***CVs and Cover Letters – Applicant Guidance***

Your CV (curriculum vitae) serves as your first opportunity to make a favourable impression. It is a personal marketing tool that showcases your suitability for a job or opportunity.

Your CV is the first opportunity to impress the employer and demonstrate your suitability, therefore, it is so important to spend the time and get this right.

Before you start writing your CV, it is crucial to reflect on your own skills, and experiences.

Typically, your CV should include:

* Personal contact details (please DO NOT include a photograph)
* Education and qualifications
* Work experience (both paid and voluntary)
* Skills
* Interests
* Referees

While your CV should be relevant to the role you're applying for, the covering letter should specifically address the particular role you are applying to, rather than being a generic, one-size-fits-all letter.

Be specific about your interest in the specific job or opportunity and ensure that it highlights the key contributions you can bring and demonstrates your enthusiasm for the role.

***Academic CV Guidance.***

Your CV should be tailored to the position you are applying for and should include information that is highly relevant to that role.

Please **DO NOT** include a photograph.

Typically, your academic CV should include:

* Research Interests: Summarise your research focus.
* Education: Include degrees, thesis titles, and supervisor names.
* Awards and Funding: Highlight scholarships, early career fellowships, and grants you have led or participated in.
* Research Experience: Detail any post-doctoral positions or fellowships.
* Teaching Experience: Note any lecturing, seminar, tutorial, supervising, demonstrating, mentoring experience, and potentially non-academic teaching.
* Administrative Experience: Highlight any conferences, seminars, reading groups you have organised, committee memberships, and other relevant administrative roles.
* Patents: Provide details about the title, inventors, patent number, and date granted.
* Professional Memberships: List all memberships, including dates.
* Publications: Provide full details with the complete author list, title, and date.
* Conference Presentations and Posters: Specify whether it was a paper or poster, and cite similarly to your publications, including the author list, title, date, and location.
* Referees: Ideally, academic referees who know you well and are recognised in your field.

***Your Cover Letter***

Academic cover letters can vary in length; purpose, content, and tone; however, we recommend no more than two pages long (A4 size). Each job application requires a unique and distinct letter. Whenever possible, address the letter to a named individual.

In all cases:

* Treat your letter as an academic piece of writing, presenting a strong argument supported by empirical evidence.
* Demonstrate your motivation for the subject and the role.
* Show how your academic interests align with and contribute to the department.
* Display your understanding of the research and teaching areas of the recruiting department and explain how your work thus far would contribute to these areas.
* Provide measurable evidence of teaching, research, and funding successes.
* Offer insight into your future research and publishing plans.

***General CV Guidance & Advice***

Your CV should be tailored to the role you are applying for and should include information that is highly relevant to that role.

We will evaluate your supporting statement (covering letter) and CV against the person specification for the role. It is essential that you utilise this opportunity to precisely demonstrate how you meet these specifications.

Your CV should be no longer **than two sides of A4 paper** and cover the following sections:

1. Introduction: Convey your motivation for wanting to work at Swansea University.
2. Experience: Relevant employment and volunteering work.
3. Applicable skills.
4. Education.
5. Any other relevant information that will help us assess your suitability for the role.

Please **DO NOT** include a photograph.

**Your Cover Letter:**

This is an opportunity for you to explain how you meet the essential criteria outlined in the job description and person specification and provide any additional information that will support your application and demonstrate why you are the right person for the role.

Guidance: Your cover letter should complement your CV but not duplicate it. Typically, three to five short paragraphs, and should not exceed one A4 page.

***Handy tips/guide to completing your cv***

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| **DO** | **DON’T** |
| * Always target your CV and covering letter to each job
 | * Don’t lie.
 |
| * Match your skills to the skills the employer is looking for
 | * Don’t use the same CV for all your applications – TARGET!
 |
| * Make it easy to read and attractive.
 | * Don’t write long descriptive sentences, keep them concise and to the point.
 |
| * Pay attention to spelling and grammar.
 | * Don’t include a photograph
 |
| * Give specific examples to illustrate your skills.
 |  |
| * Be honest and objective.
 |  |
| * Keep sentences concise and to the point
 |  |
| * Apply a can do / positive tone to your covering letter
 |  |
| * Make it upbeat and enjoyable to read
 |  |