

# WRITING A CV AND COVERING LETTER TO STAND OUT FROM THE CROWD

A CV (or resume) and a covering letter are typically the first opportunities you will have to make a positive impression of yourself to a potential employer. An employer will usually receive multiple letters and CVs for any one role, so it is important to make yourself stand out from the crowd.

This resource has been developed to support people living with PH that are looking to enter the working world to make a great first impression via their CV and covering letter.

## TOP TIPS FOR CV WRITING

A CV is a record of your experience to date, whether it be academic, job-related or skills-based.

- » **Keep it short and simple** – both in terms of the amount of content and in the formatting of the document. Two pages should be more than enough to include everything you need
- » **Search for free online templates** to help you get started
- » **Consider what makes you unique** and describe this upfront in a short personal statement that summarizes your relevant skills and proudest achievements to date
- » **Tailor your CV to the job** you are applying for to ensure that you're presenting your experience in a way that is relevant and relatable to impress a potential employer. Use the job description and your own research about the industry as a guide to what you should draw out in your experience and any industry keywords or insights to include
- » **Emphasize your skills and results** – these should be the focus of how you describe your previous work experience and should relate to the job that you are applying for
- » Lastly, **check it carefully** yourself, ask someone else to check it for you and then check it again before you send it! You don't want any typos or inaccuracies to hold you back!

## COVERING LETTER WRITING

A covering letter is your opportunity to explain the relevance of your experience to the particular role you are applying for and why you would like to work at that company specifically. It is a chance to let your personality shine through your words and convey your passion or interest in the role you are applying for. Keep it to one page maximum and ask someone whose writing you admire and opinion you trust to read it before you send it.

If you would like to disclose your condition from the outset of a job application process, you may wish to consider how you can make the most out of the transferable skills and positive qualities that you will likely have developed through managing PH, such as:

- Organizational skills (through having to liaise with multiple healthcare team members and manage complex treatment regimens)
- A high-level of self-motivation
- A positive mind-set
- A mature outlook on life
- 'Big-picture'-thinking

Rather than assuming that someone living with a chronic condition is unattractive to a potential employer, it is important to recognize the additional value you can bring to a potential employer having taken on the responsibilities of managing your condition, particularly if at a young age. Be proud of the skills that you have developed in this way; this may set you apart from your peers.