well as initiative in finding and following up contacts. My facility in French and Spanish along with my experience of living and working abroad enable me to function effectively in a European setting. As President of Edinburgh University's String Orchestra I initiated, organised and led an exchange tour with Krakow Academy of Music which was a huge success, with full houses on both sides of the North Sea. This indicates that I have the interpersonal and organisational skills required to be successful in PR work between businesses. My IT skills are another asset; in both education and employment I have used technology extensively. As Publicity Officer for the student comedy club I set up a brand new website and membership increased considerably.

I am very attracted to Star Europe; it is a company with a European focus and one to which I feel I can contribute a great deal. My research on your company suggests that current developments in business to business expansion would offer me the opportunity to utilise and develop my particular combination of practical skills and experience to the benefit of Star Europe.

I hope you will consider my application and look forward to hearing from you.

Yours sincerely,

Lauren MacKenzie

Lauren MacKenzie

Address: 65/5 High Street, Edinburgh, EH6 5QQ **Tel:** 0131 221 3131 **Mobile:** 0077 555 444

Education

The University of Edinburgh:

Graduated 05

- **MA Joint Honours in Geography and Social Policy (2:1)**
- Dissertation: 'Sustainability: A Case study of a European Funded Regeneration Project'
- Joint Honours Student Representative on Staff/Student Committee for 2 consecutive years.

Perth Academy:

Aug 95 - May 01

- **Advanced Higher** Geography B
- **Highers**, Geography A, English A, History B, Music B, Biology B

Work Experience

Bilingual Secretary, Linklaters and Alliance, Paris

Jul 06 - present

Bilingual secretary for two lawyers (one French and one English) in International Finance Securities Law. Involves creating and editing legal documents, file management and dealing with clients. A demanding and challenging position, which requires the ability to work in a team, attention to detail and a high level of administrative skill.

Au Pair, Paris

Nov 05 - Jun 06

Lived and worked with a French family, providing childcare for 3 children aged 6, 9 and 12 and general household help. Assisting the children with their English homework. Attended French language classes during the day.

Publicity Officer for Student Comedy Club

Oct 03 - Jun 05

Set up new website, using Pagemaker, increasing Club's profile and membership. Liaised with student publications and local newspapers to advertise events.

Check-out Assistant, Tesco, Edinburgh

Oct 00 - Sep 04

Checkout assistant in a busy store with an often demanding clientele.

Languages

- **French** Fluent, written and spoken.
- **Spanish** Basic working knowledge, spoken and written.

Computer Skills

- Competent user of Microsoft Word, Excel, PowerPoint, Adobe Dreamweaver and the Internet.

Positions of Responsibility/Activities

- President of Edinburgh University String Orchestra 2002/2004. Initiated and led exchange tour between Krakow Academy of Music and Edinburgh University.
- Music: Play violin - classical and traditional Scottish music. Member of the "Camerata d'Isle" orchestra in Croissy Sur Seine, France.
- Sport: Cycling, skiing, tennis, swimming and basketball.
- Travel: Toured Germany, Holland, Paris and Poland with school/ university orchestras.

Daisuke Ishihara

ishiharad81@yahoo.co.jp 07123 456 789

Currently working towards a Masters in Finance and Investment to complement a wide-ranging portfolio of work experience and academic achievement. My skill-set includes strong language skills, high levels of numeric capability and confidence with risk management software.

Education

- **MSc. in Finance and Investment**
University of Edinburgh, UK

Sep 2006 – Sep 2007

Achieved consistently high marks throughout the course demonstrating particular capability in **Portfolio Management** (78%) and **Investment Mathematics** (82%)

Further taught modules include: corporate finance, global financial markets, financial accounting statements, derivatives, and investment analysis.

Dissertation: *The term structure of interest rate*

Working independently has required and further strengthened my skills in self-motivation, research, analytical thinking and written communication.

- **BSc in Applied Mathematics (First Class)**
University of Fukuoka, Japan

Apr 2001 – Mar 2005

Modules in Geometry, Applied Maths, Group Theory and Statistics developed strong numeric ability, accuracy and problem solving ability.

Relevant Experience

- **Fund Manager Assistant (Intern), Daiwa Securities**
Tokyo, Japan

Mar 2004 – April 2004

Carried out research analysis on potential companies from a range of sectors using financial media and briefings provided by investment analysts. Analysed financial information such as profit and loss and cash flow statements relating to the companies.

Produced written presentations for the fund manager ensuring all recorded information was accurate and up to date. Interviewed brokers and took part in evaluation discussions demonstrating effective communication with colleagues.

This experience strengthened my business acumen, in particular leading to growing market awareness and understanding of influencing factors on fund valuations.

Further Experience

**Retail Assistant, Edinburgh Woollen Mill
Edinburgh**

Oct 2006 – Jun 2007

Part-time position in a popular retail outlet. Provided friendly and professional service as part of a customer-focused approach. Frequently assisting Japanese tourists with translation and information about the city in general.

**Teacher, Ashikita Cram School
Kumamoto, Japan**

April 2005 – Mar 2006

Mathematics Tutor for students aged 6 – 18. Developed strong communication skills through presenting information in a clear and understandable manner. Preparing for lessons and managing class time effectively required organisational and forward-planning capability.

Additional Skills

IT

- Software: SPSS, Eviews, Crystal Ball – advanced level
- Fully conversant with Microsoft Word, Excel, Access, Outlook, PowerPoint and Project

Languages

- Native Japanese
- Fluent English (IELTS 7.0)
- Conversational Chinese

Personal Interests

Active member of Edinburgh University Trading and Investment Club. Participating in buying and selling shares for the EUTIC portfolio, developing skills in the use of different valuation techniques.

