

CV & COVER LETTERS

Templates, examples and practical tips
to help you create a stronger application.

A PRACTICAL LITTLE GUIDE

What this guide helps you do

Create a clear CV • tailor your application • write a simple cover letter • avoid common mistakes • send your application with more confidence.

Your CV opens the door. Your story helps people understand why you belong there. ■

INSIDE THIS GUIDE

Simple tools you can return to every time you apply for a role.

01	THE BASICS What recruiters need to see first.
02	CV TEMPLATE A clean structure you can adapt.
03	CV WRITING GUIDE What to include in each section.
04	COVER LETTER TEMPLATE A simple format you can make your own.
05	COVER LETTER EXAMPLES Two practical examples for inspiration.
06	DO'S & DON'TS Quick ways to strengthen your application.
07	FINAL CHECKLIST One last check before you hit Send.

A LITTLE REMINDER

You do not need a “perfect” CV. You need a clear, honest and relevant one that makes it easy for someone to understand what you can bring to the role.

Clarity creates opportunities.

01 — THE BASICS

Before you start writing, keep these simple principles in mind.

■	Keep your CV clear, easy to scan and well organised.
■	Tailor your CV to the role when you can.
■	Put your most relevant experience and skills where they are easy to find.
■	Use simple, professional language and consistent formatting.
■	Focus on achievements and contributions, not only duties.
■	Be honest. Never exaggerate qualifications or experience.
■	Check spelling, grammar, dates and contact details.
■	Save the final file with a professional name, such as YourName_CV.pdf.

QUICK TIP

Think like the person reading it: “Can I understand who this person is, what they have done and why they might fit this role in a quick scan?”

A good application is not about having every skill. It is about making your strongest and most relevant ones easy to see.

02 — CV TEMPLATE

Use this as a simple structure. Replace the prompts with your own information.

YOUR NAME
Job Title / Professional Area
City, Country email@example.com +971 XX XXX XXXX LinkedIn (optional)
PROFESSIONAL SUMMARY Write 2–3 sentences about your experience, strongest skills and the type of role you are looking for.
WORK EXPERIENCE Job Title — Company Name (Month Year – Present) • Key responsibility or achievement • Key responsibility or achievement Previous Job Title — Company Name (Month Year – Month Year) • Key responsibility or achievement
EDUCATION Degree / Course — University or Institution (Year) Relevant certification, if applicable.
SKILLS Communication • Customer Service • Microsoft Office • Project Management • Technical skills relevant to the role
ADDITIONAL INFORMATION (Optional) Certifications • Languages • Volunteer Work • Relevant Interests

■ *One to two pages is usually enough. Make every line earn its place.*

03 — CV WRITING GUIDE

A quick guide to what each section should do for you.

CONTACT DETAILS	Name, city/country, professional email, phone number and LinkedIn if relevant.
PROFESSIONAL SUMMARY	A short introduction: your experience, strengths and what you are looking for.
WORK EXPERIENCE	Use reverse chronological order. Include role, company, dates and concise achievement-focused bullets.
EDUCATION	Degree/course, institution and dates. Add relevant certifications where useful.
SKILLS	Choose skills that genuinely match the role. Include technical and transferable skills.
ADDITIONAL INFORMATION	Languages, certifications, volunteer work or interests only when they add value.

MAKE BULLETS STRONGER

Instead of: "Responsible for guest complaints."

Try: "Handled guest concerns promptly and coordinated solutions to improve the guest experience."

Start with an action. Show what you did, how you helped and, when possible, what changed.

04 — COVER LETTER TEMPLATE

Keep it personal, relevant and short. One page is more than enough.

[Your Name]
[Your City, Country]
[Email Address] | [Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. With my experience in [area/skill], I am excited about the opportunity to contribute to your team.

In my current/previous role at [Company], I have developed [2–3 relevant skills or achievements]. I believe these experiences would allow me to contribute to [specific need or responsibility from the job description].

I am particularly interested in [Company] because [genuine reason connected to the company, role or industry]. I would welcome the opportunity to discuss how my background and skills could contribute to your team.

Thank you for your time and consideration.

Sincerely,
[Your Name]

■ *Don't copy the template word-for-word. Use it as your starting point and make it sound like you.*

05 — COVER LETTER EXAMPLES

Use these as inspiration for tone and structure — then make yours specific to the role.

EXAMPLE 1 — ENTRY-LEVEL / CAREER START

Dear Hiring Manager,

I am writing to apply for the Marketing Assistant position at ABC Company. As a recent graduate with experience in social media management and hands-on project work, I am excited about the opportunity to contribute to your team.

Through my studies and previous experience, I have developed strong communication, organisation and creative problem-solving skills. I am particularly interested in this opportunity because of ABC Company's commitment to creativity and innovation.

Thank you for considering my application. I would welcome the opportunity to discuss how I could contribute to your team.

Sincerely,
[Your Name]

EXAMPLE 2 — EXPERIENCED PROFESSIONAL

Dear Hiring Manager,

I am excited to apply for the Guest Relations Manager position at XYZ Hotel. With several years of experience in hospitality and a strong track record in delivering exceptional guest experiences, I am confident in my ability to contribute to your team.

In my current role, I have developed strong leadership, communication and problem-solving skills, while consistently focusing on guest satisfaction and service quality. I am particularly drawn to XYZ Hotel because of its reputation for service excellence.

Thank you for your time and consideration. I would welcome the opportunity to discuss my experience further.

Sincerely,
[Your Name]

06 — DO'S & DON'TS

Small details can make an application feel much more polished.

DO	DON'T
Tailor your CV to the role.	Send the exact same CV for every role.
Use clear headings and bullet points.	Fill the page with long paragraphs.
Show achievements and impact.	Only list duties with no context.
Use a professional email address.	Use an informal or outdated email address.
Proofread before sending.	Rely completely on spellcheck.
Save a PDF copy of your final version.	Send a file with a confusing filename.

ONE LAST TIP

Your cover letter should add something to your CV — not simply repeat it. Use it to explain your interest, connect your experience to the role and show a little of your personality.

07 — FINAL APPLICATION CHECKLIST

Run through this list before you hit Send.

■	My CV is tailored and relevant to the role.
■	My contact details are correct.
■	My job titles, dates and education details are accurate.
■	My strongest and most relevant skills are easy to find.
■	My cover letter is addressed correctly, if required.
■	My cover letter explains why I want this specific role/company.
■	I checked spelling, grammar and formatting.
■	My files open correctly and are in the requested format.
■	My filenames look professional.
■	I saved a copy of everything I submitted.

BEFORE YOU CLICK SEND...

What is the **one thing** I want the recruiter to remember about me?

What makes me a good match for this particular role?

You don't need to be the perfect candidate. You just need to make it easy for the right opportunity to see your potential. ■

FREE RESOURCE • Created for the Little Corner Thoughts community.