

Career Essentials Group Work: Cover Letter Session



The session will begin at 1pm



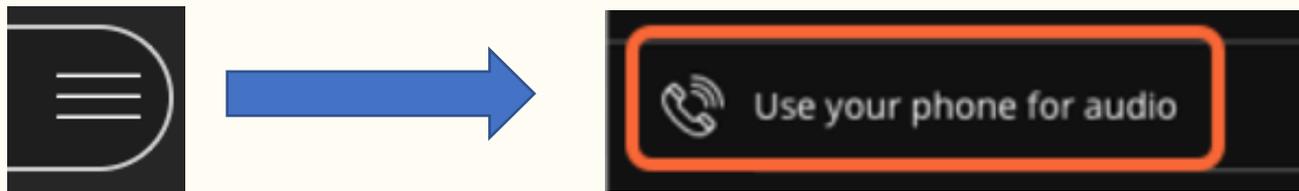
Please make sure you have downloaded the handout for the session. Scroll down to the additional handout under ‘Career Essentials Group Work: Cover Letter Session’:

<https://www.ucl.ac.uk/careers/resources/slides/career-essentials>

Career Essentials Group Work: Cover Letter Session

Can't hear me?

1. Check your sound settings on your device
2. Try leaving the session and re-joining
3. Use the menu tool (top left) and select “use your phone for audio”



Career Essentials Programme

- 13 title talks
- **Small Group Work sessions (CVs, cover letters, STAR)**
- 3 title workshops covering LinkedIn, Mock Assessment Centres and MBTI Personality Profiling.
- 6 module e-learning course

<https://www.ucl.ac.uk/careers/resources/elearning>

Slides, recordings and eLearning

<https://www.ucl.ac.uk/careers/resources/slides/career-essentials>

Search 'UCL Career Essentials'

The screenshot shows the UCL Career Essentials website. At the top, there is a navigation bar with 'UCL CAREERS' and the UCL logo. Below this is a secondary navigation bar with 'FIND your FUTURE'. The main content area is titled 'Career Essentials' and includes a sub-header 'Career Essentials Online: Find out more'. There are three prominent blue buttons: 'Career Essentials Online: Find out more', 'myUCLCareers: View events listing', and 'myUCLCareers: Register for event updates'. The page also features a sidebar with various navigation options like 'Home', 'Explore your options', 'Find opportunities', etc., and a section for 'Recent events and archived resources' with links to lecturecasts and presentation slides.

The screenshot shows the 'Welcome to Careers Essentials Online' page. It features a large banner image of students interacting. Below the banner, there is a section for 'Announcements' with a 'Hidden from students' filter. A section titled 'Internships and Vacancies' includes a login prompt and search filters. A 'LinkedIn Workshop 18 March 2020' is also listed. At the bottom, there is a grid of six video thumbnails with titles: 'Your future and how to work towards it', 'Understanding the graduate job market', 'Sourcing jobs and work experience', 'Effective CV, cover letters and applications', 'Interview success', and 'Planning for success - managing your job hunt'.

Why have you come along to the session today? What do you hope to get out of it?

Type your thoughts in the chat box

What we'll cover in this session

1. Basic components of a well-constructed Cover Letter
2. How and why you should tailor your letter
3. Evaluate a cover letter from the recruiter perspective (group activity)
4. Gain peer feedback on your own letter

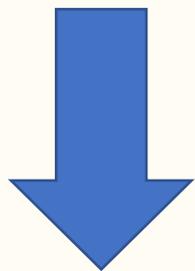
How this session will work

1. Start with a group activity. Your audio will be off for now. Please contribute to the discussions by typing in the chat box.
2. Move to breakout rooms where your audio will be connected. You will upload your Cover Letters (PDF format) and discuss them in smaller groups.
3. Return to main room for closing discussions.

Basic Components of a Cover Letter

1. Why are you interested in **the position**?
2. Why are you interested in joining **the company**?
3. How **are you suitable** for the role?

Cover Letters Review (1)



Download the handout for the session, under ‘Career Essentials Group Work: Cover Letter Session’:

<https://www.ucl.ac.uk/careers/resources/slides/career-essentials>

Cover Letters Review (2)

Have they explained why they are **interested in the job?**

Have they explained why they are **interested in the company?**

Have they explained why they are **suitable** for the job and the company?

