

HOW TO WRITE A GOOD COVER LETTER AND CV/RESUME

A good cover letter can differentiate your CV/resume from others. It is an essential tool for creating a professional impression with our hiring managers. We find the following CV/resume information and structure most helpful in giving you a fair review:

▶ COVER LETTERS:

Your cover letter is the first impression we will get from your application and it should be no longer than 1 page. The following guidelines for writing your cover letter may be of use:

- Avoid using generic cover letters and tailor your cover letter for the job you are applying for.
- Explain why you are sending your CV/resume.
- How you learnt about the Datamonitor Group and the position.
- Reasons why you are interested in the position.
- Explain why you are the ideal applicant for the job, drawing on your education, skills and employment experience.
- Use values and targets to show what you have managed to achieve in the past.
- Avoid making value judgements that you cannot substantiate.
- Vary the length and tone of the paragraphs to sustain interest.
- Ensure you proof read everything to avoid spelling and grammar errors, if necessary ask a friend to check for you.
- Your contact details in order to take your application further.

▶ CV/RESUME:

A CV/resume is a personal marketing document that ideally should be no longer than two pages. It should communicate your career objectives and your proposed value to the Datamonitor Group and should include the following:

- Your personal details. Full name and contact details including all usable telephone numbers so that we can easily get in touch with you.
- Educational history and professional qualifications should follow. Include your degree subject, university, degree grades, or GPA and any major prizes or awards, specifying key dates.
- Summarize your work experience and employment history starting with your most recent job first. Make sure there are no evident gaps. When describing your roles, highlight any significant achievements rather than just stating your day to day responsibilities. If the advertisement requires specific skills like accurate writing ability or attention to detail make it clear where you have demonstrated these skills.
- Languages. Include any foreign languages for which you have business conversational ability or better. For languages, a good idea is to rate yourself as either basic, competent, or fluent.
- Use clear sub-headings so we can easily navigate the CV/resume

Please make sure you can explain any inconsistencies during the interview, since your first interview is likely to be CV/resume based.