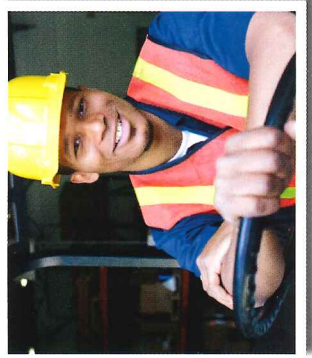


# TOP TIPS

## Job applications

Competition for jobs these days is fierce. Getting things right at the application stage will help you to go further. Use these tips to make sure you are someone an employer wants to meet.

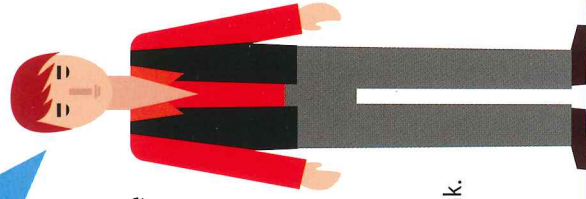


### Writing a letter

- ✓ Write the letter out in rough first and check for mistakes.
- ✓ Use the person's name if you know it and end the letter 'Yours sincerely' then your name. If you don't know their name, begin 'Dear Sir or Madam' and end it 'Yours faithfully'.
- ✓ If you're replying to an advert, include the job title and reference.
- ✓ Include your full address, phone number and the date.
- ✓ Keep the letter relevant to the job and to the point.
- ✓ Use plain white or cream paper and envelopes.
- ✓ Write neatly and clearly using black ink.



The average employer spends only 20 seconds looking at each CV. Make sure yours looks good.



### Writing your CV

Keep it brief and to the point – no more than two pages of A4.

- ✓ Use a computer, use the same font throughout and use clear headings.
- ✓ Write your current position or qualification first and work backwards.
- ✓ Include any achievements or courses you've been on outside of school (for example, passing music exams, getting a driving licence, getting a first aid certificate or doing voluntary work).

✓ Include a covering letter with your CV.

✓ Read through the CV before you send it off, checking for any mistakes.

✓ Make a copy – you may need to use it again and it will be easier to update.

**JULIE JONES** Email address: julie.jones@email.co.uk  
 Telephone: 01234 678900 123 Another Street  
 Anytown AA15 0XX

**Profile**  
 I am a hardworking person who can keep to deadlines. I have good communication skills which makes me a good team player. I am IT literate and competent with Word, Excel, email and using the Internet. I am not afraid of taking on responsibility - I demonstrated this when I was the editor for the school magazine.

**Education and qualifications achieved**  
 East College, Anytown  
 2008 - 2010  
 A Level English Grade C  
 A Level English Grade B  
 AS Level Media  
 Sandfield School, Anytown  
 2004 - 2008  
 GCSE Maths Grade B  
 GCSE English Grade C  
 GCSE IT Grade C  
 GCSE Art & Design Grade D  
 GCSE Geography Grade E  
 GCSE Religious Education Grade E  
 GCSE Science (double)

**Work experience**  
 June 2008  
 Office Supplies, Anytown  
 During my two week work experience I helped with reception duties, filing and completed office administration duties.

**Employment history**  
 January 2009 - present  
 Savers Supermarket, Anytown  
 Check-out operator, handling cash and dealing with enquiries.

**Hobbies and interests**  
 I write for a young person's magazine, and was the editor for the school magazine for one year. I enjoy photography. I have done voluntary work for a local charity and this has involved running social events.

**References**  
 Available on request.

Get more advice on CV writing and job hunting on [www.passportfolio.com](http://www.passportfolio.com)