

CV and Covering Letter Template

As part of T Level course requirements, all students must have a completed CV. This will support the work placement securing and arranging process.

This CV is part of your summer preparation work and must be completed by Friday 11th September.

You may also need to create a covering letter depending on the requirements of the employer. Included is guidance on creating a covering letter should it be needed.

Use this document as a guide and template.

DELETE ALL guidance text (instructions, examples, and prompts) before submitting your final CV.

What is a CV?

A Curriculum Vitae (CV) is a document that highlights your education, skills, experiences and interests. It helps employers understand who you are and why you would be suitable for a work placement. It may also be referred to as a Student Profile in College.

General Tips Before You Start

- Keep your CV to 1–2 pages maximum
- Use clear headings and bullet points
- Check spelling and grammar carefully
- Be honest and professional
- Start with your most recent or most relevant information
- Tailor your CV if applying for different placements

Covering Letter

A covering letter is your chance to **introduce yourself to an employer** and explain:

- Why you are interested in the work placement
- What skills and strengths you have
- Why you are interested in their organisation
- Why they should choose you

Some employers do ask for a covering letter along with a CV to support their decision on who to interview for a work placement. It helps you stand out from other applicants, shows effort, motivation and gives employers a further insight into your personality and attitude.

Cover Letter Template

A covering letter is usually made up of 3–4 short paragraphs:

1. Introduction

- Why you are writing
- What role or placement you are applying for

2. About you

- Your skills and strengths
- Any relevant experience or learning

3. Why this employer

- Why you want to work with them
- What interests you about their work

4. Conclusion

- Thank them
- Show enthusiasm

CV Template

Name: [Enter your full name here]

DO NOT include personal contact details (mobile number, email, home address) on your College CV.

Personal Profile

(Write 2–3 sentences about yourself – DELETE this instruction before submitting)

Include:

- Your course
- Your interests or strengths
- Your future goals or career ambitions

Example:

I am a motivated T Level student studying [course name] with a strong interest in [area]. I am keen to develop my skills through a work placement and gain experience in a professional environment.

Skills

(Choose 4–5 key skills – DELETE this guidance before submitting)

Include a mix of:

- **Soft skills** (e.g. teamwork, communication)
- **Hard skills** (e.g. IT skills, technical abilities)

Always try to give **evidence/examples**

Example:

- **Teamwork** – Completed a group project where I worked collaboratively to meet deadlines
- **Time management** – Balanced coursework and personal responsibilities effectively

Education

(DELETE anything that doesn't apply)

[College Name]

- Course: [Enter course name]
- Relevant modules or subjects
- Achievements or awards

[School Name]

- GCSEs (include subjects and grades)
- Any achievements or responsibilities

Modules / Projects

(Optional but strongly recommended – DELETE this guidance before submitting)

- List any key modules or projects
- Highlight anything relevant to your placement area

Focus on:

- What you did or what you are looking forward to doing on your course
- Skills you developed or what you are looking forward to doing on your course
- Any outcomes or results

Work Experience / Employment

(Include anything relevant – DELETE guidance before submitting)

You should include details of any work placements/ experience, volunteering and paid jobs you've had. List the most recent experience first.

You should include:

- the employer name
- the job title
- the dates you worked there
- what you did, usually 2 to 3 lines

Even small experiences matter—focus on **skills gained**

Hobbies and Interests

(Give a brief overview – DELETE guidance before submitting)

Explain:

- What you enjoy doing when not in education and at any part time work
- What skills these activities have helped you develop

Link hobbies to skills (e.g. teamwork, creativity, responsibility)

Final Checklist Before Submission

Have you removed all guidance text and examples?

Is your CV clear and easy to read?

Have you checked spelling and grammar?

Have you included examples for your skills?

Does it represent you in a positive and professional way?

If you need help, please ask! The expectation is you will start College with a CV and if any additional support or alterations are required College staff (Progress Coach or Course Lead) will be on hand to help.

Useful CV Support Websites

[How to write a CV | National Careers Service](#)