Enjoy playing competitive Volleyball. Member of Men's First Team as an Undergraduate. Currently member of Edinburgh University Volleyball Club.

I spent 4 months travelling (April – July 06) through Canada, USA and South America gaining an understanding of different cultures and strengthening my English Language ability.

Personal Information

Nationality: Japanese (eligible to work in Scotland for 2 years under Fresh Talent Initiative)

Telephone: 0131 987 6543 **Mobile:** 07123 456 789

Address: Flat 3/2, 60 Biggar Street, Edinburgh, EH6 8GF

References available on request

22 Mayfield Drive
EDINBURGH
EH9 2QQ

28 May 2007
Graduate Recruitment
Standard Life Assurance Company
30 Lothian Road
EDINBURGH
EH1 2DH

Dear Mr Baker

Application for Graduate Human Resources Trainee Vacancy

I would like to apply for the above position which was advertised on SAGE in the University of Edinburgh's Careers Service.

I first developed an interest in Human Resources through responsibility for staff recruitment and training when I worked in retail before I went to university. This interest has intensified and I am now committed to developing a career in this field. As my goal is to work within a professional customer focused organisation with international standing, this position with Standard Life is particularly appealing.

I embarked on my degree in environmental chemistry as a mature student with the dual aim of self-development and to change my career path. I had previously held a responsible position as Fresh Foods Manager with ABC Foodstores but decided to take the opportunity to return to education and change career direction when my store closed following a company merger. I have gained great satisfaction from student life and have been able to sample different roles, which has helped clarify my own career goals.

In addition to my previous experience of staff management, I have recently work-shadowed recruitment, training and HR policy staff at Stevenson College where I have worked in administration throughout my degree course. I am highly motivated and have ambitions to specialise in HR policy before seeking a senior management role. In the shorter term, as I find all areas fascinating, I am keen to build broad based HR experience alongside study for the postgraduate diploma in HR Management.

My enclosed CV outlines my experience to date and highlights my personal strengths – team-working ability, leadership, interpersonal skills, results-driven approach, ambition and integrity.

I look forward to hearing from you and am available for interview at any time.

Yours sincerely

Sarah Nicholson

22 Mayfield Drive, Edinburgh, EH9 2QQ
0131 444 8888
sn@home.co.uk

Communication Skills

- Interpersonal skills developed to high level while dealing with staff, colleagues and customers in retail management.
- Able to work effectively with colleagues of all levels and of all ages.
- Report writing experience gained in business and academic environments.
- Presentations made throughout degree course and to industrialists following submission of final year project.
- Delivered regular team training sessions for staff on customer care, product ranges, and health and safety issues while in retail.

Planning & Organising Skills

- Effective time management, self discipline and the ability to work under pressure has brought academic achievement while juggling part-time work with study.
- Thorough forward planning during my honours project was critical to its success, as was careful organisation and management of samples, experiments, data and access to labs and equipment.
- Checking and tracking data in my part-time administrative role requires accuracy and close attention to detail.
- Managing a busy Fresh Foods Department at ABC Foodstores with ongoing stock control requirements and managing a staff of 30 (many part-time) required a high level of organisation and planning skills.

Team Working/ Leadership Skills

- Gained experience as a team member and team leader.
- Group work has been a regular feature at university, through project and lab work. It is central both to my administrative job and additional committee work.
- Team building and development was an essential aspect of my role with ABC Foodstores.

Analytical & Research Skills

- Laboratory skills, including use of highly complex analytical machines and apparatus developed through degree especially during honours project.
- Independent research for my honours project provided a new opportunity for in-depth study.
- Analysis of data has been central to my current and previous jobs.

IT Skills

- Experienced user of several word processing packages including Microsoft Word, Excel spreadsheets, PowerPoint and the Internet.

Education

The University of Edinburgh

Grad 2007

BSc Hons in Environmental Chemistry 2:1 expected

- Studies included Maths and Environmental Management and Modelling. Research project involved collecting and preparing soil examples for analysis, use of analytical techniques and instruments, collecting and interpreting data, presentation of results in a 10,000 word report.

Stevenson College, Edinburgh

2001 - 2003

- SCE Highers Chemistry A, Mathematics B, Physics B

Currie High School, Edinburgh

1987 - 1992

- SCE Highers English C, History C, Chemistry C

Work Experience

Stevenson College

Administrative Assistant

2001 - present

- Within the Student Records Office administration team. Responsible for collecting and recording data on student progress and producing related reports as required by departments or college management team. Liaised with lecturers and students. Used office technology and administration systems.

Longannet Power Station

Laboratory Assistant

Summer 2005

- Analysed and weighed coal samples. Calculated ash and moisture content of coal using furnaces and analytical machines. Carried out titrations. Collated data and produced reports.

ABC Foodstores, Edinburgh

Fresh Foods Manager

1992 - 2001

- Promoted to Fresh Foods Manager in 1994, following two years experience as Assistant Manager, after completing a retail training programme on leaving school. Responsible for merchandising, food safety, health and safety issues and staff recruitment, training and development. Also required to set and meet sales targets, control stock loss, manage staffing budgets and supervise staff on a day-to-day basis. Placed orders, controlled deliveries, planned promotions and anticipated changes in customer demand.

Interests and Activities

- **Drama:** Active member of the South of Edinburgh Drama Society since 1997; involved in planning productions with responsibility for finance, organising venues, sound systems, lighting and publicity.
- **Badminton:** Committee member of the University of Edinburgh Badminton Club. As match secretary, deal with all arrangements for both club and inter-university competitions.

References can be supplied on request.