



The required documents for any job application are the **c.v.** (also known as **résumé** in the US) and the **cover letter**. Whereas the c.v. lists all of the **achievements** and **accolades** of the applicant (thus informing the prospective employer on his/her **professional background**), the cover letter states the applicant's **reasons for applying** for that specific position.

C.V. Writing Tips

- Give it a clear structure by using headings and bulleted lists;
- List your qualifications, achievements and accolades backwards (from the most to the least recent);
 - Be concise.

Cover Letter Templates

Click on the picture below to access three excellent cover letter examples authored by *The Guardian*:

