

CV & Cover Letter Guide

A step-by-step guide to help you write a great CV and cover letter

Questions about this guide?

Email: careers@napier.ac.uk

Opening Hours: Monday to Friday 09:00-17:00



In this guide

A CV is a concise, factual document showcasing your skills, qualifications and experience to prospective employers. It is a marketing tool and it must be tailored to the job and employer.

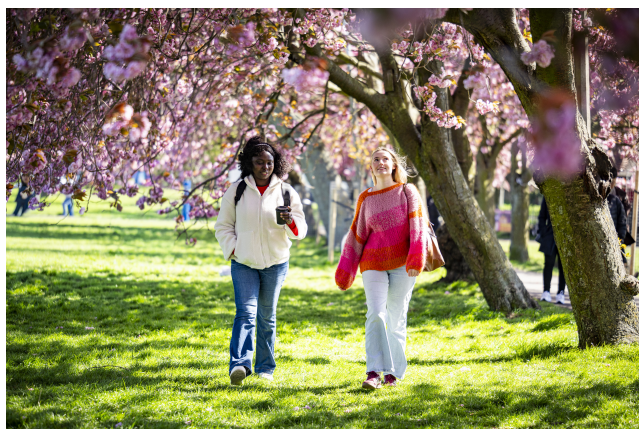
This guide offers advice on standard CVs. For guidance on creative CVs and portfolios, please see our dedicated [Creative Applications Guide](#) available on [MyNapier](#).

A cover letter elaborates on the information in your CV. It outlines your knowledge, skills and experience. It is your opportunity to describe your motivations and explain why you are the best candidate for the position.

Whether this is your first time writing a CV and cover letter or if you simply need some inspiration, this guide is for you.

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Writing your CV

Using Artificial Intelligence (AI)

AI can be helpful to generate ideas but it must be used responsibly. Employers are hyper-aware of AI and will shortlist applications that are well written and personalised over generic AI generated versions.

If you choose to use AI

- Be cautious about submitting any personal data as this could be shared in the public domain.
- Use AI as a starting point but edit the output to make it your own.
- Reflect on why you are using AI. If you cannot explain your suitability for a job without using AI, could this signify something?



Further Information

- [Edinburgh Napier University guidance on using AI](#)
- [Your complete guide to using AI for job searching and applications](#)
- [Your guide to applying with AI](#)
- [AI generated applications – should you, or shouldn't you?](#)

CareerSet Tool

CareerSet is an online platform that uses AI to provide instant feedback on your CV and cover letter. You can;

- Score and improve your CV using personalised feedback
- Target your CV for specific job descriptions
- Enhance your cover letter for a specific job
- Access CV and cover letter templates.



All current students and graduates have free access to CareerSet for up to two years after they graduate. Visit [MyFuture](#) to access CareerSet.

Speak to a Career Development Consultant

Visit [MyFuture](#) to book a careers appointment with a Career Development Consultant to discuss your CV and cover letter.

Writing your CV

What are Applicant Tracking Systems (ATS)?

- Digital filing systems used by many employers and recruiters.
- There are many types of ATS that will be customised to the recruiter's needs.
- Many employers use ATS to simply organise and manage job applications from candidates. Others customise ATS to rank candidates. ATS compares applications against the job description using NLP (natural language processing).

Making an ATS compliant CV

- **Use clear headings:** Make these easily recognisable e.g. 'Employment'.
- **Use Sans Serif fonts:** E.g. Arial, Calibri etc.
- **Use only one language:** E.g. English
- **Tailor to the job description:** Incorporate exact criteria (e.g. skills and experience) and support with evidence.
- **Save as a Microsoft Word file** rather than a PDF unless instructed otherwise.

When ATS reject candidates automatically

- This is likely based on screening or 'knockout' questions in the application process, not your CV or cover letter.
- For example, you select that you require sponsorship but the job requires full right to work in the UK or you selected that you don't have a driver's licence but the job requires this.
- In these cases, ATS can be instructed to automatically reject your application before it reaches a recruiter.

Further information

- [The Secret to ATS-friendly CVs](#)
- [How to Create an ATS-Friendly Resume: Tips for Job Seekers](#)
- [Here's how recruiters are actually using AI in hiring | ISE](#)
- [SeeMeHired: A Guide to Small Business Applicant Tracking Systems](#)



Writing your CV

Applying for advertised opportunities

- If you are applying for an advertised vacancy, use the job description to identify the knowledge, skills and experience required.
- Decide what information is most relevant and list these sections first.

Speculative CVs

- If you cannot see any advertised opportunities, you can make a speculative application. This is where you send your CV to an employer but not in response to a specific job advert.
- Many small employers do not have graduate schemes and recruit staff as they require them. Sending a speculative CV registers your interest before a job is advertised. A speculative approach can also be used to enquire about shadowing or internship opportunities.

CV Sections

These are the main sections in a typical CV. The order will vary depending on your experience.

