

HOW TO WRITE A RESUME & COVER LETTER



HOW TO WRITE YOUR RESUME

YOUR NAME

Mobile number | Email address | LinkedIn

CAREER SUMMARY

Your career summary should immediately capture the hiring manager's attention. The purpose is to define your professional title along with compelling points to demonstrate your suitability for the role, your level of experience and the areas in which you specialise. Each point should be relevant to the role you are applying for (use applicable keywords from the job advertisement).

Key Strengths:

- Maximum of five brief bullet points conveying your key professional strengths. These should be relevant to the requirements of the role, as advertised.

PROFESSIONAL EXPERIENCE

Company Name

Position

Dates covering period of work

Write a brief summary of your role and responsibilities.

Key Achievements:

- Detail approximately five to six of your achievements in this role (in bullet point format).
- Each achievement statement should highlight:
 - The challenge.
 - What you did to overcome that challenge.
 - The result you achieved (be specific wherever possible, such as using percentages or figures).
- Tailor your achievement statements to match the requirements of the role you are applying for. Don't be scared to leave achievements out that are not relevant.
- The aim is to show that you have relevant past experience to entice the hiring manager to call you.

Repeat for each role that you have held. For older or less relevant roles, keep the details shorter only offering information that will help you reach the next stage in your career.

EDUCATION

Name of Institution

Certification achieved

If you have multiple education qualifications, list them in order of relevance or from most recent to least recent.

TECHNICAL SKILLS

List any technical skills that may be relevant to the role you are applying for.

REFERENCES

Available upon request.

Provide your referee details after the interview stage.

HOW TO WRITE YOUR COVER LETTER

TIPS FOR WRITING AN EFFECTIVE COVER LETTER

1

Address the letter to the hiring manager. Dear Sir/Madam is impersonal and may not be well received.

2

Identify the key criteria the hiring manager is looking for. Craft your response to highlight how your past experience addresses this set of criteria.

3

Include your contact details. Place your name, city, state, postal code, phone number and email address in your cover letter heading.

4

Include the job title you are applying for.

5

Only include information that is relevant to the role that you are applying for.

6

Never exceed one page. Asking a friend, former colleague, or mentor to review your letter can be helpful.

7

A good cover letter should be between 200 - 250 words in length. Make sure to use clear, concise language.

8

Always check your spelling. Try printing your letter out then coming back to it fresh, or get someone with a keen eye to look over it for you.



6 REASONS TO CHOOSE GREENWICH COLLEGE

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