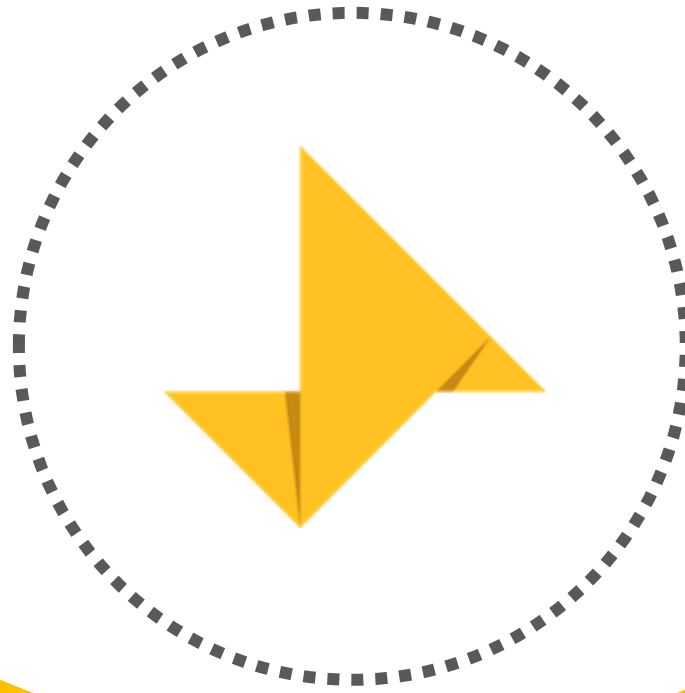


JOB APPLICATION PACK



FUTURE OF WORK

Unilever

CV DESIGN-THINKING WORKSHOP



Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all

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Cover Letter Template

Your Address

City/Town

County

Country

Post Code

Monday 1st January 2018

Employer Name

Employer address

City/Town

Post Code

Dear [Recruiter name]

RE: Application for ['Title of Job role']

I am writing to apply for the [Title of job] position, advertised on the [Title of website]. Please find attached my CV for your own consideration.

I have [previous/current experience] within [Job/ industry/education]. You will see on my CV I have relevant experience in [Industry/field] and developed a range of extensive skills, [list a cluster of 3 (best skills)]

As an [Student-academic/name of current job role] I have proven my ability to implement my skillset to great effect. This includes, e.g., *developing a greater understanding of [subject(s) names] at undergraduate or post-graduate bachelors' level. E.g., worked in [role/industry] for a [X-years] and have demonstrated fulfil 'positions of responsibility'.* My proactive approach in my work has; [list activities/ achievements and outcomes of your work].

In addition to my experience and personal qualities. I have a comprehensive [background/understanding] of '[job, industry, or academic subject]'. I am extremely passionate about 'aspect of the job, job itself, or industry' and would welcome the opportunity to create value and deliver results to your organisation.

In closing, I would like to discuss my credentials should you consider my application further. Please contact me on [Phone number], [LinkedIn or email] at any time.

Yours sincerely,

[Name Surname]

Job Resignation Template

[Current date]

[Insert Manager name]

[Company name]

[Company address]

Dear [Manager's name],

I am writing this letter as a formal notification of my resignation from the [position] at [company name]. My last day with the company will be [00/00/0000].

Before I leave, I will ensure that I continue to fulfil my roles and responsibilities, and I'm happy to assist in any way to a smooth handover to my replacement.

I would like to thank you for the opportunity to work at [company] for [period of service]. During this time, I have enjoyed [give one appreciative aspect of the job] and will forever value.

While I have taken the time to consider my future, I am enthusiastic by the new opportunity that I will be pursuing in my new role. I will always be grateful of my experience at [company name].

Please do not hesitate to contact me if you need further information after I leave, and I would be delighted if you stay in touch.