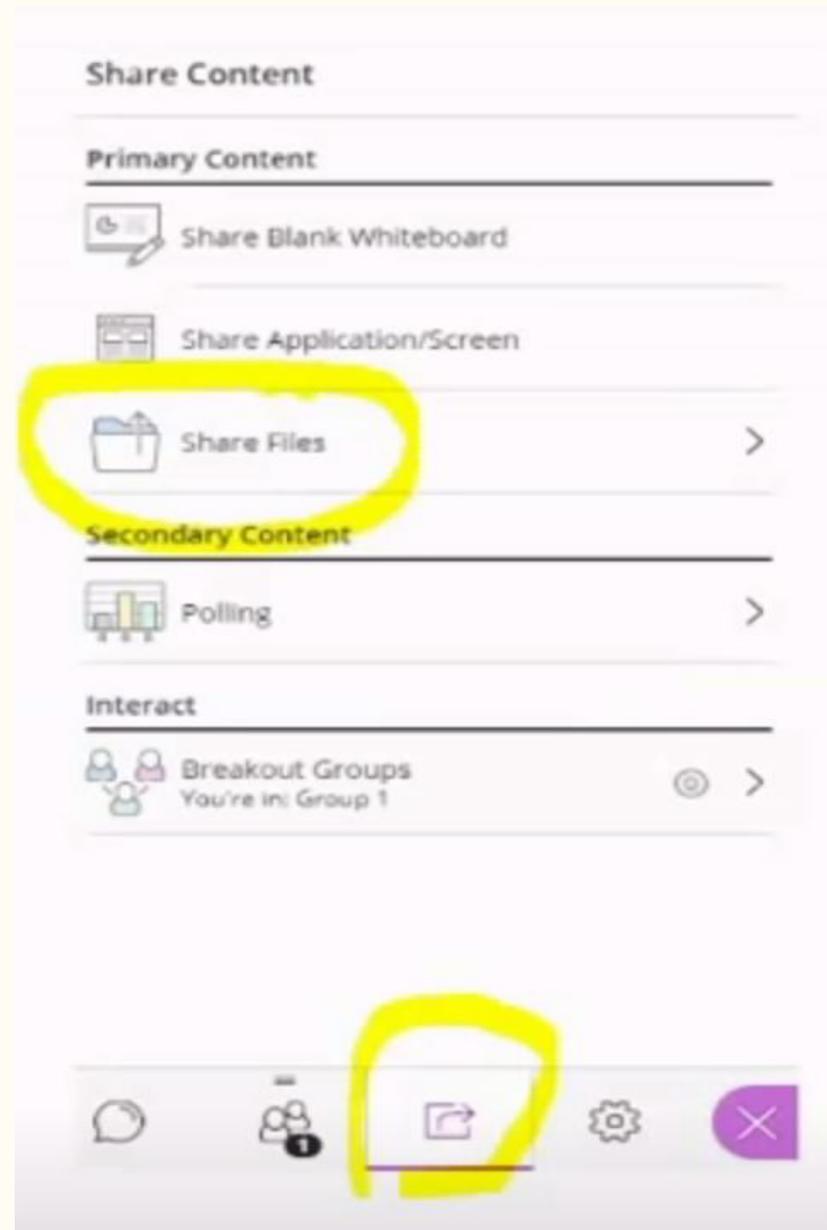
Reviewing Each Other's Cover Letters (1)

- I will move you to breakout rooms in pairs and your audio will be connected.
- Share your Cover Letter (PDF doc) in the breakout space. Make sure both of you has the chance to gain feedback (5 minutes on each Cover Letter).
- I will bring you back to the main room where we can have a group discussion

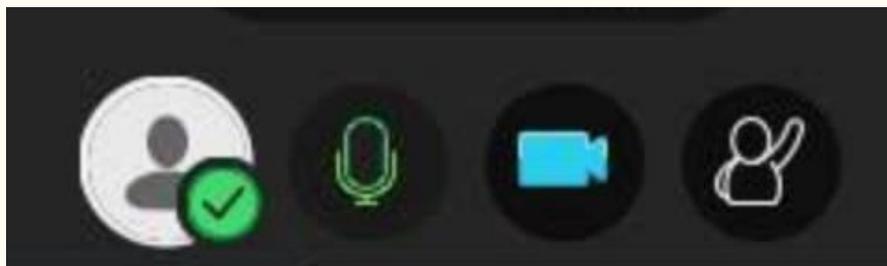
Reviewing Each Other's Cover Letters (2)

- In your groups decide who is going first. The first person should introduce their Cover Letter and explain the role they are interested in applying for, why they would like to apply and the types of skills they hope to be showcasing.
- The Cover Letter reviewer should consider if the Cover Letter is highlighting motivation and skills effectively. How could they be highlighted even more effectively?
- The reviewer should also note any other good points or areas for improvement on the Cover Letter – for example, impact, structure and presentation.
- Swap around after 5 minutes.

Sharing your Cover Letter (PDF)



We are back in the main room now for our summary and your audio is connected. Feel free to raise your hand if you would like to speak or write your comments in the chat box.



Summary (1)

What were the main positives that you discussed in your breakout groups?

Were there any development points discussed?

Were you persuaded that the person could do the job?

Summary (2)

Can you share one key takeaway from the session today?

