



RESOURCES FOR CVs & COVERING LETTERS

Web-based Resources

Our Careers Management handouts are available through the My Bangor Careers & Employability pages:
<https://my.bangor.ac.uk/employability/>

Prospects – for advice on writing all types of CVs and covering letters with examples

<http://www.prospects.ac.uk/cvs.htm>

<https://www.prospects.ac.uk/careers-advice/applying-for-jobs>

<https://www.prospects.ac.uk/jobs-and-work-experience/working-abroad>

Academic CVs

<https://www.vitae.ac.uk/researcher-careers/pursuing-an-academic-career/how-to-write-an-academic-cv>

General advice on CVs and covering letters

Journey to Work (AGCAS) – CVs & Applications (13 minutes)

<http://www.bangor.ac.uk/careers/students/careervids.php.en>

<http://www.careerplayer.com/tips-and-advice/general-advice/polish-up-your-cv.aspx>

(DVD clip with employers talking about what they are looking for in a CV & covering letter)

<http://targetjobs.co.uk/careers-advice/applications-and-cvs>

<http://www.kent.ac.uk/careers/cvquestions.htm>

Books – reference & to take out

See the range of reference books available to take out in the main library catalogue:

Brilliant CVs: What Employers want to see and how to write it	Jim Bright & Joanne Earl	2011
Why you? CV messages to win jobs	John Lees	2007
You're hired! How to write a brilliant CV	Corinne Mills	2009
The creative CV guide <i>Univ of Creative Arts London / Falmouth</i>	Jan Cole	2010
Brilliant Cover Letters	James Innes	2009
Brilliant CV	Bright, Jim & Earl, Joanne	2008
Preparing the Perfect Job Application	Corfield, Rebecca	2007
The Perfect CV	Jackson, Tom and Jackson, Ellen	2001
The Job Application Handbook	Johnstone, Judith	2001
Why you? CV messages to win jobs	Lees, John	2008
Ultimate Cover Letters	Yate, Martin John	2008
Cover Letters for Dummies	Kennedy, Joyce Lain	2009