- Contact details
- Personal Profile/Professional Summary
- Education/Qualifications
- Relevant work experience/employment
- Skills
- Achievements
- Additional work experience/employment
- Interests or volunteering
- References



Further Information

- [How to write a speculative job application \(Prospects\)](#)
- [Making speculative applications for graduate jobs \(Target jobs\)](#)
- [Discover hidden internships: the art of speculative applications \(Target jobs\)](#)
- [Seek hidden graduate jobs and ye shall find \(Target jobs\)](#)

Writing your CV

Contact details

- **Name:** Large font, clearly stated at the top of the page.
- **Address:** Home address or the city you live in.
- **Telephone number:** Ideally a UK mobile or landline.
- **Email address:** Professional and one that you access often.
- **LinkedIn:** Ensure the link works and that your profile is complete.
- Do not include date of birth, gender, age, religion, marital status or photograph.

Example

RHEA ALKIPPE

0761832615426 | Edinburgh | rhea.alkippe@outlook.co.uk

Personal Profile

- This is optional. The purpose is to grab the reader's attention by summarising your CV in a short paragraph.
- Tailor the Personal Profile to the employer by including the key skills and experience that make you suitable for the job as well as your relevant career goals.
- Avoid generic phrases (e.g., team player, highly motivated, self-starter).

Structuring your personal profile

1. What you are currently doing: E.g. Year 3 Marketing student.
2. What you can offer: Highlight your most relevant skills using examples.
3. What you want: E.g. A marketing summer internship.

Example

Third year Mechanical Engineering student. Strong subject knowledge and hands-on experience from university projects and engineering internship. Excellent communication and organisation skills from working in hospitality alongside my degree. Interested in an internship in automotive engineering.

Writing your CV

Education or Qualifications

- State your most recent education first with the start and finish dates. If you are still studying include your expected completion date.
- Graduates typically include their degree classification (E.g. 2.1).
- Include modules, dissertations, skills or projects that align to the job description and/or person specification.
- If you recently finished High School, include these qualifications.
- Most graduate jobs applications do not require information from high school. Including high school qualifications is optional unless they are listed in the job description and/or person specification.

Example

2.1 BA (Hons) English, Edinburgh Napier University (Sept 2022 - July 2026)

- **Dissertation:** 5000-word literature review: 'The role of patriarchy and gender stereotyping in The Chronicles of Narnia'.
- **Skills:** Written communication, presentation skills, desk-based research, critical analysis, proofreading and editing.

Work Experience, Employment or Work History

- This refers to any jobs, placements, internships or volunteering experience.
- List in reverse-chronological order (i.e. the most recent job first)
- State the position, company name, location and start and finish dates.
- Include part-time jobs even if they are not related to the position you are applying for - they demonstrate valuable transferable skills.

Make your work experience stand out

- Showcase your most relevant experience on the first page of your CV using the two subheadings below;
- **Relevant Experience:** Directly linked to the job you are applying for (E.g. engineering internship)
- **Additional Experience:** Not linked to the job you are applying for (E.g. your part-time job in a café)
- This allows you to include your most impressive and relevant experience highest on your CV rather than simply your most recent part-time job.

Writing your CV

Example

Relevant Experience

Creative Media Volunteer, Sustrans, Edinburgh (January 2025 - present)

- Ten hours per week based in the Sustrans office.
- **Digital marketing:** Producing and editing video and photos and sharing on social media platforms including; TikTok, Instagram, Facebook and YouTube.
- **Copywriting:** Writing blog posts, proofreading and editing content to ensure consistent tone and messaging.
- **Collaboration:** Supporting the marketing team to develop campaign themes, monitor engagement and analyse data insights.

Additional Work Experience

Waitress, Hotel Alba, Dunfermline (June 2026 - present)

- **Customer service:** Friendly, professional service while serving customers and dealing with queries and resolving complaints.
- **Organisation:** Managing orders for multiple tables at a time and prioritising tasks especially during busy periods.
- **Teamwork:** Collaborated within the team to ensure smooth service and support colleagues during busy shifts.

Tailor your CV to the job

- You must tailor your CV to the job you are applying for, using the job description and/or person specification.
- Simply listing skills from the job description/person specification in your CV is not enough - you must put these into context. Your 'Work Experience' section is the perfect place to do this.
- Make it easy for the recruiter to scan your CV for the skills required.
- Begin each bullet point with the skill from the job description/person specification followed by a sentence describing how you demonstrated this. You can mark the skill in bold. This is shown in the example above.

Writing your CV

Skills

- Not all CVs require this section - it is optional.
- Include skills from the job description to tailor your CV for the specific job.

Types of skills

Skills can be categorised into two types: technical skills and transferable skills. Employers want to see a combination of these demonstrated in your CV.

Transferable skills: Personal attributes and skills that allow you to work successfully with others in a professional setting. They are difficult to measure and can be transferred across jobs and sectors. Examples include;

- Verbal and written communication
- Teamwork
- Leadership
- Organisation
- Time-management

Technical skills: Job-specific, technical skills required for the job. They are easy to measure and define. Examples include;

- IT skills: Microsoft Office, C#, python
- Language skills: French (fluent)
- Laboratory skills: Pipetting, flow cytometry, staining
- Design skills: AutoCAD, sketching

Example

Design Skills

- **Figma:** Used in university coursework to create wireframes and interactive prototypes for UX design projects.
- **Miro:** Applied in university projects for user journey mapping, brainstorming, and collaborative ideation.
- **Jira and Trello:** Used in university group projects to manage tasks and collaborate using agile workflows.

