



CV AND COVER LETTER GUIDE

2024/25

A step-by-step guide to help you write a great CV and cover letter

WHERE TO FIND US

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This guide created by Career Development Consultants at Edinburgh Napier University aims to support you in writing a CV and cover letter. Whether this is your first time writing a CV and cover letter or if you simply need some inspiration, this guide is for you. You can also book a careers appointment with a Career Development Consultant to discuss your CV and cover letter. Find out more about the types of appointments and how to book on [MyNapier](#).

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AI AND APPLICATIONS

APPLICANT TRACKING SYSTEMS (ATS)

Applicant Tracking Systems (ATS) is a software programme widely used by recruiters to screen CVs and cover letters. ATS filters applications based on specific job criteria such as skills, education, and experience. This way recruiters can manage large numbers of CVs and cover letters and identify those most relevant to the job advertised.

PREPARING YOUR CV AND COVER LETTER FOR ATS

- 1. Tailor :** Read the job description to identify the key skills and experience an employer wants. Ensure these are clearly stated in your CV and cover letter.
- 2. Use the key words:** ATS are designed to select words and phrases from the job specification and look for a match in your CV and cover letter. Integrate relevant job titles and industry-specific terminology too.
- 3. Avoid unusual or complicated formatting:** This can confuse ATS, which are trained to scan documents with a clean, simple layout. Bullet points and well-spaced, organised sections with font size 11-plus will enable the ATS to scan your CV with ease. Tables, images or graphs will disrupt some ATS.

FEEDBACK ON YOUR CV

Use the tools below to screen your CV against common ATS checks. These are free for Napier students to use.

- [CV 360 tool \(Edinburgh Napier University\)](#)
- [Job Scan ATS Tool \(Career Set\)](#)



ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) can be helpful to generate ideas. However, it should be used responsibly. Employers are hyper-aware of AI so a well-written, personalised CV will make you stand out more so than ever before. If you choose to use AI:

- Be cautious about submitting any personal data as this could be shared in the public domain.
- Use AI as a starting point but edit the output to make the CV your own.
- Reflect on why you are using AI in your CV. If you cannot explain your suitability for a job without using AI, could this signify something?

FURTHER INFORMATION

- [Edinburgh Napier University guidance on using AI](#)
- [Your complete guide to using AI for job searching and applications \(Bright Network\)](#)
- [Your guide to applying with AI \(University of Manchester\)](#)
- [AI generated applications – should you, or shouldn't you?](#)



INTRODUCTION TO CVS

WHAT IS A CV?

- A concise, factual document evidencing your qualifications, experience and skills.
- Employers use CVs to determine **if you can do the job** (i.e. that you have the qualifications, skills and experience) and if you will be a **good fit** for the organisation (i.e. your personal qualities and attributes).
- If you are applying for an advertised job, your CV must demonstrate that you meet the criteria listed in the **job description**.



WHAT MAKES A GREAT CV?

GRABS ATTENTION

- Make your CV stand out for the right reasons. Use clear fonts and subheadings to guide the reader through your CV.
- Avoid long paragraphs of text and instead choose short bullet points.

RELEVANT

- Consider your CV from an employer's perspective. Only include information that demonstrates your suitability for the job.
- The first page of your CV should contain the information that will be most relevant to the employer.

EVIDENCE

- Avoid simply listing your skills and qualities. You need evidence to support these.
- Examples of evidence could include projects, responsibilities or achievements gained during university or part-time work.
- Using numbers or metrics increases the impact of your evidence e.g. the size of the team that you led.

ACHIEVEMENTS

- Include achievements as they are an indicator of your potential and help you to stand out from other candidates.
- Achievements can come from your education, employment, volunteering and personal experiences.
- Visit [Standout CV](#) for tips on how to include achievements in your CV.

ACCURATE

- Employers look carefully at spelling and grammar, rejecting CVs that contain mistakes.
- Use proofreading software such as Grammarly and ask someone you trust to proofread your CV.
- Ensure your CV is accurate; for example, double-check dates and contact details.

TAILORED

- Tailor your CV to the specific job and employer.
- Key words and/or phrases from the job description should be included to make it easier for employers to scan the CV and see that their requirements are met.

WRITING YOUR CV

STRUCTURING YOUR CV

- A CV is unique to each individual and the structure of your CV will depend on your experience.
- If you are applying for an advertised vacancy, use the job description to identify the knowledge, skills and experience required.
- Decide what information will be most relevant for the employer and list these sections first.

CV SECTIONS

These are the main sections in a typical CV. The order of sections will vary depending on your experience.

- **Contact details**
- **Personal Profile/Professional Summary/About Me**
- **Education/Qualifications**
- **Relevant work experience/employment**
- **Skills**
- **Achievements**
- **Additional work experience/employment**
- **Interests or volunteering**
- **References**



SPECULATIVE CVs

- If you want to work for a specific employer but you do not see any advertised opportunities, you can make a speculative application. This is when you send your CV and cover letter to an employer but not in response to a specific job advert. This is common in competitive sectors such as publishing, journalism and film.
- Many small employers do not have formal graduate schemes and recruit staff as they need them. Sending a speculative CV allows you to register your interest before a job is publicly advertised. In some cases, employers agree to work experience opportunities or shadowing in response to speculative applications.

FURTHER INFORMATION

- [How to write a speculative job application \(Prospects\)](#)
- [Making speculative applications for graduate jobs \(Target jobs\)](#)
- [Discover hidden internships: the art of speculative applications \(Target jobs\)](#)
- [Seek hidden graduate jobs and ye shall find \(Target jobs\)](#)

WRITING YOUR CV

CONTACT DETAILS

- Name: Large font, clearly stated at the top of the page.
- Address: Either your exact home address or the city you live in.
- Telephone number: Ideally a UK mobile or landline.
- Email address: Professional and one that you access often.
- LinkedIn: Ensure the link works and that your profile is complete.
- **Do not include date of birth, gender, age, religion, marital status or photograph.**



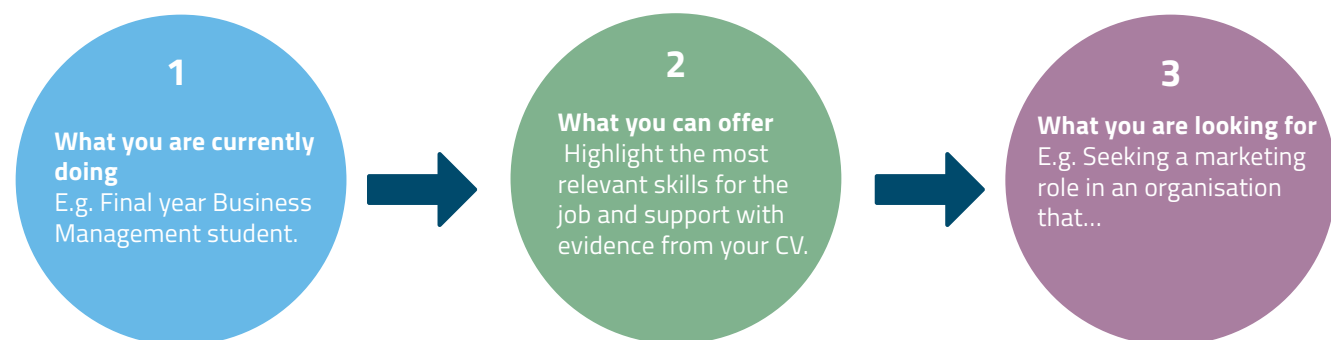
EXAMPLE

Grace White

Tel : 07863534263 **Email :** grace.white@outlook.com **Address :** 10 Chapel Street, Edinburgh EH3 9FS
LinkedIn : www.linkedin.com/in/grace-white-3638472

PERSONAL PROFILE

- This is an optional section.
- The purpose is to grab the reader's attention by summarising your CV in a short paragraph (3-5 lines).
- Tailor the Personal Profile to the employer by including the key skills and experience that make you suitable for the job as well as your relevant career goals.
- **Avoid generic phrases** (e.g., team player, highly motivated, self-starter). Use the suggested structure below;



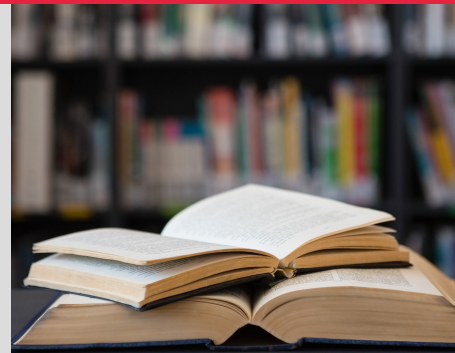
EXAMPLE

MSc Environmental Sustainability student. Data analysis skills in using SPSS and Graphpad from research modules. Excellent communication and teamwork skills from working as a restaurant supervisor for two years. Organisation and time management skills, having balanced part-time work and full-time study for five years. Interested in a Research Assistant role as the next step into ecology and conservation, with aspirations to complete a PhD.

