



CV & Cover Letter



Profile photo

Decide if your photo is appropriate for your CV. Is your appearance professional?

Have your photo taken!
Photo Monday at the I Shop:
12:30-15:30h

Contact details

Name
Email address
Date of birth
LinkedIn URL

Personal profile & interests

Start off with a short profile text so people can get to know you better. Keep this short, about 3-4 lines of text is enough. It usually revolves around the following questions:

Who are you?	What are your ambitions?
What are you capable of?	What or who is your inspiration?
What do you want?	A quote

Education

Moving on to your education. You mention your most recent education first and go back in time. This also applies to your work experience!

- **Month + Year** **What you studied**
Where you studied
Optional:
- Relevant courses
- Minor (abroad?)
- Thesis (grade?)
- **Month + Year** etc

Work experience

Even if you don't have a lot of work experience, don't worry! Side jobs, volunteering and work for your (study)association also counts!

- **Month + Year** **What you did**
and where
Results, skills, tasks and/or responsibilities
Place in bulletpoints and write in an **active** way.

CV

4 Extracurricular activities

Mention board years, committees and other positions held in student or study associations. Make sure you mention jobs/tasks that match the vacancy and are relevant. The same a-chronological order applies.

5 Other

There are of course many other subheadings you can add to your CV. Here are some more topics you might include on yours.

Languages

Which languages do you speak or write/read? Put emphasis on those that might be useful for your future job(s).

Skills

Often included in your work experience but you may have different skills worth mentioning on their own. For example:

Digital marketing
Creative thinking
Programming

Tips & tricks

Here are some more easy to apply tips for writing your CV. Do you need more help? Sign up to our workshops now. More info: rug.nl/careerservices

On your CV

- 1: Ask (former) co-workers or managers for a reference
- 2: Hobbies: be specific and call them interests
- 3: Check GoinGlobal (on the 'Career' tab on Student Portal) for the ins and outs of CVs for several countries across the world
- 4: Spice up your CV with some color and a different lay out. Remember: content stays most important!

Add LinkedIn!

- 1 LinkedIn is your complete, long CV
Add it to your 'normal' CV!
- 2 Personalize your url
www.linkedin.com/in/thisisme
This way you're easier to find!

Cover Letter

Stand out with your cover letter

In just 4 steps, using the AIDA model! This model will give you an easy to apply structure to a cover letter. Here is how we suggest you apply it to yours!

AIDA

Attention

The first letter in the model stands for 'Attention'. It is all about demanding people to listen to you. These are things you can do in the first paragraph of your cover letter.



Ask a
question



Use a
quote



Refer to
earlier contact



Make a
statement

Interest

Once you have demanded attention it is time time to let them know you are interested in them.

Why **this** job in **this** company?
Show your vision and your drive

Desire

Now that people are interested, make them actually want you!



Show your
relevant skills
and qualities



Match the
vacancy



Why should
they hire
YOU?

Use the STARR model. Join
the workshop to know more!



Cover Letter

Action

Time for the final push. Give your reader an incentive to reach out to you and meet you face to face. "Let's meet!"

Encourage action from the reader

Summarize your interest

Tips & tricks

Below are some more practical tips. Do you need more help? Sign up to our workshops now! Or visit us at the I Shop for a free check of your cover letter. More info: rug.nl/careerservices

General Criteria

- 1 Pay attention to a clear structure
- 2 Spelling and grammar need to be correct. Have it checked!
- 3 Show enthusiasm
- 4 Maximum 1 A4 (one side!)
- 5 Avoid clichés...
- 6 Keep it to the point.

More tips



Write to

- match
- 1: Does this company match your criteria?
- 2: Do your values match?



Analyze the

- vacancy
- 1: What sets this company apart from their competition?

Get some help!

Have some people read your CV to see if they think it matches who you are.

Do you know you can also make an appointment with one of our career consultants? Visit rug.nl/careerservices/digital to book a digital appointment!



[/Career.Services.UG](https://www.facebook.com/Career.Services.UG)



[Career Services University of Groningen](https://www.linkedin.com/company/Career%20Services%20University%20of%20Groningen)



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