

APPLYING TO ISOLAS LLP



When applying for any role within the firm, one of the most important things to get right is your initial application. Your CV and cover letter will be the first impression you give and will determine whether your application is progressed to the next stage.



APPLYING TO ISOLAS LLP

What to include in a good CV

Your CV should summarise you; It is your chance to make yourself stand out and highlight why you should be chosen for the job. Your CV should include:

- **Contact Details:** full name, home address, mobile number and email address (note: use a simple and professional email address on your CV and when applying for jobs).
- **Personal Statement:** a short introductory statement that highlights your skills, experiences and career ambitions.
- **Work Experience:** List your work experience history in reverse order. Include your job title, the name of the organisation and briefly outline your key responsibilities.
- **Skills and Achievements:** outline a short list of impressive achievements or accomplishments.
- **Education:** List and date all previous education, including professional qualifications.
- **Hobbies and Interests:** You don't need to include this, but mentioning a few relevant ones can add some personality to your CV and can help you stand out from the crowd.

CV Format

- Use a professional font, something that is clear and easy to read such as Century Gothic, Arial or Times New Roman. It is important that we can easily read your CV!

- The ideal font size is between 10 and 12. Ensure that all fonts and font sizes are consistent throughout.

- Section headings are a good way to break up your CV and can make it easier to read. Make the headings stand out by using a large and bold font size.

- When listing things like education, work experience and achievements, list them in reverse chronological order (i.e. most recent first). This will ensure that we can see your most recent work experience and achievements first.

- Your CV shouldn't exceed two pages of A4.

- When you have finalised your CV, make sure that you proofread over it to ensure that there are no silly spelling mistakes or typos. This is important, as it can be really off putting to receive an application containing silly mistakes.



APPLYING TO ISOLAS LLP

Cover Letter

A cover letter is submitted in conjunction with a CV when applying for a job. It is your opportunity to provide a personal introduction, and allows you to explain why you should be considered for the role. You do this by highlighting your relevant skills and experience. Therefore, you should always write a cover letter with the position you're applying for in mind. A cover letter should be brief, and shouldn't exceed more than one A4 page. The following is a good example of how to format and write a cover letter:

	Joe Bloggs 1004 Gibraltar Street Gibraltar Joe.Bloggs@gmail.com +350 54000111
Jane Smith HR Manager ISOLAS LLP Suite 23 Portland House Glacis Road Gibraltar	
Thursday 18 th March 2021	
Dear Ms Smith,	
Re: Application for Training Contract	
First Paragraph: The opening statement should set out why you're writing the letter. Begin by stating the position you are applying for.	
Second Paragraph: The next paragraph should cover why you are suitable for the role, what attracted you to this type of work and why you are interested in working for the company.	
Third Paragraph: Here, you should highlight relevant experience and demonstrate how your skills match the specific requirements of the job description.	
Final Paragraph: Use the closing paragraph to reiterate your interest in the position.	
I look forward to hearing from you.	
Yours sincerely,	
<i>[sign your name here]</i>	
Joe Bloggs	