Writing your CV

Interests

- Optional section. Employers like to read about relevant extra-curricular activities, as they can help candidates to stand out.
- Only include interests if they show a skill or quality that would impress the employer.
- Be concise, using bullet points and include the transferable skills gained and any relevant achievements.

Examples

- **Travelling:** I really enjoy learning about different cultures. Last year I spent 4 weeks travelling around South America. I took Spanish classes to prepare and planned and budgeted for the trip.
- **Reading:** In my spare time I really enjoy reading and I am a member of a local book club that meets monthly.

Team captain, Edinburgh Napier Netball team (2026 - present)

- Member of the social committee, assisting in organising the annual awards ceremony.
- Using the club's social media accounts to promote events and encourage new players to join.

Volunteering

- Optional section. Include any recent volunteering experience relevant to the role you are applying for.
- Use bullet points, focusing on the transferable skills you developed, and mention relevant achievements.

Example

Programme Representative, Edinburgh Napier University (Jan 2024 - present)

- Attended meetings each trimester, building relationships with staff and discussing programme developments.
- Represented the views of students at meetings, by delivering presentations and communications via email.

Writing your CV

Additional Information

Optional section. Examples of what could be included;

- UK driving licence and access to a car.
- Relevant certificates (e.g., First Aid): Include dates of certification.
- Membership of a professional body.
- Additional courses beyond your university degree (professional development): Include dates of certification and course provider.
- Right to work status: E.g. Right to work in the EEA or skilled worker visa).

Examples

- Student member of the British Psychological Society (June 2026)
- GTCS registered teacher (April 2026)
- Attended The Royal Society of Biology conference in London (May 2025)
- Two-day training course on data protection, safeguarding and reporting with NSPCC Scotland (June 2025)
- OpenLearn course: Workplace learning with coaching and mentoring (Advanced) (April 2026)

References

- Optional section. If you are short of space, omit it unless it is specifically requested.
- Include one academic reference and one employer (if applicable).
- Always ask permission from your referees in advance and include accurate contact details.
- You can simply state 'References available on request' on the last line of your CV.

Frequently asked questions

Disclosing a disability

- Deciding whether to disclose a disability to a potential employer is a personal decision.
- You are entitled to reasonable adjustments during the recruitment process and when you embark on your employment.
- [EmployAbility](#) provides individualised advice and support about adjustments for recruitment and the workplace for students and recent graduates.
- Visit the [MyNapier Career Support for disabled students page](#) for more information.

Gaps and breaks

Be clear and genuine, without going into unnecessary detail. For example:

- Career break (8 months) travelling in South America.
- Studies extended due to a recurring health condition (2 trimesters).
- Full-time carer for a family member.
- Parental leave (9 months).
- 2 months' full-time job-searching.

Work permissions and visas

- Immigration rules frequently change. It is your responsibility to know what rights to work you have. For up to date information, visit [UK Council for International Student Affairs \(UKCISA\)](#).
- [Scotland's Migration Service](#) supports International students in their final year to stay in Scotland after graduation. Visit their website for details.
- For support with your student or graduate visa, contact Edinburgh Napier Visa and International Support team Tel: +44 131 455 2272 Email: internationalsupport@napier.ac.uk
- Omit nationality from your CV - there is no legal requirement to include it. A factual statement of your circumstances is typically the simplest way to anticipate employers' questions about your eligibility to work in the UK.

Additional CV Resources

Text-based resources

- Applying for jobs in the creative sector? Use the [Edinburgh Napier University Creative Applications Guide](#) to help prepare your applications.
- [CVs and Applications Guide: University of Cambridge](#)
- [CVs: Oxford University Careers Service](#)
- [CVs: University of St Andrews](#)
- [CVs: University of Aberdeen](#)

Video resources

- [Successful CVs: Tailoring for an opportunity: University of Cambridge](#)
- [The secret to ATS friendly CVs: Raj Sidhu](#)
- [Is your CV good enough? Find out with this scoring system: Raj Sidhu](#)

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Sample CVs

The following pages show sample CVs. They are fictional examples created by Career Development Consultants. They are designed to provide inspiration and guidance.

Sample CV 1

Sanjeet Singh

01289746852 | Sanjeet.sinh@outlook.com | Edinburgh | Insert GitHub link here

About Me

BSc Computing graduate specialising in software development. Skilled using Java, Python, C++ and SQL from my studies and a software engineering internship. Collaborative professional with successful teamwork experience from university projects and internship experience. Keen to join a small, tech start-up where I can develop experience across a range of projects.

Qualifications

2.1 (Hons) BSc Computing, Edinburgh Napier University (September 2022 - July 2026)

- Relevant modules: Web Technologies, Software Engineering Methods and Software Development.
- Dissertation: Developed a full-stack task management web application to manage hospital waiting times, using React, Node.js and SQL. Applied Agile methods, version control and testing to deliver and evaluate a user-focused system.