UCL Careers



Short Guidance



Applications Advice



Mock Interviews



UCL Careers & Employer Presentations



CAREER ESSENTIALS
online

Careers Essentials Talks & e-learning course



Careers Fairs & Sector Themed Weeks

UCL Careers YouTube - CareersLab



<https://www.youtube.com/c/UCLCareersTV/videos>



Additional resources

[Guidance for International CVs](https://online.goinglobal.com/)

<https://online.goinglobal.com/>

UCL GOINGLOBAL



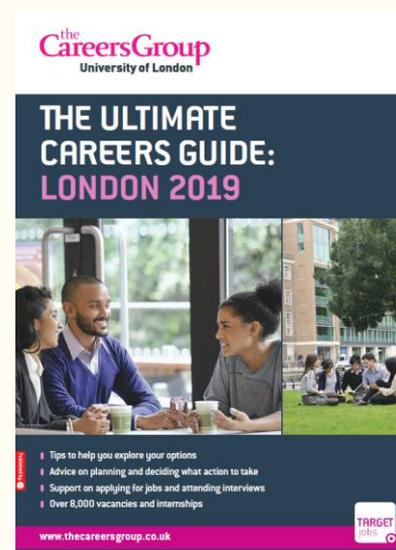
The screenshot shows the GoGlobal website interface. At the top, there is a navigation bar with links for Training, Marketing, Translate, and Personal Account Login. The main header features the GoGlobal logo with the tagline "Jobs here, there, everywhere." and the UCL logo. Below the header is a navigation menu with links for Home, Career Guides, Jobs, Internships, and Employer Directory.

The main content area is divided into several sections:

- For Students:** A blue box with the text "Global career intelligence" and "Let your career ambitions cross borders with expert advice on how to find a job or internship in your dream location or close to home." It includes images of diverse students and a cityscape.
- Don't have a GoGlobal Account?:** A dark grey box with a "Create Account" button and a list of features: Customized Homepage, New Job Alerts, and Bookmark Content.
- Career Guides:** A section with a globe icon and text: "Utilize our comprehensive career and employment resources tool kit filled with everything you need to find jobs and internships at home and abroad." It lists: Country Career Guides, Global City Career Guides, and U.S. City Career Guides.
- Job Search:** A section with a magnifying glass icon and text: "We update our job postings daily and give you the ability to search 16 million+ worldwide opportunities in the local language, as well as English."
- Internship Search:** A section with a globe icon and text: "View thousands of internship listings here, there, everywhere... Updated daily."
- Employer Directory Search:** A section with a person icon and text: "Explore more than 450,000 corporate profiles to target key employers throughout 196 countries."
- GoGlobal on the Go:** A section with a person icon and text: "Access via phone or tablet".
- Using GoGlobal:** A section with a list of resources: Intro Video, Training (Webinars, Tutorials), User Guide, FAQ, and Staff Tools.
- Search Content:** A search bar with the text "Keywords" and a search icon.

Additional Resources

- Helpsheets
- Ultimate Careers Guide
- [Electronic](#) & paper copies



How to write a CV

A CV should not be a list of everything you have ever done, but a marketing document that should promote your skills and experience. In a 20 second scan the recruiter should be able to see evidence of your ability to do the job.

Steps to a great CV

1. Start with the job specification

The starting point for CV writing should always be the skills and experience the recruiter is seeking. You will find this on the list of job requirements in the job advert, job description or person specification. Your task is to clearly evidence each of these requirements on your CV using examples to convince the reader of your ability to do the job. If you are applying speculatively and there is no job description, search for similar roles to find out the relevant transferable skills.

2. Active language

Use action-verbs in your CV and covering letter to convey achievement and impact. Consider starting sentences with a verb rather than using pronouns (such as "I") too much. Avoid passive forms such as "I had to" "I was involved in" "I was required to".

Examples of active verbs

achieved analysed coordinated
 created demonstrated designed
 developed evaluated improved
 increased initiated led managed
 negotiated planned persuaded
 prioritised researched supervised

3. Brainstorm your skills

Think of examples of the skills you have gained and how you acquired them. Draw examples from your work, internships, volunteering, study, and interests. Match your skills to the job you are applying for to create a CV that clearly demonstrates you possess the skills they require.

4. Attention to detail

One spelling or grammar error can be all it takes for a CV to be rejected, as many employers regard it as an indication of carelessness and poor motivation for the job. Triple check all spelling and grammar, and ask someone else to proofread the final draft. Reading it out loud to yourself is a useful technique that can help you identify any errors.

Guidelines on CV length

There is no one rule about CV length, but in general two pages is the norm for a 3rd graduate CV. Exceptions are in investment banking where a one page CV is generally preferred (see the second example in this guide) and academics. CVs tend to be longer (see the 5th CV for PhDs for guidelines). Always follow the recruiter's instructions on length.

<https://www.ucl.ac.uk/careers/applying/applications>

UCL Careers 1 to 1 Support

- Applications advice (20 minutes).
- Short guidance (20 minutes).
- Practice Interview (60 minutes, on condition of real employer interview).
- Teams or in person meetings available this term!
- Book online in advance using [myUCLCareers](#).



Find us: In person or virtually

4th Floor, Student Central Building, Malet Street

Mon- Fri: 10:00-16:00

careers@ucl.ac.uk

020 7866 3600

www.ucl.ac.uk/careers



Any Questions?



Please fill in your brief feedback form for this session. **Thank you!**