WRITING YOUR CV

EDUCATION

- **List your most recent education experience first**, with start and end dates. If you are currently studying, state the date you expect to graduate.
- Add degree qualification or predicted grade (e.g. expected 2.1).
- Include modules, dissertations, skills or projects relevant to the job and employer.
- School grades are optional unless specifically requested.



EXAMPLE

2.1 BEng (Hons) Mechanical Engineering, Edinburgh Napier University (Sept 2020 - July 2024)

- **Relevant modules:** Energy Systems Design, Mechanics and Computational Modelling, Advanced Thermodynamic Systems and Thermofluids.
- **Dissertation:** 10,000 words. Evaluation of the impact of the combustion of alternative liquid fuels on the internal combustion engines of automobiles.
- **Skills:** AutoCAD, SolidWorks and PTC Creo. Operating CNC machines and degradation testing. Mechatronic and electronic skills for programming robot-automated devices.

WORK EXPERIENCE

- This refers to any jobs, placements, internships or volunteering experience.
- State the position, company name, location and start and finish dates.
- **Include part-time jobs** even if they are not related to the position you are applying for. They demonstrate valuable transferable skills.
- Highlight the most important experiences on your CV by dividing them into two subheadings.

Relevant Experience: Directly linked to the job you are applying for e.g. internship in a solicitors.

Additional Experience: Not directly linked to the job e.g. part-time job in a café.



EXAMPLE

RELEVANT WORK EXPERIENCE

Legal Intern, Lothian Solicitors, Edinburgh (July 2023 - September 2023)

- Written communication skills when preparing legal documentation for court.
- Research skills when completing a project investigating discrepancies in rental costs in Edinburgh.
- Attention to detail when compiling and reviewing case files for four high profile clients within a set deadline.

ADDITIONAL WORK EXPERIENCE

Waitress, Scotia Hotel, Edinburgh (August 2022 - March 2024)

- Part-time position, working 20 hours per week.
- Organisation skills when preparing tables for guests and managing dining slots during busy periods.
- Excellent customer service skills while serving guests in the hotel bar and restaurant.
- Strong numeracy skills, operating tills and managing customer payments.
- Awarded 'Employee of the month' twice and praised for my service by customers in Tripadvisor reviews.

WRITING YOUR CV

SKILLS

- Skills can be captured in a section on your CV to showcase relevant skills or when a job requires specific technical skills, for example in the engineering sector.
- When specific skills are a requirement for the job, the 'Skills' section should be included at the beginning of the CV to grab the reader's attention.
- Skills can be categorised into two types: **technical skills and transferable skills**. Employers want to see a combination of these skills demonstrated in your CV. Include skills from the job description to tailor your CV for the specific job.
- **Technical skills:** Job-specific, technical skills required for the job. They are easy to measure and define.
- **Transferable skills:** Personal attributes and skills that allow you to work successfully with others in a professional setting. They are difficult to measure and can be transferred across jobs and sectors.



TECHNICAL SKILLS

- **IT skills:** Microsoft Office, C#, python
- **Language skills:** French (fluent)
- **Laboratory skills:** Pipetting, flow cytometry, staining
- **Design skills:** AutoCAD, sketching

Vs

TRANSFERABLE SKILLS

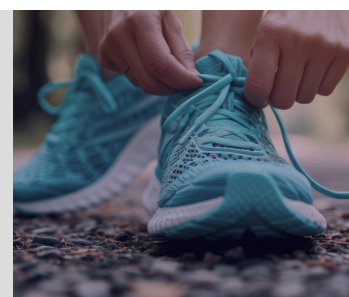
- Communication (written and verbal)
- Teamwork
- Leadership
- Organisation
- Time-management

EXAMPLE

- Proficient in AutoCAD, SketchUp Pro and Revit from university projects and six-week internship with LothianDesign Ltd.
- Skilled in drawing sketches, detailed drawings and specifications using AutoCAD from university projects and internship, in line with Scottish Building Standards.
- Confident using Microsoft Office, including Word, Excel, Powerpoint and Outlook.
- Strong communication skills to keep patients calm and informed during procedures.

INTERESTS

- This is an optional section. Employers like to read about relevant extra-curricular activities, as they can help candidates to stand out.
- **Only include interests if they show a skill or quality that would impress the employer.**
- Be concise, using bullet points and include the transferable skills gained and any relevant achievements.



EXAMPLE 1

Team captain, Edinburgh Napier Netball team (2023 - present)

- Working within a large team to motivate and support teammates. Commitment to play in all matches during the season.
- Member of the social committee, assisting in organising the annual awards ceremony.
- Using the club's social media accounts to promote events and encourage new players to join.

EXAMPLE 2

I have been playing tennis for ten years. I am an active member of Edinburgh Tennis Club where I play weekly doubles and singles matches. It is a great way to meet new people.

WRITING YOUR CV

VOLUNTEERING

- This is an optional section.
- Include any recent volunteering experience relevant to the role you are applying for.
- **Use bullet points, focusing on the transferable skills you developed, and mention relevant achievements.**



EXAMPLE

Volunteer Employability Mentor, CareerStart, Edinburgh (January 2024 - present)

- Provide impartial, reliable careers support to adults face-to-face and online.
- Interpersonal skills to build rapport with clients and offer guidance on career planning and job searching.
- Strong organisation and communication skills to coordinate weekly meetings and confidential client data.
- In feedback forms, 92% of clients rated my support as 'exceptional'.

ADDITIONAL INFORMATION

This is an optional section. **Provide dates with your examples.** Below are examples of information you could include in this section:

- UK driving licence and access to a car.
- Relevant certificates (e.g., First Aid).
- Membership of a professional body.
- Additional courses beyond your university degree (professional development).
- Right to work status (e.g. right to work in the EEA or skilled worker visa).



EXAMPLE

- Student member of the British Psychological Society (June 2024)
- Registered teacher with the General Teaching Council for Scotland (April 2024)
- Attended The Royal Society of Biology conference in London (May 2024)
- Two-day training course on data protection, safeguarding and reporting with NSPCC Scotland (June 2023)
- OpenLearn course: Workplace learning with coaching and mentoring (Advanced) (April 2024)
- First Aid Training (Jan 2024)

REFERENCES

- This is an optional section.
- If you are short of space, omit it unless it is specifically requested.
- Include one academic reference and one employer (if applicable).
- Always ask permission from your referees in advance and include accurate contact details.
- You can simply state **'References available on request'** on the last line of your CV.



FAQs

FREQUENTLY ASKED QUESTIONS

DISCLOSING A DISABILITY

- Deciding whether to disclose a disability to a potential employer is a personal decision.
- You are entitled to reasonable adjustments during the recruitment process and when you embark on your employment.
- We have partnered with EmployAbility who can provide you with individualised advice and support about adjustments for recruitment and the workplace.
- Visit the [MyNapier Career Support for disabled students](#) page for more information.

GAPS AND BREAKS

Be clear and genuine, without going into unnecessary detail. For example:

- Career break (8 months) travelling in South America.
- Studies extended due to a recurring health condition (2 terms).
- Full-time carer for a family member.
- Parental leave (9 months).
- 2 months' full-time job-searching.

WORK PERMISSION

- Immigration rules are frequently changing for international students and graduates. It is your responsibility to know what rights to work you have. For up to date information, visit [UK Council for International Student Affairs \(UKCISA\)](#).
- Scotland's Migration Service supports International students in their final year to stay in Scotland after graduation. Visit [Scotland's Migration Service](#) website for more information.
- For support with your student or graduate visa, contact Edinburgh Napier Visa and International Support team Tel: **+44 131 455 2272** Email: internationalsupport@napier.ac.uk
- It is recommended to omit your nationality from your CV as there is no legal requirement to include it. A factual statement of your circumstances is typically the simplest way to anticipate employers' questions about your eligibility to work in the UK.

CV RESOURCES

TEXT-BASED RESOURCES

- [How to write a CV \(Prospects\)](#)
- [Graduate CV and covering letter templates \(Target Jobs\)](#)
- [CVs and Applications Guide \(University of Cambridge\)](#)

VIDEO RESOURCES

- [How to create a graduate CV \(Edinburgh Napier University\)](#)
- [Successful CVs: Tailoring for an opportunity \(University of Cambridge\)](#)
- [What skills are employers looking for? \(Edinburgh Napier University\)](#)



SPEAK TO A CAREER DEVELOPMENT CONSULTANT

You can book a 1-1 careers appointment with a Career Development Consultant for support with your CV. Find out more about the types of appointments and how to book on the [MyNapier book an appointment](#) page.

CV EXAMPLES

1 PAGE : PART-TIME WORK

Keep it brief - one A4 page is enough.