HND Software Development, Glasgow College (September 2020 - July 2022) Grade A

- Technical skills: C++, VB.NET, Java, Object Oriented Design, Object Oriented Programming, SQL Programming.

Oracle Academy: Java Programming (2022) and Database Programming with PL/SQL (2023).

Technical Skills

- Agile practices: Scrum, stand-ups and sprints from university projects and internship.
- Version control: GitHub used in university assignments, projects and dissertation.
- Java: Used in assessed project work during my degree and internship.
- Python: Built an emotion recognition application for a third year university project.
- C++: Worked on product utilities software during internship and university projects.
- JavaScript: Maintained open-source project on GitHub using JavaScript with 30 contributors.
- SQL/PL SQL: Completed database during my degree and completed additional training to become Oracle Academy certified.

Industry Experience

Software Engineering Intern, ABC Engineering, Glasgow (June - August 2022)

- Agile principles and Scrum methodology: Contributed to sprints, daily stand-ups and end-of-Sprint reviews for projects.
- Debugged application code using logging and IDE debugging tools to identify and fix issues. Investigated and resolved runtime errors using Python error handling techniques.
- Developed and tested features using Python and JavaScript, writing unit tests (PyTest/Jest) and debugging issues using logging and IDE tools.

References

Available on request.

This is a sample CV of a fictional student created by Employability & Careers at Edinburgh Napier University.

Sample CV 2

GRACE COLEMAN

07866534263 | grace.coleman@outlook.com | Edinburgh

Third year Mechanical Engineering student. Strong subject knowledge and hands-on experience from university projects and engineering internship. Excellent communication and organisation skills from working in hospitality alongside my degree. Interested in an internship in automotive engineering.

EDUCATION

BEng (Hons) Mechanical Engineering, Edinburgh Napier University (Sept 2023 - July 2027)

- Designed mechanical components using CAD software, producing detailed technical drawings to meet design specifications.
- Conducted CFD and FEA simulations to analyse performance of mechanical systems and identify design improvements.
- Designed and analysed mechanical systems using CAD and CAE tools, applying thermodynamics and fluid mechanics principles to improve performance.
- Automotive Design Project: Collaborated in a team to design and prototype a small-scale electric vehicle system, meeting performance and efficiency targets.
- Student member of The Institution of Engineering and Technology (IET).

ENGINEERING WORK EXPERIENCE

Engineering Intern, BDC Engineering, Dunfermline (June 2024 - August 2025)

- **Interpersonal skills:** Built positive relationships with clients during meetings. Active listening to carefully to understand what the client wanted.
- **Attention to detail:** Created detailed drawings, schematics, concept designs and design calculations using PTC Creo.
- **Problem solving:** Identified ways to improve current processes and presented proposals to the engineering team.

TECHNICAL SKILLS

- Confident using Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Proficient in AutoCAD, SolidWorks and PTC Creo from university projects and internship.
- Developed mechatronics and electronics skills for programming robots and automated devices through weekly lab sessions. Operated CNC machine tools and conducted materials and degradation testing.
- Drawing-based designs: Created plans for machines and assemblies during my studies and internship to adhere to legal requirements and standards.

ADDITIONAL WORK EXPERIENCE

Waitress, Hotel Alba, Dunfermline (August 2024 - present)

- **Customer service:** Friendly, professional service while serving customers and dealing with queries and resolving complaints.
- **Organisation:** Managing orders for multiple tables at a time and prioritising tasks especially during busy periods.
- **Teamwork:** Collaborated within the team to ensure smooth service and support colleagues during busy shifts.

REFERENCES

Available on request.

This is a fictional sample CV created by Employability & Careers at Edinburgh Napier University.

Sample CV 3

SILVANO MARINO

07638926154 | Edinburgh | silvano.marino@gmail.com | LinkedIn profile |

SUMMARY

MSc Wildlife Biology and Conservation student skilled in lab techniques such as PCR, fluorescence microscopy and tissue culture from my studies and lab assistant internship. Confident analysing and interpreting data using GIS and R and writing scientific reports, coauthoring two research papers. Interested in a research assistant role exploring marine animal populations to further develop my knowledge and experience.

EDUCATION

MSc Wildlife Biology & Conservation, Edinburgh Napier University (Sept 2025 - July 2026)

- **Fieldwork:** Designed and conducted field and lab-based studies, analysing biodiversity and wildlife populations.
- **Data analysis:** Applied GIS and R to interpret ecological data and model population trends.
- **Biodiversity assessment:** Identified and monitored species and habitats using field survey techniques and equipment (e.g. microscopes, sample analysis tools).
- **10,000-word research report:** Investigating the impact of Highly Protected Marine Areas (HPMAs) initiatives on animal populations in Northern Scotland. Completed study design, data collection, and reporting using field sampling and lab instruments.

