

Writing and your employability

STUDY SKILLS GUIDES

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Through your academic studies you will develop your skills in writing. However, writing is not restricted to academic work. Many graduates write as part of their jobs.

For example:

- Journalists write reports and articles that aim to engage a specific audience or readership
- Teachers use their ability to write when creating worksheets and learning resources for students and when writing reports
- Marketing executives write copy for adverts and promotional publications
- Social workers maintain written client records
- Engineers write project specifications and technical reports

Graduate employers value the ability to write effectively. Taking the time to develop your writing skills during your studies will prepare you to succeed in your first graduate job and support you throughout your graduate career.

The first step in the recruitment process for graduate jobs and post graduate courses is usually the submission of a written application or CV. This is the first impression you'll make on a recruiter, so it is crucial that it is a good one.

The web links below are useful resources to help you write effective CVs and applications:

- [Sunderland Futures, CV webpages](#) - your starter guide to writing an effective CV from The Careers and Employability Service.
- Tips on writing a CV and covering letter including examples at: http://www.prospects.ac.uk/cvs_and_cover_letters.htm
- Tips on application forms including example questions and answers at: http://www.prospects.ac.uk/applying_for_jobs.htm
- Useful, concise tips on writing to get a job at: <http://targetjobs.co.uk/careers-advice/applications-and-cvs>