AMELIA MURPHY

✉ amelia.murphy@gmail.com

☎ 07836452823

📍 Jones Street, Edinburgh, EH11 4BN

WORK EXPERIENCE

Part-time Sales Assistant, Scotmid Leith Walk (June 2022 - August 2024)

Worked Saturdays and school holidays

- Excellent customer service skills, dealing with enquiries and orders
- Attention to detail when processing deliveries and updating stock systems
- Numeracy skills to process customer transactions and balance tills at the end of each shift

Include work experience first because the employer will be most interested in this.

EDUCATION

BA (Hons) Psychology, Edinburgh Napier University (September 2023 - 2027)

- Modules: Introduction to Psychology, Sociology and Research Methods

Edinburgh High School (2017 - 2023)

- Highers: History (A), English (A), Maths (A), Modern Studies (B), French (B)
- National 5: 4 A's, 2B's (Maths) and 1C

SKILLS

- IT: Proficient in Microsoft Office, including Word, PowerPoint and Excel
- Experience using retail systems, including Paypoint and processing card payments
- Full clean UK driving licence

Include volunteering experience to demonstrate transferable skills.

VOLUNTEERING

Edinburgh Napier University Sustainable Society: As a member, I attend weekly meetings, record meeting minutes and assist in planning and organising events on campus.

REFERENCES

- Pascal Lamour, Manager of Scotmid Leith Walk, 150 Leith Walk Edinburgh, EH7 9AN
Email: p.lamour@gmail.com Tel: 077 1708 1867
- Iona Stewart, Senior Lecturer in Psychology, Edinburgh Napier University
Email: i.stewart@napier.ac.uk Tel: 078 5941 4692

CV EXAMPLES

1 PAGE : MUSIC

Uta Koertig

📞 07863534263

✉ uta.koertig@outlook.com

📍 Edinburgh

Information is not overcrowded and each section is clearly labelled.

EDUCATION

2.1 BA (Hons) Music, Edinburgh Napier University (Sept 2020 - July 2024)

- Relevant modules: Contexts of Practical Musicianship, Contexts of Music Education, Music and Praxis and Applied Musicology.
- Dissertation: Generating holistic approaches for neurodivergent adolescents completing music qualifications in Scotland.
- Composition portfolio (including works for string quartet, choir and guitar) and 15 hours of individual tuition on guitar and flute in each year of study.

HND Music, Edinburgh College (Sept 2018 - July 2020)

Relevant modules: Solo performance, group performance and music theory and composition

Associated Board of the Royal Schools of Music

Grade 8 Guitar (2014), Grade 5 Piano (2012) and Grade 6 Theory (2012)

Example High School, Glasgow (Sept 2015 - June 2020)

Highers: Music (A), Geography (B), Sociology (B), English (A), History (B)

State your specific grade, level or proficiency.

TEACHING EXPERIENCE

Guitar Tutor (part-time), Morningside School of Music (Oct 2023 - present)

- Teaching guitar lessons to students aged 10 - 18 with varying abilities, ranging from Grade 2 to 6. Approximately 10 - 15 hours of teaching each week.
- Organisation skills to schedule lessons around my degree studies. Knowledge of how to plan and deliver engaging lessons for each student.
- Patience and communication skills to explain techniques to students and provide supportive feedback on their performance.

PERFORMANCE EXPERIENCE

I joined as a guitarist in an indie rock band in January 2020 and we perform around the UK, usually with one gig each month (*insert website link for band*).

ADDITIONAL WORK EXPERIENCE

Waitress, Royal Hotel, Edinburgh (Aug 2020 - Sept 2023)

- Excellent customer service skills, managing complaints while serving guests in the hotel bar and restaurant.
- Strong numeracy skills when operating tills and managing customer payments.
- Organisation skills when preparing tables for guests and managing dining slots during busy periods.

Each bullet point should aim to evidence a specific skill.

References available on request.

CV EXAMPLES

1 PAGE : PLACEMENT

RHEA ALKIPPE

📞 07618326154 🏠 26 Wellington Road, Edinburgh, EH45 6PL 📧 rhea.alkippe@outlook.co.uk

Keep it brief - one A4 page is enough.

ABOUT ME

Second-year Business Management student interested in a career in marketing. Excellent communication and customer service skills from working as a retail assistant for three years. Strong IT skills and proficiency using social media platforms. I enjoy working in a team and am an active member of Sighthill football club. Interested in a six month marketing placement in a local business where I can gain hands-on experience.

Tailor your CV to the specific placement.

EDUCATION

BA Hons Business Management, Edinburgh Napier University (Sept 2022 - July 2026)

Year 1 : Academic Skills for Business Management (67%), Behavioural Studies (58%), Accounting for Business (65%), Marketing (71%), Principles of Economics (63%), Exploring Entrepreneurship (61%).

Year 2: Research Skills and Data Analysis (59%), Introduction to Human Resource Management (71%), Marketing Research & Communications (72%), World Economy (62%), Creativity, Innovation and Enterprise (61%).

Edinburgh High School (Sept 2015 – July 2022)

- Advanced Highers: Business (B), French (B)
- Highers: English (A), Art (B), Maths (B), Geography (C), History (C)

Include details about your modules because the placement is likely to be related to these.

WORK EXPERIENCE

Part-time Retail Assistant, Alba Gift Shop, Edinburgh (Feb 2022 – present)

- Provided excellent customer service, receiving positive feedback on TripAdvisor.
- Administration skills, managing orders and balancing tills at the end of each day.
- Suggested a summer promotion which increased sales by 20% over a two-week period.

Examples of quantifiable achievements.

SKILLS

- IT skills: Proficient in Microsoft Office and social media platforms (TikTok, Instagram, Facebook, Twitter and YouTube).
- Presentation and teamwork skills from part-time work and group projects during my degree.
- Languages: Fluent in Greek and English.

Match the skills listed in the job description.

INTERESTS

- Active member of Sighthill football club, with regular attendance at committees (2023-24).

References are available on request.

CV EXAMPLES

1 PAGE : LIMITED WORK EXPERIENCE

ROBYN WILSON

📞 07514326354 🏠 Edinburgh 📧 robyn.wilson@outlook.co.uk

ABOUT ME

BA (Hons) English graduate interested in creative communications. Keen to learn having completed additional digital marketing courses alongside my studies. Currently volunteering as a Creative Media Assistant for Sustrans AndsheCycles campaign, using social media platforms and IT skills to capture and edit content.

Highlight the transferable skills that make you suitable for the role.

EDUCATION

2.1 BA (Hons) English, Edinburgh Napier University (Sept 2020 - July 2024)

- Relevant modules: Case Studies in Cultural Studies, Cultural and Literary Theory: Debates and Applications, Modernisms in the Magazines and at the Margins.
- Dissertation: 5000-word project on 'The role of patriarchy and gender stereotyping in The Chronicles of Narnia'.
- Skills: Written communication, presentation skills, desk-based research, critical analysis, proof reading and editing.

St Margaret's High School, Surrey (Sept 2013 - July 2020)

- A Levels: English (B), History (B), Politics (B)
- GCSEs: 3 Grade 7s (including English and Maths), 4 Grade 6s and 2 Grade 5s

Showcase skills from your studies (e.g. written communication skills) that are relevant for the position.

RELEVANT EXPERIENCE

Creative Media Volunteer, Sustrans, Edinburgh (January 2024 - present)

Five hours per week working in the Sustrans office.

- Collaborating with the marketing team to create, plan and schedule content for the social media AndsheCycles campaign.
- Presentation skills when pitching my proposals to the marketing team.
- Increased engagement by 17% for AndsheCycles mini campaign that I led.

Include achievements that can be measured or quantified.

SKILLS

- IT skills: Microsoft Office and social media platforms (TikTok, Instagram, Facebook, Twitter and YouTube).
- Proficient using editing software (Adobe Photoshop, Illustrator and InDesign).
- Copywriting and proof-reading skills from university and volunteering.

ADDITIONAL TRAINING

- [OpenLearn Digital Communications, Level 3 Advanced \(June 2023\)](#)
- [OpenLearn Marketing communications as a strategic function, Level 3 Advanced \(Jan 2023\)](#)

Free short courses are a great way to develop skills if you lack work experience.

INTERESTS

Avid reader and a member of the [Rare Birds book club](#) in Stockbridge.

CV EXAMPLES

1 PAGE : ARCHITECTURAL TECHNOLOGY

Athina Filippou

📞 07284628573 ✉️ athina.filippou@yahoo.com 📍 Edinburgh 💻 www.athinaf.portfolio.com

Include technical skills from the person specification.

PERSONAL PROFILE

Third year Bsc (Hons) Architectural Technology student with design skills using AutoCAD, SketchUp Pro and Revit from university projects and architectural internship. Excellent communication and teamwork skills from working as a waitress and thrives under pressure, balancing studying alongside part-time work. Interested in an Architectural Technologist role where I can gain experience across departments and contribute to sustainable building projects.

EDUCATION

Bsc (Hons) Architectural Technology, Edinburgh Napier University (Sept 2020 - July 2024)

- Predicted 2.1. Student member of the Chartered Institute of Architectural Technologists.
- Relevant modules: Architectural Practice and Management, Building Control and Fire Engineering, Contract Admin and Practice and Surveying.