2:1 BSc (Hons) Biological Science, Edinburgh Napier University (Sept 2021 - July 2025)

- **Laboratory techniques:** Applied aseptic technique, culturing microorganisms and good laboratory practice.
- **DNA analysis and molecular techniques:** Used PCR, agarose gel electrophoresis, and DNA extraction to analyse genetic material.
- **Scientific research and design:** Designed and delivered independent research projects involving sample collection, experimental protocols, and written reporting.
- **Statistical methods:** Analysed biological datasets using quantitative techniques and statistical tools (Excel, R and SPSS).
- **5,000-word dissertation project:** 'The Effects of myxomatosis and RHD viruses on rabbit populations in Scotland'.

RESEARCH EXPERIENCE

Lab Assistant, School of Biological Sciences, Edinburgh Napier University (July - Aug 2025)

- Six-week summer tissue culture internship, supervised by Dr. Labros Souki.
- Undertook tissue cultures of different cell lines such as EC and hES cells in compliance with health and safety procedures.
- **Lab techniques:** SDS-PAGE and Western Blotting, qPCR, bacterial transformation, gel extraction, plasmid purification and antibody staining for FACS analysis and cell sorting.

PROFESSIONAL DEVELOPMENT

- **Memberships:** Student member of The Royal Society of Biology (2019 - present) and Chartered Institute of Ecology and Environmental Management (2023 - present).
- **Teaching and Lecturing:** Completed a three-day training course from the Edinburgh Napier University Department for Learning and Teaching (1-3 December 2025).

CONFERENCES

- Attended the Vitae International Researcher Development Conference, Glasgow (September 2025) .
- Designed and presented a poster at Edinburgh Napier University's Learning and Teaching conference (5th May 2026).

PUBLICATIONS

- Strauss, H, Jones, F and Marino, S. 'Impact of highly protected marine areas (HPMAs) initiatives on animal populations in Northern Scotland.' Association of Applied Biologists, Royal Botanic Gardens of Edinburgh (August 2026).
- Souki, L, Rivera, K. and Marino, S. 'How rabbit populations co-evolved with myxomatosis and RHD viruses in Northern Scotland.' The Chartered Institute of Ecology and Environmental Management, Edinburgh Napier University (August 2025).

ADDITIONAL EXPERIENCE

Part-time Retail Assistant, Alba Gift Shop, Edinburgh (Feb 2025 - present)

- **Customer service:** Assistant with customer queries and complaints in a professional manner. Several TripAdvisor reviews have praised my service skills.
- **Administration:** Processing orders online and in-person using tills and online systems. Managing telephone and email enquiries.
- Piloted a summer promotion that increased sales by 20% in a three-week period.

REFERENCES

Dr. Labros Souki,

Research Scientist in Biological Sciences
Edinburgh Napier University
Email: labros.souki@napier.ac.uk

Dr. Henling Strauss

Programme Leader MSc Wildlife Biology and Conservation
Edinburgh Napier University
Email: henling.strauss@napier.ac.uk

Sample CV 4

Athina Filippou

07284628573 | athina.filippou@yahoo.com | Edinburgh | www.athina.portfolio.com

Personal Profile

Third year BSc (Hons) Architectural Technology student proficient in AutoCAD, SketchUp Pro and Revit from university projects and internship. Strong communication, teamwork and organisation skills from working as a waitress alongside my studies. Interested in an Architectural Technologist role with a global company specialising in sustainability.

Qualifications

BSc (Hons) Architectural Technology, Edinburgh Napier University (Sept 2023 - July 2027)

- Predicted 2.1. Good understanding of BIM processes and digital design workflows.
- Creating 2D drawings and simple 3D models (SketchUp).
- Knowledge of UK building regulations, planning processes, sustainable construction materials methods and detailing.

Relevant Experience

Summer internship, Ace Architects, Glasgow (June - August 2025)

- Assisted in producing detailed technical drawings and specifications using CAD software (AutoCAD and Revit).
- Supported environmental analysis including thermal performance and ventilation studies and drafted technical reports.
- Contributed to sustainable design strategies (e.g. low-carbon materials and passive design solutions).
- Worked collaboratively with architects, engineers, and sustainability consultants, presenting and contributing during team and client meeting.

Technical Skills

- Proficient in AutoCAD, SketchUp Pro and Revit from university projects and internship.
- Skilled in drawing sketches, detailed drawings and specifications using AutoCAD from university projects and internship, in line with Scottish Building Standards.
- Research skills to source materials and finishes to support design team during Ace Architects internship and as part of university assessments.
- Proficient in using Microsoft Office, including Word, Excel, PowerPoint and Outlook.

Additional Work Experience

Waitress, Thistle Hotel, Edinburgh (Aug 2025 - present)

- Customer service: Friendly, professional service while serving customers and dealing with queries and resolving complaints.
- Numeracy: Using the till system to process cash and card transactions and balance tills at the end of the shift.
- Organisation: Managing orders for multiple tables at a time and prioritising tasks especially during busy periods.

References available on request.

This is a sample CV of a fictional student created by Employability & Careers at Edinburgh Napier University.

Sample CV 5

NEILL MORRIS

07638326154 | Edinburgh | neill.morris@gmail.com | LinkedIn profile

CAREER OVERVIEW

PgDip Careers Guidance and Development graduate. Experienced in supporting young people from training and working as a high school teacher for four years. Transitioned into careers guidance having really enjoyed the coaching aspect of teaching. Five weeks of placement experience as a trainee Careers Adviser and currently volunteering with an employability charity. Keen to continue working in a high school setting as a Careers Adviser.

