

## Top Tips: How to write a CV

- Try to keep your CV as **precise** as possible.
- It should only be **one - two A4 Pages**.
- Minimise lengthy sentences.
- Use bullet points.
- Make sure you include important personal details at the start such as your **name, address, email and contact number**.
- Include a headshot photograph if possible – it feels more personal.
- Use bold font to highlight any specific details. (e.g. **Name of an Orchestra**)
- Always put your **most recent experience** at the **top of the list**.
- Use **sub-headings** and **titles** (for example, **Teaching Experience**).
- Always write the **dates next to the experience** (for example, July 2021 - Community Band).
- Attach **two referees** at the end (including **Name, Number and Contact Email**).
- **Remember** - the readers are looking for **your experience**, not fancy long sentences!
- **Ideas of topics** that may apply to you; Education History, Employment History, Playing Experience, Teaching Experience, Qualifications and Additional Skills/Awards.
- **Ideas of sub-heading topics** that may apply to you; Charity work, Pit Work, Outreach Work, Solo Experience, Chamber Music and Orchestral Experience.

## Top Tips: How to write a cover letter

- Your cover letter should only be **one A4 page**.
- It should be **more detailed** than your CV but **should not** be a duplicate copy of your CV!
- Highlight your personality.
- Sell yourself.
- Be specific and clear.
- Talk about the **organisation** and why you are attracted to work with them.
- Provide **evidence** of your qualities.
- It should be relevant and brief.
- Make sure it is **neat** and paragraphed into different sections.