Kind Regards,

[Your signature]

[Your printed name]

Post-Interview [Email] Template

Hello [Interviewer's Name],

I wanted to take a second to thank you for your time [yesterday/Friday/etc]. I enjoyed our conversation about [specific topic you discussed] and enjoyed learning about the [Job Title] position overall.

I'm looking forward to the feedback on the interview from your professional point of view, and do not hesitate to contact me if should you have any questions or concerns in the meantime.

Thanks again for the great conversation [yesterday/Friday/etc].

Best Regards,

[Your Name]

Accomplishments

Conveying you are an achiever

<i>Mastered</i>	<i>Attained</i>	<i>Executed</i>
<i>Prevailed</i>	<i>Realised</i>	<i>Surpassed</i>
<i>Achieved</i>	<i>Delivered</i>	<i>Fulfilled</i>
<i>Reached</i>	<i>Succeeded</i>	<i>Topped</i>

Produced Results

Demonstrate you deliver results

<i>Advanced</i>	<i>Thrived</i>	<i>Accelerated</i>
<i>garnered</i>	<i>Engaged</i>	<i>Achieved</i>
<i>Scored</i>	<i>Won</i>	
<i>Earned</i>	<i>Outperformed</i>	

Worked Well With Others

Showcase you are a team player

<i>Aided</i>	<i>Collaborated</i>	<i>Enlisted</i>
<i>Liaised</i>	<i>Networked</i>	<i>Synergised</i>
<i>Coordinated</i>	<i>Connected</i>	<i>Harmonised</i>
<i>Merged</i>	<i>Assisted</i>	<i>Trained</i>

Helped Customers

Show Customer Services

<i>Resolved</i>	<i>Attended</i>	<i>Served</i>
<i>Assisted</i>	<i>Satisfied</i>	<i>Nurtured</i>
<i>Rectified</i>	<i>Supervised</i>	<i>Provided</i>
<i>Advised</i>	<i>Arranged</i>	<i>Supported</i>

Communication

Delivering information clearly

<i>Advised</i>	<i>Articulated</i>	<i>Engaged</i>
<i>Brainstormed</i>	<i>Expressed</i>	<i>Presented</i>
<i>Pitched</i>	<i>Briefed</i>	<i>Consulted</i>
<i>Advised</i>	<i>Illustrated</i>	<i>Verablised</i>

Researched

Acquire information skilfully

<i>Discovered</i>	<i>Collected</i>	<i>Examined</i>
<i>Explored</i>	<i>Measured</i>	<i>Scrutinised</i>
<i>Assessed</i>	<i>Conducted</i>	<i>Experimented</i>
<i>Investigated</i>	<i>Monitor</i>	<i>Tested</i>

Analysed Data

Analytically Synthesis observations

<i>Evaluated</i>	<i>Examined</i>	<i>Clarified</i>
<i>Synthesised</i>	<i>Interpreted</i>	<i>Studied</i>
<i>Investigated</i>	<i>Hypothesised</i>	<i>Inquired</i>
<i>Analysed</i>	<i>Observed</i>	<i>Inspected</i>

Created something

Demonstrated creativity

<i>Built</i>	<i>Established</i>	<i>Cultivated</i>
<i>Initiated</i>	<i>Designed</i>	<i>Invented</i>
<i>Created</i>	<i>Launched</i>	<i>Pioneered</i>
<i>Enacted</i>	<i>Actualised</i>	<i>Devised</i>

Manged People/Projects

Handled extra responsibility

<i>Managed</i>	<i>Mentored</i>	<i>Assumed</i>
<i>Directed</i>	<i>Oversaw</i>	<i>Facilitated</i>
<i>Operated</i>	<i>Guided</i>	<i>Headed</i>
<i>Inspired</i>	<i>Led</i>	<i>Responsible</i>

Positive Impact

Produced Tangible outcomes

<i>Maximised</i>	<i>Boosted</i>	<i>Gained</i>
<i>Raised</i>	<i>Enlarged</i>	<i>Scaled</i>
<i>Improved</i>	<i>Reduced</i>	<i>Minimised</i>
<i>Streamlined</i>	<i>Alleviated</i>	<i>Conjured</i>