EDUCATION

PgDip Career Guidance and Development, Edinburgh Napier University (Sept 2025 - July 2026)

- Three-week placement in Skills Development Scotland, Dundee
- Two-week placement in Edinburgh Napier University's Careers Service
- Qualification in Career Development (QCD)
- Skills: Career coaching, interviewing and counselling skills during assessed appointments. Teamwork skills during group projects and placements. Interpersonal skills to build relationships with clients and staff during placements.

PGCE History, University of Ulster, Coleraine (September 2020 - July 2021)

- **Communication:** Planned and delivered engaging lessons to a diverse range of students during 30 weeks of teaching placement.
- **Organisation and adaptability:** Managed lesson planning, assessments and classroom activities to meet learner needs.
- **Planning and organisation:** Designed schemes of work, lesson plans, and assessments, evidencing strong time management and coordination.

2:1 BA History, Queen's University, Belfast (Sept 2017 - July 2020)

- **Research:** Conducted historical research, evaluated sources and developed evidence-based arguments for assignments.
- **Problem-solving:** Analysed historical issues and formed balanced conclusions, demonstrating the ability to guide decision-making.

CAREER GUIDANCE EXPERIENCE

Volunteer Employability Mentor, LINKnet, Edinburgh (January 2025 - present)

- **Guidance:** Providing impartial 1-1 employability support face-to-face and online.
- **Interpersonal skills:** Building rapport with clients, staff and other volunteers.
- **Organisation:** Coordinating client meetings and managing confidential data safely.
- **Researching:** Labour markets, job and volunteering opportunities and immigration legislation to provide reliable advice.

ADDITIONAL SKILLS

IT: Highly proficient in Microsoft Office, including Word, PowerPoint, Excel and Outlook. Experienced using Teams, Webex and Zoom in a professional setting.

PROFESSIONAL DEVELOPMENT

- Student member of the Career Development Institute (CDI) (Sept 2025)
- Registered teacher with the General Teaching Council (GTC) Scotland (March 2025)
- Attended the CDI Conference in Glasgow (May 2025)
- Two-day LINKnet training on data protection, safeguarding and reporting.
- OpenLearn course: Workplace learning with coaching and mentoring, Advanced (January 2025)
- First aid training course: British Red Cross (February 2025)

EMPLOYMENT

History Teacher, Alba High School, Edinburgh (April 2025 - present)

Part-time (one day per week) while studying PGDIP in Career Guidance and Development

- **Data analysis:** Analysed attainment data to track student progress and inform meetings with management and parents/carers.
- **Stakeholder communication:** Developed positive relationships with parents, carers and colleagues, communicating regularly to support students.
- **Leadership:** Managed classroom behaviour and led lessons, demonstrating confidence and accountability.

History Teacher, St. Edwards High School, Belfast (August 2021 - June 2025)

- **Guidance:** Provided one-to-one student support to explain complex information clearly.
- **Rapport building:** Built positive relationships with students, parents, carers and colleagues, demonstrating empathy and effective listening.
- **Feedback:** Monitored student progress and provided targeted feedback, supporting development and informed decision-making.
- **Adaptability:** Responded to diverse learning needs and classroom challenges, demonstrating flexibility and problem solving.

REFERENCES

Available on request.

Sample CV 6

ROBYN WILSON

07514326354 | Edinburgh | robyn.wilson@outlook.co.uk

ABOUT ME

BA (Hons) English graduate with excellent communication and teamwork skills. Digital marketing experience as a Creative Media volunteer for Sustrans, capturing and editing content and proofreading and editing messaging for audiences. Keen to continue working in the third sector and develop my skills as a communications officer.

RELEVANT EXPERIENCE

Creative Media Volunteer, Sustrans, Edinburgh (January 2026 - present)

- Ten hours per week based in the Sustrans office.
- **Digital marketing:** Producing and editing video and photos and sharing on social media platforms including; TikTok, Instagram, Facebook and YouTube.
- **Copywriting:** Writing blog posts, proofreading and editing content to ensure consistent tone and messaging.
- **Collaboration:** Supporting the marketing team to develop campaign themes, monitor engagement and analyse data insights.
- **Impact:** Increased engagement for 'AndsheCycles' campaign by 18% in 3 months through introducing and managing social media tools.

EDUCATION

2.1 BA (Hons) English, Edinburgh Napier University (Sept 2022 - July 2026)

- **Dissertation:** 5000-word literature review: 'The role of patriarchy and gender stereotyping in The Chronicles of Narnia'.
- **Skills:** Written communication, presentation skills, desk-based research, critical analysis, proofreading and editing.

St Margaret's High School, Surrey (Sept 2015 - July 2022)

A Levels: English (B), History (B), Politics (B)

TECHNICAL SKILLS

IT: Proficient using Microsoft Office, Adobe Photoshop, Illustrator and InDesign through university projects and duties as a Creative Media Volunteer at Sustrans.