List any professional memberships.

RELEVANT EXPERIENCE

Summer internship, Ace Architects, Edinburgh (June 2023 - August 2023)

- Building relationships with clients to meet expectations and deliver projects within budget.
- Attention to detail when creating drawings and writing full specifications using AutoCAD and SketchUp Pro.
- Selecting furniture, materials, décor and finishes within project budgetary constraints.

TECHNICAL SKILLS

- Proficient in AutoCAD, SketchUp Pro and Revit from university projects and internship.
- Skilled in drawing sketches, detailed drawings and specifications using AutoCAD from university projects and internship, in line with Scottish Building Standards.
- Research skills to source materials and finishes to support the design team during the internship and when completing university projects.
- Confident using Microsoft Office, including Word, Excel, Powerpoint and Outlook.

Aim to provide some evidence to support skills.

ADDITIONAL WORK EXPERIENCE

Waitress, Hotel Y, Edinburgh (Aug 2020 - Sept 2023)

- Excellent customer service skills, managing complaints while serving guests in the hotel bar and restaurant.
- Strong numeracy skills when operating tills and managing customer payments.
- Organisation skills when preparing tables for guests and managing dining slots during busy periods.

Include part-time jobs to demonstrate transferable skills.

CV EXAMPLES

1 PAGE : COMPUTING

Sanjeet Singh

01289746852 Sanjeet.sinh@outlook.com 98 Brooks Drive, Edinburgh EH8 7DX

CVs in this industry are usually one A4 page.

ABOUT ME

Final year computing student at Edinburgh Napier University skilled in using Java, Python, C#, SQL, PL/SQL, HTML/CSS, PHP and JavaScript. Work experience from a summer internship as a trainee software engineer for ABC Engineering. Interested in a graduate software engineer role with a start-up where I can build on my existing experience and work collaboratively.

EDUCATION AND TRAINING

BSc Computing (Hons), Edinburgh Napier University (September 2020 - July 2024) Expected 2:1

- Relevant modules: Web Technologies, Software Engineering Methods, Software Development.
- Dissertation: "Automatic creation of simple graphical user interfaces (GUIs) for mobile devices". The aim of the project was to create automatically generated GUIs which would prompt staff with regards to their daily work schedule using peer to-peer technologies for workflow solutions.

Include your dissertation if it is relevant for the job.

HND Software Development, City of Glasgow College (September 2018 - July 2020) Grade A

- Technical skills: C#, VB.NET, Java, Object Oriented Design, Object Oriented Programming, SQL Programming.

Oracle Academy: Java Programming (2018) and Database Programming with PL/SQL (2019).

TECHNICAL SKILLS

- Java - Used in assessed project work as part of my studies and during my internship.
- Python - Built an emotion recognition application for a university project.
- SQL/PL-SQL - Oracle certified.
- Angular - Used during my internship.
- C# - Worked on product utilities software during internship and multiple projects during my studies.
- JavaScript - Maintained an open-source project on GitHub using mainly JavaScript with 30 contributors (*Insert GitHub link here*).
- PHP - Worked with Police Scotland on an intelligence gathering application during my studies.

Only include relevant technical skills. Use the job advert as a guide.

EMPLOYMENT

Software Engineering Intern, ABC Engineering, Glasgow (June 2022 - August 2022)

- Worked with the full stack Agile team using Angular and Java. Completed secure coding training and attended training events in software architecture.
- Working in an Agile environment using C#, creating custom workflows for Microsoft Dynamics CRM products. Added additional functionality and testing to the company's product utilities software.

CV EXAMPLES

1 PAGE : ENGINEERING

Grace Coleman

📞 07866534263

✉ grace.coleman@outlook.com

📍 Edinburgh

You could use icons to reduce text and make your CV more visual.

EDUCATION

2.1 BEng (Hons) Mechanical Engineering, Edinburgh Napier University (Sept 2020 - July 2024)

Relevant modules: Energy systems Design, Mechanics and computational modelling, Advanced thermodynamic systems and Thermofluids.

Dissertation: 10,000 words. Evaluation of the impact of the combustion of alternative liquid fuels on the internal combustion engines of automobiles.

High School X, Inverness (Sept 2015 - June 2020)

Highers: Mathematics (B), Geography (B), Sociology (B), Physics (A), Computer Science (B)

RELEVANT WORK EXPERIENCE

Summer Engineering Internship, BDC Engineering, Edinburgh (June 2023 - August 2023)

The company specialises in designing oilfield products, services and digital solutions.

- Building positive relationships with clients to meet expectations and deliver projects within budget.
- Attention to detail when creating detailed drawings, schematics, concept designs and design calculations using PTC Creo.
- Problem solving skills to identify ways to improve current processes and present recommendations to senior colleagues.

TECHNICAL SKILLS

- Confident using Microsoft Office, including Word, Excel, Powerpoint and Outlook.
- Proficient in AutoCAD, SolidWorks and PTC Creo from university projects and internship.
- Operated CNC machine tools in the manufacturing lab and conducted materials and degradation testing. Developed mechatronics and electronics skills for programming robots and automated devices through weekly lab sessions.
- Drawing-based designs: Created plans for machines and assemblies during my studies and internship to adhere to legal requirements and standards.

Provide evidence when listing your technical skills.

ADDITIONAL WORK EXPERIENCE

Waitress, Hotel Z, Edinburgh (August 2020 - present)

- Excellent customer service skills, managing complaints while serving guests in the hotel bar and restaurant.
- Strong numeracy skills when operating tills and managing customer payments.
- Organisation skills when preparing tables for guests and managing dining slots during busy periods.

Focus on the transferable skills gained during your employment.

References available on request.

CV EXAMPLES

1 PAGE : ENGINEERING

Caroline Zu

Telephone: 01234578966

Email: carolinezu@email.com

Location: Edinburgh

PROFESSIONAL PROFILE

MEng Mechanical Engineering student with excellent knowledge of materials and processes including machining, injection moulding, sheet metal and casting. Engineering internship experience collaborating in a team to meet client expectations and budgets. Interested in a graduate mechanical engineer role within a small business where I can build on my experience.

Tailor this section to the specific job and employer.

SKILLS

- Industrial Engineering
- Design Requirements
- Thermodynamics
- AutoCAD/AutoCAD Civil 3D
- Engineering Mathematics
- Health and Safety
- Drawing-Based Designs
- Building Regulations

Recruiters scan one-page CVs so ensure the most relevant information is listed first.

QUALIFICATIONS

MEng Mechanical Engineering, Edinburgh Napier University (Sept 2019 - July 2024)

- Key modules: Advanced thermodynamic systems, mechanics and computational modelling, manufacturing engineering and control engineering.
- Group design project: Design of Springless Car Suspension Using Bevel Gears.
- MEng dissertation: Exploring the use of FEA techniques to simulate the behaviour of torque limiters under various loading conditions.

Give details of projects if they are relevant.

ENGINEERING WORK EXPERIENCE

Engineer Intern, ABC Engineering Edinburgh (July 2023 - August 2023)

- Worked collaboratively in a team of 15 engineers and supported two apprentices with CAD projects and calculations.
- Attended site visits to evaluate health and safety procedures and build relationships with consultant engineers and contractors.
- Communicated with clients and contractors to outline the reasoning behind design ideas and modify designs accordingly.
- Drew designs for senior team members using AutoCAD and design codes and standards in line with industry requirements.

Include interests if they show a desirable skill or quality relevant for the job.

INTERESTS

- I have been playing tennis for the last two years and I really enjoy it. I am an active member of Edinburgh Tennis Club where I play weekly doubles and singles matches. It is a great way to meet new people.

References available on request.

CV EXAMPLES

1 PAGE : UX DESIGN

CVs for creative sectors often feature design and colours.

SARA MUNROZ

UX DESIGN GRADUATE

07866534263 Dunfermline sara.munroz@outlook.com

Portfolio: www.behance.net/sara.munroz

Include a link to your portfolio of work.

ABOUT ME

UX Design graduate with a strong foundation in user-centred design principles, wireframing and prototyping. Experience working in a team on several design projects and independently to create a mobile app during my studies. I volunteer as a web designer using HTML, CSS and JavaScript to create websites and Adobe Creative Suite, XD and Figma to design interfaces. Interested in a UX assistant role in a small, experienced team where I can learn from others and develop my existing knowledge and skills.

EDUCATION

2.1 BSc (Hons) UX Design, Edinburgh Napier University (Sept 2020 - June 2024)

- Relevant projects:** Developed "MindMate," a mobile app providing mental health support for university students. Surveyed 200 participants using SurveyMonkey. Conducted usability testing and developed high-fidelity interactive prototypes using Figma and Adobe XD.
- Relevant modules:** Programming for Interactive Media, Digital Storytelling, Experiential Design and User-Centred Research Methods.

