

## Creating a Personal Summary/Cover Letter?

You'll usually need to submit a CV, but you may also be requested to provide various pieces of documentation that detail your experience, strengths, and potential to meet the essential criteria of the role you're applying for. In some cases, this will be a Personal Summary or Cover Letter.

Please check the job advert to understand what we need from you when you apply. You can find this under the **What you need to submit**" section.

Creating a Personal Summary or Cover Letter is a way of providing a potential employer with specific information regarding your experience in relation to the Job Description. For Durham University this means further evidencing the Essential and Desirable Criteria of a role. Here's an easy-to-understand guide to help you craft an effective Personal Summary or Cover Letter.

## Example of Essential Criteria

Here are some examples of the essential criteria you may be asked to demonstrate as part of your application:

1. Five GCSE's at least Grade C or level four (or equivalent) including English Language and Mathematics or equivalent experience.
2. Experience of working in a busy office environment delivering front line administrative services or having relevant qualifications for the role.
3. Experience of managing time to meet deadlines and working under pressure without compromising on quality.
4. Experience of processing financial transactions in a large organisation.

## Example of Desirable Criteria

Here are some examples of the desirable criteria you may be asked to demonstrate as part of your application:

- UK Driving Licence

## Formatting Tips

- **Length:** Keep your CV to as few pages as possible and try to highlight only the most important information.
- **Font:** Use a professional font such as Arial, Calibri, or Times New Roman, size 10-12.
- **Page Numbers:** Insert page numbers using 'Head and Footer" option so the hiring team can keep the pages in order when reviewing.

## Final Checklist

- Proofread for spelling and grammar errors.
- Ensure all contact information is up-to-date.
- Ensure all essential and desirable criteria is demonstrated clearly.

## Template

Here is an example template for creating a Personal Summary or Cover Letter:

Dear Hiring Manager,

*Insert why you are applying to this role and Durham University.*

I understand as part of my application you will be assessing the essential criteria for this role, below I have included each of the essential criteria and how my previous experience demonstrates this.

1. Five GCSE's at least Grade C or level four (or equivalent) including English Language and Mathematics or equivalent experience. *Include relevant information on how you meet this essential criteria, and any examples.*
2. Experience of working in a busy office environment delivering front line administrative services or having relevant qualifications for the role. *Include relevant information on how you meet this essential criteria, and any examples.*
3. Experience of managing time to meet deadlines and working under pressure without compromising on quality. *Include relevant information on how you meet this essential criteria, and any examples.*
4. Experience of processing financial transactions in a large organisation. *Include relevant information on how you meet this essential criteria, and any examples.*

As well as meeting all the essential criteria for this role, I can also demonstrate the below desirable criteria for this role.

1. UK Driving Licence. *Include relevant information on how you meet this essential criteria, and any examples.*

*Include relevant information on how you meet this essential criteria, and any examples.*

Thank you for your consideration of my application for *INSERT ROLE TITLE*.

If you require any additional information, please do let me know.

Kind regards,

*YOUR NAME*

*YOUR CONTACT DETAILS*