

CVs

Personal statements

(with) three years' full-time / substantial / considerable experience in managing teams / working under pressure etc.
communicate/work etc. confidently and effectively
proven ability to meet deadlines / make presentations etc.

Headings

Personal strengths and competencies

- Strategic thinking
- Innovation and creativity
- Leadership
- Flexibility
- Initiative
- Focus on results
- Teamworking
- Cross-functional working
- Organisational skills

Areas of professional experience

- Sales
- Marketing
- Presentations and publications
- Accountancy
- Electronic engineering
- Professional awards

Business skills

- Financial management
- People management / Managing people
- Dealing with customers
- Negotiation skills
- Project management
- Communication skills

Talking about your skills and experience

My role was to ...	I regularly ...
As the ... I acted as ...	I feel I have significantly strengthened my knowledge and understanding of ...
Within this role I was responsible for leading a team of five / implementing the new strategy etc.	This experience has enabled me to build on ...
To do this effectively I had to ...	My employment experience leads me to the conclusion that ...
The nature of ... meant that I had to ...	I think that I could bring ...
My past experience of ... has brought me a greater understanding of ... , as well as ...	My responsibilities included ...
I implemented a new ...	As you can see from my CV I have ...
I believe I can apply the skills obtained from my previous employment to this position.	In the course of my current job I have ...
I worked at X for two years, where I learned that ...	At present I am responsible for ...
Working at X helped me to learn the importance of ...	As a result ...
I have a strong history of ...	While I was at ... I was in charge of ...
	As part of my degree course in ... I ...

Talking about your interests

avid	sailor
dedicated	rock guitarist
committed	mountain climber
expert	reader
regular	tennis champion
former	blogger
proficient	ski instructor
successful	ballroom dancer
active	stamp collector
keen	speaker of Portuguese
qualified	volunteer
experienced	jewellery maker

Cover letters

Opening paragraph

I am a final-year student who is about to graduate from X university with a BA in Industrial Engineering.
I am writing to enquire about possible employment opportunities with ...
I am interested in the position for a Marketing Executive / PA advertised in *The Guardian* newspaper / on your website.
I am writing in response to your advertisement for ...
I enclose my CV for your consideration.
I was recently speaking with X and s/he recommended that I contact you / send you a copy of my CV.
Given my experience in X, s/he felt that I would be an ideal candidate for the job.
I would like to apply for the post of ...
Please accept this letter as application for the Marketing Manager position currently advertised on your website.
I am writing regarding the secretarial vacancy ...

Main body

My past experience of ... has brought me a greater understanding of ... , as well as ...	This experience has enabled me to ...
As part of my degree course in ... at ... , I ...	Working in ... helped me to learn the importance of ...
I am currently working as ...	During ... I suggested ...
At present I am responsible for / in charge of ...	During my period of employment at ... I gained ...
My responsibilities include ...	I implemented a new ...
Since I work with ... , I have developed ...	These changes led to a significant increase in ...
I feel I have significantly strengthened my knowledge and understanding of ...	As you can see from my CV I have ...
I believe I can apply the skills obtained from my previous employment to this position.	I have a strong history of ...
I am confident that the combination of my ... and ... makes me an ideal candidate for the position.	I think that I could bring ...

Final paragraph

I would appreciate the opportunity to meet you to discuss my skills, capabilities and professional experience in greater detail.
I would welcome the opportunity to discuss my professional history and qualifications with you in greater detail.
I would be happy to supply you with further references should you require them.
Should you require any further information regarding my application, please do not hesitate to contact me.
I look forward to hearing from you.
I would like to thank you in advance for your time and consideration.
Please find enclosed a copy of my curriculum vitae, which gives further details of my education and career to date.
Thank you in advance for your consideration.
Yours sincerely,

Interviews

Small talk

How are you? I'm very well, thank you.	Do you think I could have a glass of water while I'm waiting?
Thank you. It's nice to meet you too / at last.	Do you have a company brochure I could have a look at while I'm waiting?
I can't believe the weather at the moment! I know. It's awful, isn't it?	Do you think I could use your toilet to freshen up?
Is there somewhere I could leave my umbrella? I got caught in the rain.	Are there many other candidates scheduled for interviews today?
I'm very sorry I'm late. I was planning to be here over an hour ago, but my train was cancelled.	I had terrible problems parking here. Is it always this busy?
I was just admiring the office.	I'm afraid I'm not feeling very well. Could I sit down for a few minutes?
That's quite all right. / That's okay.	No thank you, I'm fine.