Grade B, HND UX Design, Edinburgh College (Aug 2018 - June 2020)

- Agile Methodologies:** Worked in Agile teams for group projects, participating in sprints and conducting regular stand-ups.
- Google Analytics:** Using analytics to track user behaviour and measure the effectiveness of design changes.

SKILLS

Sketch: Proficient in creating wireframes, mockups, and prototypes for web and mobile applications.

Figma: Experienced in collaborative design, creating interactive prototypes, and managing design systems.

Adobe XD: Skilled in designing high-fidelity prototypes and conducting user testing sessions.

Adobe Creative Suite (Photoshop, Illustrator): Ability to create and manipulate visual assets for use in UI designs.

Use key words from the job advert.

Include the key skills required for the job.

RELEVANT EXPERIENCE

Volunteer Web Designer, Friendship Café Edinburgh (Feb 2023 - present)

- Designed and maintained the organisation's website using HTML, CSS and JavaScript.
- Listened and implemented user feedback to enhance site usability and accessibility.
- Collaborated with the marketing team to create visually appealing and informative content.

ADDITIONAL EXPERIENCE

Waitress, The Royal Hotel, Edinburgh (August 2022 - March 2024)

- Part-time job (20 hours per week).
- Excellent customer service skills while serving guests in the hotel bar and restaurant.
- Strong numeracy skills, operating tills and managing customer payments.
- Organisation skills when preparing tables for guests and managing dining slots during busy periods.

Include part-time work to show transferable skills.

References available on request.

CV EXAMPLES

1 PAGE : VIDEO EDITOR

SAM IMRAN

Include the job title
under your name
for media roles.

VIDEO EDITOR

Address : Glasgow Tel : 07866534263 Email : saf.imran@outlook.com Portfolio: www.saf_inram_showreel

EDUCATION

2.1 BA (Hons) Film, Edinburgh Napier University (Sept 2020-July 2024)

- Key modules: Editing, Sound Design and Documentary Filmmaking.
- Projects: Edited a 15-minute short film that explored themes of memory and identity.
- Worked with a team of five to manage the post-production process, including editing, sound design and colour grading. Edited a short film that was featured in the Glasgow Film Festival.

RELEVANT EXPERIENCE

Freelance Videographer, Saf Content (May 2024 - present)

- Planned, shot and edited video and audio content for clients within set deadlines.
- Digital marketing skills to promote the business and build a client base.
- Organisation and financial management skills to operate a freelance business.
- Excellent reviews from clients on the service.

Work experience is
very desirable in
creative industries so
include this high up on
your CV.

Production Assistant, Lothian Film Ltd (Jan 2024 - April 2024)

- 12-week work placement. Shadowed production and postproduction teams.
- Assisted with VO artist search, stock imagery and music selection.
- Edited promotional videos, interviews and event footage for clients.
- Assisted in the development of storyboards and shot lists.

TECHNICAL SKILLS

- Editing Software: Adobe Premiere Pro and Final Cut Pro
- Motion Graphics: Adobe After Effects
- Audio Editing: Adobe Audition
- Color Grading: DaVinci Resolve
- Media Management: Adobe Media Encoder and Avid Media Composer
- Graphics and Design: Adobe Photoshop and Illustrator
- Camera Operation: Canon, Sony, and Panasonic DSLR and video cameras

Include skills from
the job advert.

Include achievements
that can be measured
or quantified.

ADDITIONAL EXPERIENCE

Part-time Retail Assistant, Alba Gift Shop, Edinburgh (Feb 2022 - Jan 2024)

- Provided excellent customer service, receiving positive feedback on TripAdvisor.
- Administration skills, managing orders and balancing tills at the end of each day.
- Suggested a summer promotion which increased sales by 20% over a two-week period.

Include a statement
giving consent for
the employer to share
your CV.

References available on request. I consent to you retaining my CV on file and distributing it for employment purposes.

CV EXAMPLES

1 PAGE : GAMES DEVELOPMENT

ALEX HOLBORN

📍 Dundee 📞 0786274263 ✉ alex.holborn@outlook.com
Portfolio: www.behance.net/alex.holborn

Third year Bsc Game Development student interested in a summer internship. Technical skills in programs such as Unreal Unit, Gamemaker and Adobe. Strong teamwork and communication skills from working part-time as a Student Ambassador at Edinburgh Napier. Interested in joining a small organisation where I can get involved and learn on the job.



EDUCATION

BSc (Hons) Games Development, Edinburgh Napier University (September 2020 - July 2024)

Relevant modules: Games Engineering (65%), Software Engineering Methods (68%) and 3D Animation (67%).

Dundee High School (2016 – 2020)

Highers: Computing (A), English (B), Maths (B)

You can align your CV design with your website or portfolio branding.

TECHNICAL SKILLS

- Unreal Unity
- GameMaker
- Understanding of C#
- Adobe Suite programs (Photoshop, Illustrator etc.)
- Microsoft suite, (Word, Excel, Access, PowerPoint etc.)
- Autodesk Maya, Mudbox
- Trello, for Team management
- File sharing software e.g. GitHub Bugzilla for QA

Clear titles in your CV helps to guide the reader through each section.

RELEVANT EXPERIENCE

- Annual Global Game Jam attendee since 2022 to experiment and develop my skills with a team under a strict deadline.
- Acted as level designer and initial character designer for my cross-disciplinary 2nd year group project.
- Participated in entry level QA testing for three titles as part of a course module. Some of these titles have since been released.
- Won first place in various game jams and competitions with my teams.

EMPLOYMENT

Student Ambassador, Edinburgh Napier University (September 2023 - present)

- Part-time role (10 hours per week).
- Communication skills to support students and visitors at Open Days, for example acting as tour guide in accommodation locations.
- Working in a team to provide technical support in IT laboratory sessions, listening and showing first year students how to use software, for example Adobe Photoshop and Illustrator.

References available on request..

CV EXAMPLES

2 PAGES : VACATION SCHEME

MEI JU

Use this section to tailor your CV to the internship.

07638326154 9 Lauriston Avenue, Edinburgh, EH67 2BL mei.ju@gmail.com

SUMMARY

Third-year LLB Law student with a strong academic track record and experience working in a legal environment, reviewing legal documentation and confidential case files. I work part-time while studying, which requires good organisation skills. I am currently the LLB Programme Representative and team captain for the Napier netball team. I am interested in a property law vacation scheme where I can build on my existing knowledge and skills.

EDUCATION

LLB (Hons) Law, Edinburgh Napier University (Sept 2021 - July 2025)

- Predicted 2:1
- Modules: Family Law (62%), Criminal Law (71%), Constitutional & Administrative Law (63%), European Law (60%), Commercial Law (59%), Law & Technology (62%), Law of Succession & Trusts Evidence (61%)

List relevant modules to show how your degree prepares you for the vacation scheme.

St. Bernard's High School, Edinburgh (Sept 2014 - July 2021)

- Advanced Highers: English (A), French (B)
- Highers: English (A), Politics (B), Maths (B), Geography (B), History (B)

LEGAL WORK EXPERIENCE

Legal intern, Burness Paull, Edinburgh (July 2023 - September 2023)

- Written communication skills when preparing legal documentation for court.
- Research skills when completing a project investigating variations in rental costs in Edinburgh city centre.
- Attention to detail when reviewing documentation for four different clients.

Virtual internship via Forage, Clyde&Co (May 2023)

- [Clyde&Co Commercial Law programme, exploring the role of a trainee solicitor.](#)

Virtual internship via Forage, Linklaters (October 2022)

- [Linklaters Legal Foundations Introduction to Law programme](#)

CV EXAMPLES

2 PAGES : VACATION SCHEME

ADDITIONAL WORK EXPERIENCE

Waitress, The Balmoral Hotel, Edinburgh (August 2022 - March 2024)

- Part-time job (20 hours per week)
- Excellent customer service skills while serving guests in the hotel bar and restaurant.
- Strong numeracy skills, operating tills and managing customer payments.
- Organisation skills when preparing tables for guests and managing dining slots during busy periods.

Include part-time jobs to demonstrate transferable skills.

SKILLS

- IT: Confident using Microsoft Office, Teams, Webex and Zoom in a professional setting.
- Presentation and teamwork skills from university group projects.

INTERESTS

LLB Law Year Programme Representative, Edinburgh Napier (Sept 2023 - May 2024)

- Attended three meetings each trimester, building relationships with staff and discussing programme developments.
- Represented the views of LLB students at meetings, delivering presentations and communicating outcomes via email.

Team captain, Edinburgh Napier Netball team (2023 - present)

- Teamwork skills during matches.
- Assisted in organising the annual awards ceremony.
- Promoted society events on social media.

Include interests to demonstrate your relevant and transferable skills.

References are available on request.

CV EXAMPLES

2 PAGES : CAREER CHANGER

NEILL MORRIS

📞 07638326154 🏠 7 Bridge Street, Edinburgh, EH37 6BL ✉ neill.morris@gmail.com

Use this section to address your career change.

