

# GET THAT JOB

## Applying for a job - useful links

This guide provides you with a list of useful links and resources on writing the perfect CV and covering letter.

### CVs

- **Prospects.ac.uk: CVs Advice**  
(<http://www.prospects.ac.uk/cvs.htm>)  
Advice from Prospects, including sample CVs and details of what to include in your CV.
- **The Guardian: CV Clinic**  
(<http://www.guardian.co.uk/education/series/cvclinic>)  
Experts in specific sectors analyse CVs to see whether it will get you a foot in the door.
- **Creative Living: Creative CVs**  
([http://www.careers-creative-living.co.uk/cv\\_gallery](http://www.careers-creative-living.co.uk/cv_gallery))  
This site provides examples of creative and unusual CVs that may be useful if your CV needs to break the rules.
- **Next Step: Help with your CV**  
(<https://nextstep.direct.gov.uk/Pages/Home.aspx>)  
Information from the DirectGov site Next Steps on building a successful CV.

### Covering letters

- **Monster.co.uk: Covering Letter Advice**  
(<http://career-advice.monster.co.uk/cvs-applications/cover-letter-advice/jobs.aspx>)  
A series of articles and guides on what employers are looking for in covering letters.
- **Prospects.ac.uk: Covering Letters**  
([http://www.prospects.ac.uk/covering\\_letters.htm](http://www.prospects.ac.uk/covering_letters.htm))  
Information from Prospects on the style and content of a covering letter.
- **Total Jobs: Example Cover Letters**  
(<http://www.totaljobs.com/careers-advice/cvs-and-applications/how-to-write-a-cover-letter>)  
Information from Total Jobs on what employers are looking for in a covering letter.