

Applying for a job – Structure of CV

- **Personal details** - Name, address, telephone, email
- **Education and qualifications** – your degree subject and university
- **Work experience** – dates and name of employer (IN REVERSE ORDER!)
 - Be specific about your duties if they have any relevance to your career
- **Skills** – languages, computer, ...

Applying for a job – structure of cover letter

- **State the job you're applying for** and where you found about it
- **Why you're interested** in that type of work
- **Summarise your strengths** and how they might be an advantage to the organisation
- **Relate your skills to the job**
- **Thank the employer** and say you look forward to hearing from them soon