

EXAMPLE CV AND COVERING LETTERS

Example CV

Adam Adams

123 Adam Cottage, Adam Town, SW1 2EE

Tel: 01823 442 266 Mob: 07777123456

Email: adamadams@hotmail.co.uk

Personal Profile

I am a lively and friendly individual with excellent customer services skills and a positive disposition. I am highly organised with the ability to remain professional and calm in all situations and rise to a challenge. Self-motivated, I possess excellent time management skills and can work well in a team environment.

Key Skills and Achievements

- Excellent communication and interpersonal skills: can communicate effectively on all levels
- IT literate: able to use Microsoft packages
- Highly Organised: able to prioritise tasks and work to deadlines
- Flexible: able to adaptable to suit the needs of the business

Employment Experience

Tesco, Taunton

Checkout Operator

September 2015 – Present

Working on a part time basis my duties include serving and assisting customers, operating a computerised till, processing all payments and any other duties as required.

Acacia Training & Development, Taunton

Work Experience

May 2015

Working as an administration assistant in this work experience placement I was responsible for assisting with telephone and reception duties, post duties, filing and other general office duties.

Education and Qualifications

Somerset College, Taunton 2015 - Present

Level 3 Diploma in Business

The Castle School, Taunton 2010 - 2015

8 GCSEs at grade C and above including Maths, English and Science

Hobbies and Interests

I enjoy all kinds of music, films and books and I particularly enjoy going to live music events. I also play for my local football team, attending regular training and matches.

References available on request

Examples of Personal Profiles

- 1) A bright and bubbly individual with a positive can do attitude. I have excellent communication skills and work well in a team. Capable of using my own initiative when required, I possess a flexible and adaptable work ethic. I am enthusiastic, hardworking and reliable with excellent time keeping skills. Able to follow instructions and work well under pressure and to time constraints, I am self-motivated and enjoy learning new skills.
- 2) I am a lively and friendly individual with excellent customer services skills and a positive disposition. I am highly organised with the ability to remain professional and calm in all situations and rise to a challenge. I work well in a team environment but am equally comfortable using my own initiative. I am both flexible and adaptable, conscientious and hardworking. I am ultimately looking to utilise and develop my existing skills within a challenging and rewarding career.
- 3) A hardworking, reliable and trustworthy individual with the ability to work well within a team environment. I am self-motivated with a flexible and adaptable work ethic and the ability to think on my feet. I have excellent time keeping skills and am both practical and resourceful. I enjoy a challenge and learning new skills and am looking for an opportunity to utilise and develop my skills
- 4) I am a hardworking, reliable and conscientious worker, with excellent communication skills and the ability to work well in a team. I have an adaptable approach to all tasks and am both resourceful and practical, with a can do attitude and the ability to prioritise tasks to ensure the job is done on time.
- 5) Enthusiastic and self-motivated I always work to a high standard. I have the ability to motivate others and to gain the best that they can produce. I have proven leadership qualities with team building skills, an interest in and understanding of customer service and its aims.
- 6) An enthusiastic, self-motivated team member who works well under pressure, equally capable of working on my own initiative. Possessing a good sense of humour, willing to learn new skills and seeking to gain experience with a forward thinking company.

Cover Letter Template

Employer's name
Address and Postcode

Address and Postcode
Telephone number
Email

Date

Dear (Name of person OR Sir/Madam)

Paragraph 1 – introduce yourself

1. I would like to apply for the vacancy for (insert vacancy name) Apprenticeship, as advertised on the company website. I am currently learning about (insert information about your course) and I'm looking to start working in this sector to help my future career development. I am available for work in (insert relevant date OR immediately)

2. I am enquiring about any upcoming Apprenticeship vacancies within your organisation. I am currently studying (insert course title) at Bridgwater & Taunton College and am looking to progress my career within this sector.

Paragraph 2 – comment on your skills

1. As you will see from the enclosed copy of my CV I have a part-time job at (company) and I have demonstrated that I am an honest, reliable and hard-working person who takes pride in producing high standards of work.

2. A copy of my CV is enclosed for your consideration and you will see that I have some experience of this type of work (list relevant skills linked to the job description).

3. Although my experience is somewhat limited at present, I have gained vast knowledge of the subject area at College and am keen to gain valuable experience in the workplace. I am a quick learner and I feel that with my enthusiasm and willingness to acquire new skills I could become a useful asset to your company.

Paragraph 3 – further contact

1. Thank you for taking the time to consider my application. I can make myself available at any time to meet in person and I look forward to hearing from you soon.

2. I would be grateful if you could consider me for any potential Apprenticeship vacancies, I look forward to hearing from you soon.

Yours sincerely
Your full name

NB:- If this was an email you would change the format by:

- Start with Dear (name OR Sir/Madam) and not addresses.
- Say that your CV is attached instead of enclosed.
- At the end of your email before you sign off you would say please see below my contact details and add your name and address there.

Example Covering Letter for advertised position

123 Adam Cottage
Adam Lane
Adamtown
SW1 2EE
Mob: 07777123456
Email: adamadams@hotmail.co.uk

Head teacher
Adams Primary School
Adam Avenue
Adamtown
SW1 2FF

01/01/2000

Dear Mrs Barrett,

Re: - L3 Teaching Assistant Apprenticeship

I would like to apply for the above vacancy for L3 Teaching Assistant Apprenticeship, as advertised on the school website. I am currently learning about the behaviour of children in a school environment and I'm looking to start working in primary education to help my future career development. I am available for work at the end of June, when I finish my current course at Bridgwater & Taunton College.

Although my experience is somewhat limited at present, I have gained vast knowledge of the subject area at College and am keen to gain valuable experience in the workplace. I am a quick learner and I feel that with my enthusiasm and willingness to acquire new skills I could become a useful asset to your company. In particular, I have learned how to respond to a range of children's needs and to understand that their behaviour is not always a rational response to their circumstances. As you can see from my CV I have completed a work placement with Town Primary School, I really enjoyed my time there and learnt a lot about working in a Primary School.

Thank you for taking the time to consider my application. I can make myself available at any time to meet in person and I look forward to hearing from you soon.

Yours sincerely

Adam Adams

Enc. CV

Example Covering Letter for speculative position

123 Adam Cottage
Adam Lane
Adamtown
SW1 2EE
Mob: 07777123456
Email: adamadams@hotmail.co.uk

Head teacher
Adams Primary School
Adam Avenue
Adamtown
SW1 2FF

01/01/2000

Dear Mrs Barrett,

I would like to enquire about any upcoming Apprenticeship vacancies within your organisation. I am currently studying a L1 Diploma in Childcare at Bridgwater & Taunton College and am looking to progress my career within this sector.

A copy of my CV is enclosed for your consideration and you will see that I have some experience of this type of work volunteering at a local school, where I was able to support students with their reading skills, I also organised PE sessions liaising with the teachers.

In addition, I have gained excellent customer service skills in past positions. I am also very hard working and a very quick learner never afraid to ask questions to expand my knowledge and complete the task successfully.

I would be grateful if you could consider me for any potential Apprenticeship vacancies, I look forward to hearing from you soon.

Yours sincerely

Adam Adams

Enc. CV