ADDITIONAL TRAINING

Completed OpenLearn Digital Communications, Level 3 Advanced (February 2026) and Marketing communications, Level 3 Advanced (March 2026).

INTERESTS

I really enjoy reading and I have been a member of the Rare Birds book club in Stockbridge since October 2025.

REFERENCES

Available on request.

This is a fictional sample CV created by Employability & Careers at Edinburgh Napier University.

Sample CV 7

BANHI ATWAL

banhi.atwal@gmail.com | 07869362042 | Edinburgh | LinkedInprofile

PROFESSIONAL SUMMARY

MSc Healthcare Management student with three years of experience as a dentist in India. Excellent communication skills, speaking English and Hindi fluently. Highly organised, working in NHS Lothian as a healthcare assistant alongside my studies. Interested in a receptionist role where I can use my dental knowledge to support the team whilst developing my administration experience.

EDUCATION

MSc Healthcare Management, Edinburgh Napier University (Sept 2025 - July 2026)

- **Relevant modules:** Contemporary Human Resource Management; Leadership and Finance for Effective Service Delivery.
- **15,000-word project** 'Evaluating administrative efficiency and appointment systems in NHS Scotland': Secondary research reviewing NHS policies, reports and patient feedback. Analysed datasets (e.g. patient surveys and waiting times), identified trends and provided recommendations.
- **Volunteering:** Programme Representative, meeting each trimester with lecturers to represent student voices and collaborate with staff to enhance the student experience. Communicate professionally via email and in-person at review meetings and events.

BSc Dental Surgery, Anil Neerukonda Institute of Dental Sciences, India (Sept 2017- July 2023)

- Successfully completed a one year internship in a dental surgery.
- **IT:** Recorded patient notes securely on digital systems and regularly used Microsoft Office for emails, presentations and report writing.
- **Interpersonal skills:** Built positive relationships with patients, receiving excellent reviews in feedback forms. Collaborated with colleagues to provide high quality patient care.
- **Organisation:** Successfully managed a busy schedule of clinical sessions, patient appointments and academic deadlines.

EMPLOYMENT

Part-time Healthcare Assistant, NHS Lothian (Jan 2026 - present)

- **Communication skills:** Communicate effectively with patients, families and colleagues to provide person-centred care.
- **Managing confidential patient data:** Updating patient notes securely on digital systems in line with NHS Lothian policies. Completed TrakCare Training.
- **Teamwork:** Worked within multidisciplinary teams, supporting colleagues to deliver high quality care for patients in a busy, high pressure environment.

Dentist, Smile Dental Clinic, Bangalore India (September 2022 - August 2025)

- **Administration and processes:** Accurately wrote patient notes and clinical reports. Recorded billing and managed appointment scheduling.
- **Attention to detail:** Performed complex dental procedures that required accuracy.
- **Working under pressure:** Managed a caseload of patients and led a team of three dental nurses and two administrators.

SKILLS

- **IT:** Proficient in using Microsoft Office (Word, Excel, PowerPoint, Teams).
- **Administration:** Proficient in updating confidential patient information as a dentist (India) and a healthcare assistant (Scotland).
- **Languages:** English (fluent) and Hindi (native)

PROFESSIONAL DEVELOPMENT

- **NHS Lothian:** TrakCare Electronic Patient Record Training; Infection Prevention and Control (Level 1); Adult Support and Protection (Level 1); Basic Life Support (BLS)
- **OpenLearn:** The caring manager in health and social care, intermediate level 2 (March 2026); Introducing Public Health, intermediate level 2 (April 2026)
- **Forage Job Simulations:** JP Morgan and Chase: Excel and VBA Skills (April 2026)

REFERENCES

Available on request.

Sample CV 8

MEI JU

076383261549 | Edinburgh | mei.ju@gmail.com

PROFILE

Penultimate-year LLB Law student with strong legal knowledge from university studies and additional online courses and virtual internships. Experience working with clients and legal professionals from a previous legal internship. Excellent organisation skills, balancing part-time work alongside full-time studies. Interested in developing experience in commercial law through an internship with a firm specialising in corporate transactions.

LEGAL WORK EXPERIENCE

Legal intern, McCann Baxter LLP, Stirling (July - September 2025)

- **Legal research:** Researched Scots law and case precedents to support solicitor casework.
- **Written communication:** Prepared client letters and assisted in drafting basic legal documents.
- **Client interaction and professionalism:** Observed client meetings and maintained accurate case notes in line with confidentiality standards.
- **Attention to detail:** Reviewed legal documents and case files to identify key facts and ensure accuracy.

EDUCATION

LLB (Hons) Law, Edinburgh Napier University (Sept 2023 - July 2027)

- Predicted to achieve 2:1
- **Modules:** Family Law (62%), Criminal Law (71%), Constitutional and Administrative Law (63%), Legal Skills (64%), European Law (60%), Commercial Law (59%), Law and Technology (62%), Law of Succession and Trusts Evidence (61%), Property Law (62%).
- **Teamwork and presentations:** Researched Scots law using case law databases, applied findings in group assessments and delivered presentations.

