



Careers Application Guide Booklet

CV Template

Name

Your Address, City, Post Code

M: Contact mobile number | **E:** Contact email number

(Please **ensure** that **email** address is professionally **appropriate**)



Be
Concise

Profile

- Provide a summary of your skills, abilities, academic accomplishments and areas of expertise.
- Highlight any work experience and link to transferable skills such organisation, IT skills etc.
- Highlight any extra-curricular activities that make you stand out

Education & Qualifications

- **School name** – Dates attended (from – to)
 - **Qualification** – Grade
 - **Qualification** – Grade
- **College name** – Dates attended (from – to)
 - **Qualification** – Grade
 - **Qualification** – Grade

Employment History

MM YYYY – Present **Company Name, Location, Role Title**

Brief overview of the role (1-3 lines)

Key responsibilities/projects

- Detail your responsibilities (Link your skills/knowledge)
- Tailor the language towards the position you are applying for (Link the responsibilities to job remit)
- Add notable achievements to show progression and performance

Extra-Curricular activities

Activities: list any relevant activities that you have or participate in which is worth noting

(Captain of a sports team, Member of debate team, school clubs, or community service)

Other achievements

Achievements: Highlight any awards or recognition you have been presented

(School performance award, competition trophies, special awards)

Hobbies and Interests

Interests: list any relevant interests or hobbies that would commonly be seen as inspiring or interesting

(Fundraising, travelling, sporting excellence or specific talent i.e. singing)

Reference

Available on request

Highlight the Right Experiences

Cover Letter

Employer Name

Company Address Line 1

Address Line 2

Post Code

20th September 2019

Dear Sir/Madam

Opening paragraph: short and sweet made up of three things:

- Why you're writing the letter
- State the position you're applying for
- How you found out about the position

Second paragraph: highlighting and summarising key elements from CV

- Achievements
- Skills – how they match to the application remit
- How your experience & characteristics could benefit the employer

Third paragraph: Knowledge about the company

- Why do you want to apply here?
- How can you make the company better?
- How you'll fit in with the company culture and core values

Final paragraph: call to action

- Appreciate the opportunity
- Share your availability for an interview
- How they can contact you

I look forward to hearing from you.

Yours faithfully,

Adam Jones

Your Name

Address Line 1

Address Line 2

Post Code

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Four empty rectangular boxes stacked vertically on the left side of the page.

One empty rectangular box on the left side of the page.

One empty rectangular box on the left side of the page.

Opening paragraph: Short and sweet

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-

Second paragraph: Highlighting and summarising key elements from CV

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-
-

Third paragraph: Company knowledge

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Final paragraph: Call to action

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-
-

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One medium-length empty rectangular box on the left side of the page.

One short empty rectangular box on the left side of the page.

Personal Statement



**Be
Yourself**

1. Why you want to study the course

- Build a career
- Further my knowledge
- Experience higher education

2. Why you're suitable for the course – what you can bring to it

- My passion and goals (link to the course)
- I have an exemplary educational track record – High GCSE grades (6 - 8)
- I mirror the required skills and experience – researching and working independently which links to the role of a science technician

3. What you have gained from the subject(s) you are currently studying

- Basic fundamental knowledge of the subject
- Developed specific skills and gained experience
- Identified an area of specialism for the future

4. Work experience

- School work experience
- Part-time job
- Volunteering / community project

5. Achievements/positions of responsibility

- School conduct awards or performance recognitions
- School Prefect role
- School and community involvement

6. Hobbies and interest

- Gaming and Vlogging
- Social activist
- Fashion and modelling

7. Future plans

- Entrepreneurship
- World travel
- Further studies

Tip

Using the STAR method in personal statement can structure your response more effectively

S Situation – Setting the scene (when? & where?)

T Task – Purpose (what needed to be done & why?)

A Action – Act (what did you do & how?)

R Result – Outcome (what did you achieve from it?)

Personal Statement

1. Why you want to study the course

-
-
-

2. Why you're suitable for the course – what you can bring to it

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-
-

3. What you have gained from the subject(s) you are currently studying

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-
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4. Work experience

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-

5. Achievements/positions of responsibility

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-
-

6. Hobbies and interest

-
-
-

7. Future plans

-
-
-

S Situation

.....

T Task

.....

A Action

.....

R Result

.....

Email Enquiry



Dear Sir/Madam,

My name is **Adam Brown** and I am student at **Golden Hillocks Academy**.

I am writing this email to enquire about a potential **work experience** opportunity at **Jaguar Land Rover**. I have a great interest in **Design Engineering** and am considering the subject as my chosen career path. In order to make this informed decision, I am keen on gaining some practical experience with your company for a period of **2 weeks** from **17th to 29th February**.

The opportunity would be of great interest as it would allow me **to gain both practical and theoretical experience necessary to make a personal career decision**.

As a determined student with a keen interest in what your organisation has to offer, I would very much appreciate it if you would consider this request.

I look forward to hearing from you soon.

Yours sincerely,

Adam Brown

0749 0000 000

Email Enquiry

Dear Sir/Madam,

My name is and I am student at

I am writing this email to enquire about a potentialopportunity at the
I have a great interest inand am considering the subject as my chosen career path. In
order to make this informed decision, I am keen on gaining some practical experience with your company
for a period of from to

The opportunity would be of great interest as it would allow me to

.....

As a determined student with a keen interest in what your organisation has to offer, I would very much
appreciate it if you would consider this request.

I look forward to hearing from you soon.

Yours sincerely,

.....

.....