CAREER OVERVIEW

Recent graduate from PgDip in Careers Guidance and Development with three years of experience as a secondary school teacher. Transitioned into careers guidance after teaching employability and developing a strong interest in this area. Successfully completed placements in schools and university careers services and volunteer with a local employability charity. Keen to continue supporting young people as a Careers Adviser.

EDUCATION

PgDip Career Guidance and Development, Edinburgh Napier University (Sept 2023 - July 2024)

- Three-week placement in Skills Development Scotland, Dundee
- Two-week placement in Edinburgh Napier University's Careers Service
- Qualification in Career Development (QCD)
- Skills: Career coaching, interviewing and counselling skills during assessed appointments. Teamwork skills during group projects and placements. Interpersonal skills to build relationships with clients and staff during placements.

State module results if these are impressive.

PGCE History, University of Ulster, Coleraine, Northern Ireland (September 2019 - July 2020)

- Specialist knowledge in teaching History and Religious Education
- Two x 16-week high school placements

2:1 BA History, Queen's University, Belfast, Northern Ireland (Sept 2016 - July 2019)

- Relevant skills: teamwork, presentation skills, critical analysis, desk-based research
- 8,000-word dissertation: The changing face of Belfast: Analysis of census returns 1851-1901

CAREER GUIDANCE EXPERIENCE

Volunteer Employability Mentor, LINKnet Mentoring, Edinburgh (January 2024 - present)

- Provide impartial careers support to adults face-to-face and online
- Interpersonal skills to build rapport with clients and offer guidance on topics such as career development and job searching
- Strong organisation and communication skills to coordinate weekly meetings and manage confidential client data responsibility
- Research skills to keep up-to-date with immigration and employment law changes to provide reliable advice.

Volunteering is a great way to show interest in your new career path.

CV EXAMPLES

2 PAGES : CAREER CHANGER

EMPLOYMENT

History Teacher, Alba High School, Edinburgh (April 2024 - present)

Part-time (one day per week) while studying PGDIP in Career Guidance and Development

- Plan, organise and teach engaging lessons for S1-S6 students
- Teamwork skills to collaborate with colleagues to design new learning materials
- Interpersonal skills to build positive relationships with staff, students and parents

Focus on the transferable skills from your previous career(s).

History and Employability Teacher, St. Edwards High School, Belfast (August 2020 - July 2023)

- Taught History and Employability to Key Stage 3 and GCSE levels
- Pastoral role as Year 8 form tutor, using problem solving skills to resolve complex issues
- Voluntarily ran the after-school history club each week
- Successfully delivered the Prince's Trust Employability programme for 30 students

SKILLS

- IT: Confident using Microsoft Office, Teams, Webex and Zoom in a professional setting
- Report writing: Experience writing student reports to a high standard
- Classroom management: Trained in managing behaviour and confident in creating a positive classroom environment for learning

PROFESSIONAL DEVELOPMENT

- Student member of the Career Development Institute (CDI) (Sept 2023)
- Registered teacher with the General Teaching Council (GTC) Scotland (April 2024)
- Attended the CDI Conference in Glasgow (May 2024)
- Two-day LINKnet training on data protection, safeguarding and reporting.
- [OpenLearn Workplace learning with coaching and mentoring, Advanced \(April 2024\)](#)
- First Aid Training (Jan 2024)

If you lack experience, involvement in professional bodies or extra courses can demonstrate commitment to your new career.

CV EXAMPLES

2 PAGES : ACADEMIC

Academic CVs are the only type of CV that can be longer than two A4 pages.

SILVANO MARINO

☎ 07638926154 🏠 76 Montgomery Avenue, Edinburgh, EH87 6DL ✉ silvano.marino@gmail.com

PROFESSIONAL SUMMARY

Recently graduated with an MSc in Wildlife Biology and Conservation from Edinburgh Napier University. Strong research skills with laboratory experience in PCR, fluorescence microscopy and tissue culture. I enjoy academic writing and have co-authored conference papers. Interested in a research assistant role where I can support the team and build on my existing cell culture skills.

EDUCATION

MSc Wildlife Biology and Conservation, Edinburgh Napier University (Sept 2023 - July 2024)

- Modules: Humans and Wildlife, Principles of Wildlife Management, Applied Ecology, Management of Aquatic Protected Areas and Biodiversity and Conservation.
- Project: 10,000-word report investigating the impact of Highly Protected Marine Areas (HPMAs) initiatives on animal populations in Northern Scotland.

Prioritise the education section on your CV and include more detail in this section compared to a traditional CV.

2:1 BSc (Hons) Biological Science, Edinburgh Napier University (Sept 2019- July 2023)

- Skills in weekly laboratory sessions: sterile cell culture, DNA extraction, agarose gels, PCR and fluorescence microscopy.
- Experience using SPSS and 'R' to analyse data in research methods modules.
- Strong academic writing skills gained through assessed reports and group presentations.
- 5,000-word project: 'Effects of myxomatosis and RHD viruses on rabbit populations in Scotland'

RESEARCH EXPERIENCE

Lab Assistant, School of Biological Sciences, Edinburgh Napier University (July 2023 - August 2023)

- Six-week summer tissue culture internship, supervised by Dr. Labros Souki.
- Undertook tissue cultures of different cell lines such as EC and hES cells in compliance with health and safety procedures.
- Conducted lab techniques and protocols including SDS-PAGE and Western Blotting, qPCR, bacterial transformation, gel extraction, plasmid purification and antibody staining for FACS analysis and cell sorting.

CONFERENCE PAPERS

- Strauss, H, Jones, F and Marino, S. 'Impact of highly protected marine areas (HPMAs) initiatives on animal populations in Northern Scotland.' Association of Applied Biologists, Royal Botanic Gardens of Edinburgh, 20th January 2024.
- Souki, L, Rivera, K. and Marino, S. 'How rabbit populations co-evolved with myxomatosis and RHD viruses in Northern Scotland.' The Chartered Institute of Ecology and Environmental Management, Edinburgh Napier University, 4th June 2023.

List publications and conferences you have been involved in.

CV EXAMPLES

2 PAGES : ACADEMIC

RELEVANT SKILLS

- Proficient in laboratory techniques such as pipetting, microscopy, staining and colorimetry.
- Practical experience in DNA extraction, PCR, ELISA & Gel electrophoresis.
- Microsoft Office: daily use of Microsoft Word (assessments), Outlook (emails), PowerPoint (course presentations) and Excel (analysing data for projects).
- Confident using SPSS and 'R' to analyse data.

List professional memberships, even if you are a student member.

PROFESSIONAL MEMBERSHIPS

- Student member of The Royal Society of Biology (2019 - present)
- Student member of The Chartered Institute of Ecology and Environmental Management (2023 - present)

ADDITIONAL EXPERIENCE

Part-time Healthcare Assistant, Western General Hospital, Edinburgh (Sept 2023 - present)

- Strong communication skills to assess patient needs and provide person-centred care.
- Working in a team of ten, delivering detailed handovers at the end of each shift.
- Administration skills to ensure patient information is stored in line with NHS Lothian policies.

Part-time Shop Assistant, Tartan Gift Shop, Edinburgh (June 2020 - Aug 2023)

- Provided excellent customer service, receiving positive feedback on TripAdvisor.
- Administration skills, managing orders and balancing tills at the end of each day.
- Suggested a summer promotion which increased sales by 20% over a two-week period.

REFERENCES

- Dr. Labros Souki, Research Scientist in Biological Sciences, Edinburgh Napier University
Email: labros.souki@napier.ac.uk Tel: 028 62573848
- Dr. Henling Strauss, Programme Lead MSc Wildlife Biology and Conservation, Edinburgh Napier University
Email: henling.strauss@napier.ac.uk Tel: 028 67893824

Visit the Academic CV section of the Vitae website for further advice and CV examples.

CV EXAMPLES

2 PAGES : INTERNATIONAL STUDENT

BANHI ATWAL

✉ banhi.atwal@gmail.com ☎ 07869362042 📍 Jane Street, Edinburgh, EH21 4BL

in (include a working link to your profile)

PROFESSIONAL SUMMARY

MSc Healthcare Management student at Edinburgh Napier University with excellent communication skills, speaking English and Hindi fluently. Three years of experience as a dentist in a private clinic in India, leading a team of five dental nurses. Currently working part-time as a healthcare assistant alongside my studies. Interested in an administrator role where I can apply my knowledge, skills and experience to provide person-centred care to patients.

Use this section to describe your career journey.

EDUCATION

MSc Healthcare Management, Edinburgh Napier University (Sept 2023- August 2024)

- **Relevant modules:** Contemporary Human Resource Management, Organisational Change and Management, and Leadership and Finance for Effective Service Delivery.
- **15,000-word thesis:** 'Investigating the impact of waiting list times on patients in NHS Scotland'. Primary and secondary research including ten semi-structured interviews.
- **Programme Representative:** Meet each trimester with course leaders to communicate student issues and work collaboratively with academic staff to improve student experiences.

