



The Ultimate CV & Cover Letter Guide

Section 1: Crafting a Standout CV

Your CV is your first impression—make it count! Here's how to create a CV that gets noticed by recruiters and helps to pass applicant tracking systems (ATS).

1.1 CV Structure

A well-structured CV should include:

- Contact Information (Name, Email, Phone, LinkedIn URL)
 - Professional Summary (A short 2-3 sentence overview of your expertise and achievements)
 - Work Experience (List roles in reverse chronological order with quantifiable accomplishments)
 - Skills Section (Hard skills, software proficiencies, and industry-specific competencies)
 - Education & Certifications (Degrees, relevant coursework, and certifications)
 - Additional Sections (Projects, Volunteer Work, Languages, etc.)
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1.2 CV Formatting Tips

- Keep it to two pages
 - Use bullet points for easy readability
 - Choose a clean, professional font (e.g., Arial, Calibri, or Times New Roman)
 - Use consistent formatting for dates and job titles
 - Save as a PDF to preserve formatting
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1.3 Common CV Mistakes to Avoid

- Including irrelevant work experience
 - Using a generic CV for all applications
 - Failing to quantify achievements (e.g., "Increased sales by 30%")
 - Overloading with buzzwords instead of concrete examples
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Section 2: Writing a Compelling Cover Letter

A cover letter allows you to showcase your personality and explain why you're the perfect fit for the role. We are never really sure if people read them, but if you are asked for one as part of the recruitment process. Do include one.

2.1 Cover Letter Structure

- Header: Include your contact information and the employer's details.
- Opening Paragraph: Introduce yourself and state the position you're applying for.
- Body Paragraph(s): Highlight key skills, experiences, and why you're a great fit.
- Closing Paragraph: End with a strong call to action, such as requesting an interview.

2.2 Cover Letter Best Practice

- Personalise it—address the hiring manager by name when possible.
- Keep it concise (one page max).
- Focus on how your skills solve the company's problems.
- Use a confident yet professional tone.

2.3 Simple Cover Letter Example

Dear [Hiring Manager's Name],

I am excited to apply for the [Job Title] position at [Company Name]. With [X years] of experience in [Industry/Field], I have developed a strong ability to [highlight relevant skills or accomplishments].

In my previous role at [Company], I [describe a key achievement, using numbers if possible]. I am particularly excited about this opportunity because [mention why you're interested in the company or role].

I would welcome the chance to discuss how my skills can benefit your team. Thank you for your time and consideration—I look forward to your response.

Sincerely,

[Your Name]



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Illuminate Your Career
& Boost Your Confidence

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To get further support:

To get further support on the above including:

- **Creating an impactful CV**
- **Interview Prep**
- **Networking**
- **Negotiating**
- **First 90 Days**

Book a free call here: <https://calendly.com/intro-vert/free30min>