Phone Enquiry



Be Clear

Greetings,

- Hi
- Hello (Name)
- Good morning or afternoon

Introduction

- Your Name
- School/College
- Reason for calling

Manager or appropriate person

- Reintroduce yourself if required
- State the period of placement (Dates/Times)
- Give reason for wanting placement specifically with the company

Company Response

- You might get a direct response, in which case the person will advise further.
- If you are requested to leave personal details for later reply, be sure to include your name, number, email and appropriate time to contact

End call

- Thank you for your time
- It was a pleasure speaking to you today
- Thank you, have a nice day

Example

Good morning,

My name is **Sophie Gibbs** and I am student at **Rockford Hills School**. I am looking for some work experience with your **corporation** and would like to speak with the manager please.

Manager

Hi **Mike**, my name is **Sophie Gibbs** and I am student at **Rockford Hills School**. I am a year **10** student looking for a placement from **8th to 12th March** at **Starbucks**.

The reason that I am particularly interested in your company is that it offers a great setting to learn and develop coffee making skills that I would like to gain as it's linked to my future ambitions. This experience would also be valuable and will look good on my CV and University application.

I would very much like to know if you are able to offer this opportunity. You can contact me during working hours on 0777 000 0000 or email on S.gibbs@outlook.com.

Thank you for your time today,

Bye

Phone Enquiry

..... ,

My name is and I am student at I am looking for some work experience with your and would like to speak with the manager please.

Hi, my name is and I am student at I am a year student looking for a placement from **to** at

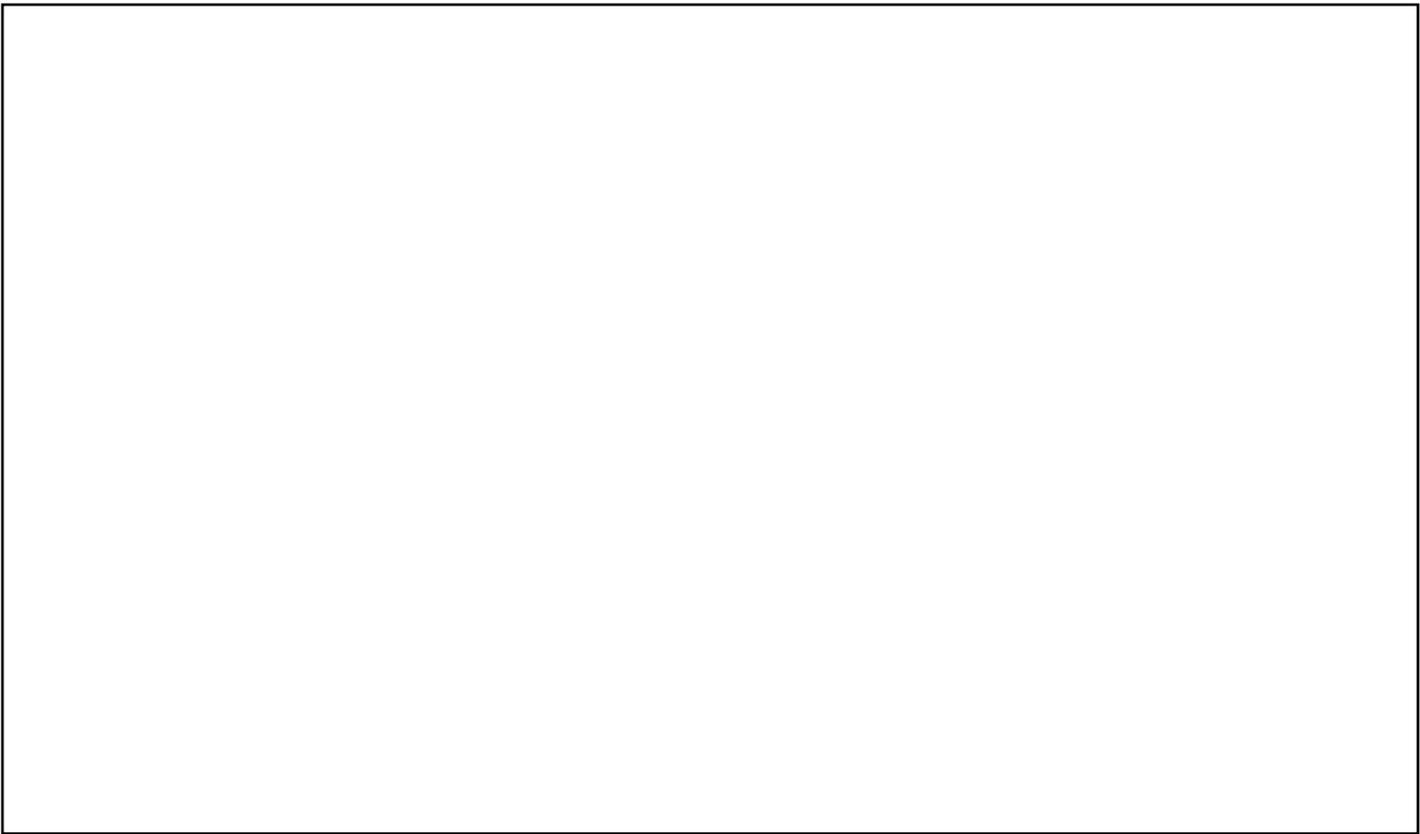
The reason that I am particularly interested in your company is that.....

..... This experience would also be valuable and will look good on

I would very much like to know if you are able to offer this opportunity. You can contact me during working hours on or email on

.....

.....



Notes

