

Here are some tips from www.bbc.co.uk – these might be very useful if you decide to write the CV yourself rather than using a template.

Aims & Content

The main message you're trying to get across is 'I can do this job and I'd fit in well'. No employer has the time to wade through pages of information, so it's up to you to select the bits that are right for this application. Doing so will demonstrate that you have the ability to communicate in a concise and effective way.

The basics

You must include:

- Name and full contact details
- Date of birth, rather than age
- Education and qualifications
- Relevant work experience
- Interests, activities and achievements that clearly show relevant and transferable skills
- Details of referees if they have been asked for, otherwise write 'References available on request'

It's also a good idea to include a very brief career profile or objective, summarising your achievements and ambitions and keeping it relevant to the job you're going for - treat it as a teaser for the rest of your CV.

CV & Covering letter

Here is an example of how to use the advert and job description to make your application stand out.

Sample Job Description

Much of the information you need to help you write your application can be found in the advert or job description.

This one is quite short but contains a lot of clues. When you look at an advert start by picking out the key words - here they're shown in bold text.

Fitness Instructor

Are you **highly motivated, enthusiastic, super fit, and outgoing**? Have you got a sound knowledge of the **principles of exercise** as well as being a **good communicator** who can work **flexible hours**? Then you're the person we're looking for to join our dedicated team of coaches and instructors.

Fitness First was recently awarded The Fitness Leadership and Management Excellence Award and we are now looking for an additional instructor with **fitness related qualifications**. The work includes using **computerised fitness testing equipment** so **IT skills** are desirable but **further training** will be given. The ability to **motivate** individuals in **personalised exercise programmes** and work **unsupervised** in a **customer orientated** environment is essential.

If you've got what we want send a written application to:

Steve Sands, Fitness First, Lake Road, Littletown, LT1 5MX

Applications should be submitted by **1st December**, quoting the post title Fitness Instructor FF/32 and enclosing the names of **two referees**.

Louise Longford is a college student looking for her first job. She has made good use of the information in this advert to tailor her application to the requirements of the post.

Look at the sample application and covering letter below. Louise has used most of the words highlighted in the advert in her text to show the employer how relevant her skills are.

She has listed the topics in her BTEC that are relevant to the job and given two referees as requested.

In the 'Employment' section she has picked out the activities in her part time job that can be related to the advert.

Her covering letter is short and clear. It lists the job title, where she saw it advertised and contains the reference number.

She has told the employer some of the things that she has done and skills she has that are mentioned in the advert.

Louise's Sample CV

Louise Longford
12, Kenmore Road
Littletown
LT12 9BH
01456 783460

SKILLS AND ABILITIES

- Motivating others to share my passion for sport and fitness
- Enjoy being part of a team both in netball and for academic work
- Able to work without supervision
- Good at balancing work and study commitments
- Competence in use of all aspects of Office 2000 and Fitness Publisher

ACHIEVEMENTS

- Establishing college aerobics class
- Captain of College netball team
- Second place in county cross country finals

EDUCATION AND QUALIFICATIONS

2000-2002 Littletown Community College
BTEC National Diploma Sports Science, completion date July 2000
Subjects studied:

Core Science	Exercise Physiology
Diet & Nutrition	Human Physiology
Maths & Statistics	Mechanics of Sport
Practical Sports	Outdoor Pursuits
Safety & Sports Injuries	Sociology & Philosophy of Sport

Courses completed:

- RLSS Bronze Medallion
- RSA Exercise to Music teachers Award
- RSA CLAIT and IBT 2

1993-2000 Littletown School GCSEs:

English Language (B)	P.E. (A)
English Literature (C)	Art (A)
Biology (A)	Design Realisation (B)
Maths (B)	French (C)

EMPLOYMENT

2000 to present. Pool Attendant, Littletown Swimming Pool. Part time post, hours vary from 5 to 15 a week.

- Supervising swimmers
- Reception work, money handling and phone answering
- Working towards ASA Swimming Teacher's Award

INTERESTS

- Netball
- Circuit training
- Squash
- Skiing
- Mountain Biking

REFERENCES

Mr. P. Benn Manager Littletown Baths Broughton Street Littletown LT1 9GL	Ms. S. Cuthberg Course Manager (Sport Science) Littletown Community College West Street Littletown LT2 6EK
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Sample Covering Letter

Fitness First
Lake Road
Littletown
LT1 5MX

12, Kenmore Road
Littletown
LT12 9BH
01456 783460

1st December 2001

Dear Mr Sands

Re: Fitness Instructor FF/32

I am writing to apply for the job of Fitness Instructor, as advertised in Thursday's *Courant*. This is an ideal job for me given my enthusiasm for sport, my related experience and qualifications.

Sport and fitness training have always been important to me, which is why I chose to take a BTEC Diploma in Sports Science. I obtained distinctions in the Sports Anatomy & Physiology and Sports Injuries modules last year and am confident that I will get similar marks in Exercise Physiology, Mechanics of Sport and Sports Supervision & Management this year.

I am a confident user of Microsoft Office 2000 and have worked extensively with Fitness Publisher, a program for analysing fitness.

As you can see from my CV, I've taken the opportunity to gain extra qualifications that were on offer at college, which has helped me get part-time work as a pool attendant. I'm called on to provide cover during busy times so am used to working irregular hours at short notice. I've also run a lunchtime aerobics class at college since the start of this year.

I finish college in six weeks and am keen to find a job rather than carry on with further full-time study. I could start any part time work or training sooner as many of my classes are finishing and most of my assignments are done. I look forward to hearing from you.

Yours sincerely

Louise Longford