Ask someone you trust to proofread your CV as there can be differences in terminology.

BSc Dental Surgery, Anil Neerukonda Institute of Dental Sciences, India (Sept 2015- July 2020)

- Included 18 weeks of supervised placement in a dental practice.

Include experience from your home country.

EMPLOYMENT

Healthcare Assistant, NHS Lothian, Western General Hospital (Jan 2024-present)

Part-time (15 hours per week)

- Strong communication skills to assess patient needs and provide person-centred care.
- Working in a team of ten healthcare assistants, providing detailed handovers at the end of each shift.
- Administration skills to ensure patient information is stored in line with NHS Lothian policies.

CV EXAMPLES

2 PAGES : INTERNATIONAL STUDENT

Dentist, Smile Dental Clinic, Bangalore India (August 2020 - August 2023)

- Leadership skills to coordinate a team of five dental nurses to operate safely on patients.
- Attention to detail and working under pressure to perform dental procedures.
- Organisation skills, ensuring patient notes are fully completed at the end of each day.
- Strong communication skills to keep patients calm and informed during procedures.

SKILLS

- **Languages:** English (fluent) and Hindi (native)
- **IT:** Proficient in using Microsoft Office (Word, Excel, Powerpoint, Teams)
- **Administration:** Experience recording and updating confidential patient information as a dentist (India) and a healthcare assistant (UK).

List the languages you speak and the proficiency.

PROFESSIONAL DEVELOPMENT

Edinburgh Napier University: Training for programme representatives

- One day of face-to-face training on how to successfully fulfil the student representative role.

OpenLearn: Online courses

- [The caring manager in health and social care, intermediate level 2](#) (March 2024)
- [Introducing Public Health, intermediate level 2](#) (February 2024)

Forage: Virtual work experience

- [JP Morgan and Chase: Excel and VBA Skills](#) (April 2024)

Lacking UK work experience?
Consider work experience simulation programmes, free online courses or volunteering.

INTRODUCTION TO COVER LETTERS

WHAT IS A COVER LETTER?

A one-page document sent alongside your CV as part of a job application that:

- Identifies your motivation for the role.
- Demonstrates your understanding of the role and employer.
- Explains why you would be a good fit for the organisation.

DO I NEED TO INCLUDE ONE?

- **Always send a cover letter alongside your CV** when applying for jobs unless the employer instructs you otherwise.
- According to a survey of 200 hiring managers and recruiters, **83%** said a cover letter is an important part of the decision-making process. Source: Resumelab

ADDRESSING A COVER LETTER

- Some employers give specific instructions for cover letters so check for these. If the employer does not specify, a cover letter should be **no longer than one A4 page**, written as a professional letter.
- Address your cover letter directly to the person who will be reading it. If you cannot find the individual's name, use a general greeting such as:
 - Dear Sir/Madam
 - Dear Hiring Manager
 - Dear Recruitment Manager.
- Your letter should follow the style of a business letter. Visit the [Prospects](#) website to see examples of how a cover letter should be addressed.
- Signing off your cover letter will depend on how you addressed it. If it was addressed to a specific person, sign it off with '**Yours sincerely**'. If you used a general greeting, finish with '**Yours faithfully**'.



WRITING YOUR COVER LETTER

COVER LETTER STRUCTURE

Aim for four short paragraphs, each with a clear theme. Ensure spelling and grammar is correct and that your letter is presented in a neat, professional manner. You must use evidence to demonstrate to the employer why they should hire you.

PARAGRAPH 1: INTRODUCE YOURSELF

- Introduce yourself e.g. Final year BA (Hons) Psychology student at Edinburgh Napier University.
- Explain which role you are applying for and why.
- Explain how you heard about the vacancy e.g. on the company's website.

PARAGRAPH 2: THE EMPLOYER

- Explain why you are interested in working for the employer e.g. their values, mission, products or services.
- Explain why this specific position interests you. Refer to responsibilities from the job description that appeal to you.
- Show you have thoroughly researched the employer and industry. You could give examples of their recent work or refer to relevant industry updates.

PARAGRAPH 3: YOUR SKILLS AND EXPERIENCE

- Highlight two or three examples that show how your skills match the specific requirements of the job description. These can include extra-curricular activities, work experience, part-time work and university projects.
- Emphasise your personal qualities to demonstrate what you can offer the employer and what you would bring to the role. This is your unique selling point.

PARAGRAPH 4: SUMMARISE

- Summarise your main points from above and reiterate your suitability for the role and what you would contribute.
- Thank the reader for reviewing your application and state how you look forward to hearing from them soon.

SPECULATIVE COVER LETTERS

- If you want to work for a specific employer but you cannot see any advertised opportunities, you can make a speculative application. This is when you send your CV and cover letter to an employer but not in response to a specific job advert.
- **Find a similar role with another company that has a job description and person specification.** Use this to help you write your cover letter. This should allow you to include the relevant knowledge, skills and experience.

FURTHER INFORMATION

- [How to write a speculative job application \(Prospects\)](#)
- [Making speculative applications for graduate jobs \(Target jobs\)](#)
- [Discover hidden internships: the art of speculative applications \(Target jobs\)](#)
- [Seek hidden graduate jobs and you shall find \(Target jobs\)](#)

COVER LETTER ESSENTIALS

With the increased use of AI, a tailored, personalised cover letter stands out more than ever before. Include details to show you have tailored your letter to the company and the role. Below are some essential points to consider before starting to write your cover letter.

RESEARCH

Before starting your cover letter, do your research using the following sources:

- Job advert.
- Employer's website and social media platforms (e.g. LinkedIn).
- News articles about the employer and sector.
- Contacts within your professional network.



ORGANISE

- Your cover letter should be written in a logical, organised manner that is easy for the reader to follow.
- Assign each paragraph a theme and consider, 'What do I want the reader to know in this section?'

PROVIDE EVIDENCE

- Your cover letter must include evidence to support your claims. Tell the reader what you have done in the past to demonstrate your suitability for the role.
- When reviewing each paragraph, ask yourself, 'Where is my evidence for this?'

COVER LETTER RESOURCES

TEXT-BASED RESOURCES

- [Cover letters \(Prospects\)](#)
- [Cover letter essentials for graduate vacancies \(Target Jobs\)](#)
- [How to write a cover letter for an internship \(Target Jobs\)](#)
- [CVs and Cover Letters Guide \(University of Southampton\)](#)

VIDEO RESOURCES

- [How to write a cover letter \(Edinburgh Napier University\)](#)
- [Cover Letters and Personal Statements: Getting Started \(University of Cambridge\)](#)

SPEAK TO A CAREER DEVELOPMENT CONSULTANT

You can book a 1-1 careers appointment with a Career Development Consultant for support with your cover letter. Find out more about the types of appointments and how to book on the [MyNapier book an appointment page](#).



COVER LETTER EXAMPLES

EXAMPLE 1

Rochelle Impellio
10 Whitechapel Road
Edinburgh, EH8 62D

Anita Talford
Edinburgh Engineering Ltd
7 Cornerstone Avenue
Edinburgh, EH8 4RS
16/03/2024

Dear Miss Talford,

I am a final-year Electrical Engineering student at Edinburgh Napier University interested in the Graduate Electrical Engineer role advertised on the Edinburgh Engineering Ltd website. This role provides the ideal opportunity to apply my existing skills and gain experience in an area of engineering I am very passionate about.

During my engineering degree, I have become very interested in sustainability and how we as engineers can contribute to this. I am keen to work for an organisation that recognises the importance of sustainability, which is one reason why I am applying to Edinburgh Engineering Ltd. I was particularly impressed with your sustainable site policy whereby light and noise pollution is monitored and measures are taken to minimise these. Another reason is your commitment to staff development. On LinkedIn I see how Edinburgh Engineering supports employees to develop professionally, for example through certificates in Advanced Sustainable Engineering and Project Management.

Through university projects I have developed technical engineering skills such as circuit design, PCB layout, microcontroller programming and signal processing. In one project I designed an automated electronic pill dispenser for clinically ill patients to manage medications. I created a 3D design and electronic circuit with fingerprint security. In a smart energy monitor project, I took responsibility for marketing, costing quality control, which involved extensive research and data analysis skills. I am also proficient using languages including Python, C++ and MATLAB.

I have strong customer service skills from working part-time as a waitress while studying for my engineering degree. This required excellent organisation to balance work alongside my studies, a skill I can bring to this role. I can deliver presentations professionally having done so during several group projects where I received positive feedback from assessors.

I hope this short cover letter conveys my interest in the role of Graduate Electrical Engineer at Edinburgh Engineering Ltd. I think I would be a great fit for the organisation and could bring a collaborative, hard-working approach to support the team. Thank you for taking the time to consider my application and I hope to hear from you soon.

