

# NGA

# CV HELPSHEET

## CV TIPS

- Choose your template
- Fill in the CV and match your skills to the job spec
- Ensure sure the grammar, layout and formatting is correct
- Condense your CV onto 1-2 pages (max 3) making sure you include the key words
- Review your CV and score it against the job spec



## COVERING LETTER TIPS

- Use a letter layout
- Use formal language
- Research the company and be specific
- Set out your skills using key words which match the job spec
- Explain why you are a great candidate
- Include conclusion

## RESOURCES

### Templates:

- [Google docs](#)
- [Reed CV](#)
- [Monster CV](#)
- [Indeed covering letter](#)

### Learning:

- [How to start a CV](#)
- [How to edit your CV](#)
- [Self-promotion](#)