Problem-Solving

Provide solutions to problems

<i>Fixed</i>	<i>Patched</i>	<i>Resolved</i>
<i>Rectified</i>	<i>Ideated</i>	<i>Reduced</i>
<i>Increased</i>	<i>Sorted</i>	<i>Addressed</i>
<i>Proposed</i>	<i>Responded</i>	<i>Simplified</i>

Additional Words

For wider inspiration

<i>Specialised</i>	<i>Versatile</i>	<i>Dynamic</i>
<i>Inspired</i>	<i>Generated</i>	<i>Implemented</i>
<i>Innovated</i>	<i>Introduced</i>	<i>Maintained</i>
<i>Negotiated</i>	<i>Participated</i>	<i>Persuaded</i>
<i>Processed</i>	<i>Promoted</i>	<i>Trained</i>
<i>Transformed</i>	<i>Translated</i>	<i>Taught</i>
<i>Volunteered</i>	<i>Won</i>	

A	<i>Accelerated Analysed</i>	<i>Achieved Appraised</i>	<i>Administrated Assessed</i>	<i>Advised Assisted</i>	<i>Allocated Attained</i>	<i>Arranged Attributed</i>
B	<i>Broadened</i>	<i>Budgeted</i>				
C	<i>Checked Conducted</i>	<i>Coached Consistently</i>	<i>Communicated Consolidated</i>	<i>Competent Controlled</i>	<i>Completed Converted</i>	<i>Created Coordinated</i>
D	<i>Delegated Directed</i>	<i>Delivered</i>	<i>Demonstrated</i>	<i>Designed</i>	<i>Developed</i>	<i>Devised</i>
E	<i>Ensured</i>	<i>Established</i>	<i>Evaluated</i>	<i>Expanded</i>	<i>Examined</i>	<i>Earned</i>
F	<i>Facilitated</i>	<i>Fixed</i>	<i>Focused</i>			
H	<i>Helped</i>	<i>handed</i>				
I	<i>Identified Introduced</i>	<i>Implemented Investigate</i>	<i>Improved Instigated</i>	<i>Increased Innovated</i>	<i>Instructed Ideated</i>	<i>Interviewed Impacted</i>
L	<i>Launched</i>	<i>Led</i>	<i>Liaised</i>	<i>Licensed</i>		
M	<i>Maintained Mentored</i>	<i>Managed maximised</i>	<i>Marketed</i>	<i>Minimised</i>	<i>Motivated</i>	<i>Mitigated</i>
N	<i>Negotiated</i>	<i>Networked</i>				
O	<i>Operated</i>	<i>Organised</i>				
P	<i>Participated Programmed Provided</i>	<i>Performed Presented Proved</i>	<i>Persuaded Processed</i>	<i>Pinpointed Produced</i>	<i>Planned Promoted</i>	<i>Prepared Proposed</i>
Q	<i>Qualified</i>	<i>Quantified</i>				
R	<i>Recruited Responded</i>	<i>Reduced Responsible</i>	<i>Recommended Reviewed</i>	<i>Reorganised Revised</i>	<i>Resolved</i>	<i>Researched</i>
S	<i>Selected</i>	<i>Simplified</i>	<i>Spearheaded</i>	<i>Strengthened</i>	<i>Supervised</i>	<i>Supported</i>
T	<i>Taught</i>	<i>Tested</i>	<i>Trained</i>	<i>Transformed</i>	<i>Translated</i>	
V - W	<i>Volunteered</i>	<i>Won</i>				

CV Scanning Software

Step-by-step guidance

1. Head to [Resume Worded - Free instant feedback on your resume and LinkedIn profile](#)
2. Create an account/log in
3. Upload CV in **PDF** Format and select to scan it
4. Read the feedback and action recommendations
5. Re-scan and check for improvements