Yours sincerely,
Rochelle Impellio

COVER LETTER EXAMPLES

EXAMPLE 2

Sherrie Bodkin
Flat 5, 62 Killen Drive
Glasgow GHS, 4TV

Antonio Montrose
Creative Solutions Ltd
4 Douglas Court
Glasgow, G5L 7PN
10/06/2024

Dear Mr. Montrose,

I am a second-year Digital Marketing student at Edinburgh Napier University interested in the Digital Marketing Internship at Creative Solutions Ltd as advertised on your company website.

I first became aware of Creative Solutions Ltd when your Marketing Officer, Bernard Palmer delivered a guest lecture to my class. I really liked how Bernard spoke about the company and the bespoke service it offers every client. Since then, I have followed the work of Creative Solutions Ltd, and have been impressed by your innovative, unique approach to digital marketing. Two examples that stand out are the Instagram and TikTok campaigns for Cycle Scotland and Dunedin Bank. An internship with Creative Solutions Ltd would be a great opportunity to learn from a small, experienced team and in return I could share the skills and knowledge gained during my studies so far.

I have the skills and knowledge required to succeed as an intern with Creative Solutions Ltd. My academic coursework has equipped me with the practical skills necessary in a digital workplace. I have completed modules in Digital Marketing Strategy, Social Media Marketing, SEO and Content Marketing, which have provided me with a comprehensive understanding of the digital marketing landscape. During my degree, I have used digital marketing tools such as Hootsuite, MailChimp and HubSpot. For assessments, I have designed using programmes such as Adobe Indesign, Photoshop and Canva. To develop my technical skills, I also completed short courses in HTML and CSS.

Since September 2023, I have been the Social Media Coordinator for Edinburgh Napier University's Marketing Society. I have successfully managed the society's social media accounts, increasing follower engagement by 25% over the past year. This position has enhanced my skills in content creation, audience engagement and social media analytics. I enjoy meeting new people and have developed excellent customer service and communication skills from working as a cashier at Tesco. Balancing study, work and my role as Social Media Coordinator requires good organisation skills and working under pressure, something I could bring to this role.

Thank you for taking the time to consider my application. I hope I have demonstrated my suitability and interest in the intern position. I am available for an interview at your convenience and can be reached at +44 8278 123456 or via email at sherrie.bodkin@gmail.com.

Yours sincerely,
Sherrie Bodkin

COVER LETTER EXAMPLES

EXAMPLE 3

Tahir Mohit
35 Blackworth Drive
Edinburgh, EH1 2TG

Hiring Manager
BioTech Solutions Ltd
325 Research Park
Glasgow, GLS 8NP
5/04/2024

Dear Hiring Manager,

I am writing to express my interest in the Research Assistant position at BioTech Solutions Ltd, as advertised on your website. I am a final year BSc Biological Sciences student at Edinburgh Napier University where I have gained a solid foundation in molecular biology, genetics and biochemistry. I have strong subject knowledge on topics such as cellular processes, gene expression regulation, and microbiology. In data analysis modules, I completed assessments to analyse data using R, Python and SPSS. I am particularly interested in genetics having completed a 10,000-word dissertation titled "The Role of Epigenetic Modifications in Gene Expression Regulation". This required a critical review of scientific literature and using written communication skills to summarise key points.

My favourite part of the BSc in Biological Sciences has been the laboratory experience. I received Good Laboratory Practice (GLP) Certification and completed over 300 hours of laboratory work using techniques including PCR, Gel Electrophoresis, Spectrophotometry, Microscopy and ELISA. Last summer I completed an internship at Edinburgh Napier University where I assisted in research projects focusing on gene editing technologies. My responsibilities included conducting experiments, analysing data and presenting findings to the research team. This gave me confidence in my ability to put the knowledge and skills from my degree into practice.

BioTech Solutions Ltd is the leading provider of genetic testing in Scotland, which is one of many reasons why I would like to work for your organisation. Working as a Research Assistant would allow me to support projects that have potentially life-changing outputs for patients and their families. I am particularly interested in BioTech's current research on genetic contributions to heart disease and breast cancer.

I moved to Scotland from India to study, which has demonstrated the benefits of a diverse classroom and workforce. I like how BioTech Solutions Ltd celebrates diversity through events such as 'Women in STEM' and I think I would enjoy being part of a team that is so inclusive. The Research Assistant role appeals to me because it would involve a variety of tasks and the opportunity to work with colleagues across the team. I enjoy working within a team and have been a supervisor in Costa for three years. This requires good communication skills, especially listening. I manage a team of eight employees, which involves problem-solving and working under pressure. For example, to arrange cover when someone is ill or to support staff dealing with personal challenges.

I hope I have demonstrated my suitability for the role of Research Assistant and my interest in working for BioTech Solutions Ltd. Thank you for taking the time to consider my application. I am available for an interview at your convenience and can be reached at +44 8278 73627 or via email at tahir.mohit@outlook.com.

Yours sincerely,
Tahir Mohit

COVER LETTER EXAMPLES

EXAMPLE 4

Alex Taylor
66 Johnstone Drive
Glasgow, GH3 5FN

Simon Watson
Design Works Ltd
25b Cranfield Park
London, E17 5S6
3rd July 2024

Dear Mr Watson,

I am a second-year BSc Product Design student at Edinburgh Napier University and I found your email address on the Design Works Ltd website. I hope you do not mind me getting in touch directly to enquire about possible internship opportunities with Design Works Ltd.

I am eager to get hands-on design experience to complement the knowledge gained so far during my studies. My goal is to work as a Digital Designer and Design Works Ltd is recognised for its expertise in this area. I was impressed by the awards listed on your website, including several international awards for digital design projects. An internship with Design Works Ltd would offer the opportunity to learn from some of the best in the industry. When researching Design Works Ltd, I noticed that three designers joined as apprentices. This makes me think that your company would be a welcoming and supportive environment for students like me.

Having an intern is not always convenient for companies. However, I assure you that I can use my initiative to support the work of the Design Works Ltd team. During my degree, I have gained a solid foundation in design principles, materials science and user-centered design methodologies. I am proficient in industry-standard design software such as SolidWorks, Rhino and Adobe Creative Suite. My coursework has included hands-on projects from initial ideation through to final prototyping and testing. For example, developing a fully functional online shopping website with features such as user registration, product catalogue, shopping cart and payment gateway integration. In addition to my technical skills, I have a strong understanding of customer needs and market trends. This trimester, I conducted user research and usability testing as part of the User Design module, ensuring that the products I designed not only looked great but also met the functional requirements of end-users.

For the last three years, I have worked as a receptionist for a local accountancy firm in Glasgow. I enjoy working in an office environment and am confident using tools such as Microsoft Outlook and Teams to organise meetings and schedules. My role requires excellent communication skills with clients and colleagues, especially through telephone and email communication. I have been praised by my manager for my professionalism and warmth.

Everyone must start somewhere and, as a student, I think Design Works Ltd would be a welcoming and supportive environment. I hope you will consider my interest in an internship or any other opportunities at Design Works Ltd. If you would like to discuss anything further, you can reach me at +44 8278 73127 or via email at alex.taylor@yahoo.co.uk .

Best wishes,
Alex Taylor

SENDING YOUR APPLICATION

CV AND COVER LETTER DOCUMENTS

Some employers will specify how they want you to send your CV and cover letter. Check the job advert for instructions. If you are not given specific instructions, follow the advice below:

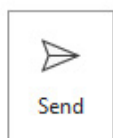
- Label your CV and cover letter appropriately: **e.g. 'John Moss CV, Admin Assistant, Scottish Water'**.
- Save your CV and cover letter as PDF documents . This ensures the formatting does not change when the recipient opens them.
- Send your CV and cover letter from a professional email address before the closing date and during the general working day (8am-7pm).

COMPOSING THE EMAIL

- In the email itself, write a short paragraph stating who you are, the job you are applying for and the documents you have attached.
- Address the email to a specific person in the organisation rather than 'Sir/Madam'.
- Include a subject line because emails sent with attachments and no text or subject lines are often marked as spam.



EXAMPLE



To	
Cc	

Subject IT Analyst position with IT-wise (Job ID : 5220) Morgan Clements

Dear Mr. Green,

My name is Morgan Clements and I am emailing with my application for the IT Analyst position at IT-Wise.

I have attached my CV and cover letter for your consideration. If you have any questions, please do not hesitate to get in touch.

Kind regards,

Morgan Clements (Mob : 0765523412)



Edinburgh Napier
UNIVERSITY

STUDENT FUTURES

WHERE TO FIND US

Student Futures, Edinburgh Napier University
6.B.32 Sighthill Campus, 9 Sighthill Court
Edinburgh, EH11 4BN

Opening hours: Monday to Friday 09.00 - 17.00

Questions about this guide? Contact careers@napier.ac.uk

[!\[\]\(de95854c7ee024cfadc48187bbb781b2_img.jpg\) Follow Student Futures on LinkedIn](#)