St. Bernard's High School, Edinburgh (Sept 2017 - July 2023)

Highers: English (A), Politics (B), Maths (B), Geography (B), History (B)

PROFESSIONAL DEVELOPMENT

- **Bright Network IEUK 2026:** Commercial Law 3 day virtual internship (15-18th June 2026).
- **Forage Job Simulations:** Goodwin's 'Private Equity M&A Program' (January 2026), Hogan Lovells 'Commercial Law' (March 2026) and Linklaters 'UK Commercial Law' (May 2026).
- **OpenLearn:** Level 2 'Company law in context' 10 hour online course (June 2026).
- **Memberships:** Student member of the Law Society of Scotland and SYLA.

ADDITIONAL WORK EXPERIENCE

Part-time Retail Assistant, Alba Gift Shop, Edinburgh (Sept 2025 - present)

- Customer service: Assistant with customer queries and complaints in a professional manner. Several TripAdvisor reviews have praised my service skills.
- Administration: Processing orders online and in-person using tills and online systems. Managing telephone and email enquiries.
- Piloted a summer promotion that increased sales by 20% in a two-week period.

ADDITIONAL SKILLS

- **IT:** Proficient using Microsoft Office, particularly Word for producing reports of up to 6,000 words and with legal research packages such as Lexis+ Legal Research. Experienced using Teams, Webex and Zoom from my degree and internship.
- **Languages:** Spanish (intermediate level)

VOLUNTEERING

Programme Representative, Edinburgh Napier University (Sept 2024 - present)

- Attended meetings each trimester, building relationships with staff and discussing programme developments.
- Represented the views of students at meetings, by delivering presentations and communications via email.

INTERESTS

- **Travelling:** I really enjoy learning about different cultures. Last year I spent 4 weeks travelling around South America. I took Spanish classes to prepare and planned and budgeted for the trip.
- **Reading:** In my spare time I really enjoy reading and I am a member of a local book club that meets monthly.

REFERENCES

Dr. Fiona MacAllister

Senior Lecturer at Edinburgh Napier University
219 Colinton Rd, Edinburgh EH14 1DJ
f.macallister@napier.ac.uk

Calum Baxter

Associate Solicitor at McCann Baxter LLP
3 Main Street Stirling, ST21 8FR
c.baxter@mccannbaxter.com

Sample CV 9

UTA KOERTIG

07863534263 | uta.koertig@outlook.com | Edinburgh

EDUCATION

2.1 BA (Hons) Music, Edinburgh Napier University (Sept 2022 - July 2026)

- Relevant modules: Contexts of Practical Musicianship, Contexts of Music Education, Music and Praxis and Applied Musicology.
- Dissertation: 8000 word research project using semi-structured student interviews. Title: 'Generating holistic approaches for neurodivergent adolescents completing music qualifications in Scotland.'
- Composition portfolio (including works for string quartet, choir and guitar) and 15 hours of individual tuition on guitar and piano in each year of study.

HND Music, Edinburgh College (Sept 2020 - July 2022)

Relevant modules: Solo performance, group performance and music theory and composition.

Associated Board of the Royal Schools of Music

Grade 8 Guitar (2019) and Grade 6 Piano (2019)

TEACHING EXPERIENCE

Guitar Tutor (part-time), Morningside School of Music (Oct 2025 - present)

- 15 hours each week teaching guitar to students (Grades 2 to 5)
- **Organisation:** Scheduling lessons around my full time studies. Allocating time to plan lessons and learning resources tailored to individual student needs.
- **Communication:** Explaining and demonstrating skills and providing constructive and supportive feedback to students every lesson.

PERFORMANCE EXPERIENCE

Guitarist in an indie rock band called 'XXX' since January 2024. Travel around the UK to play gigs usually twice a month (insert link to streaming platform for the band).

ADDITIONAL WORK EXPERIENCE

Waitress, Royal Hotel, Edinburgh (Aug 2024 - present)

- **Customer service:** Friendly, professional service while serving customers and dealing with queries and resolving complaints.
- **Numeracy:** Using the till system to process cash and card transactions and balance tills at the end of the shift.
- **Organisation:** Managing orders for multiple tables at a time and prioritising tasks especially during busy periods.

REFERENCES

Available on request.

This is a fictional sample CV created by Employability & Careers at Edinburgh Napier University.

Sample CV 10

Amelia Murphy

amelia.murphy@gmail.com | 07836452823 | Edinburgh

Work Experience

Part-time Sales Assistant, Scotmid Leith (June 2022 - August 2026)

- **Customer service:** Assisting customers in a friendly manner and resolving complaints.
- **Attention to detail:** Replenishing stock and checking delivery records for details such as dates, quality and volumes. Updating stock system for orders.
- **Numeracy:** Using the till system to process cash and card transactions and process refunds accurately so that the till is balanced at the end of every shift.

Education

BA (Hons) Psychology, Edinburgh Napier University (September 2023 - July 2027)

- Successfully completed 3 group projects, receiving excellent feedback on my collaborative skills.
- Prepared and delivered 4 presentations to audiences of 50, with an average score of 68% and receiving positive feedback from lecturers.

Edinburgh High School (2017 - 2023)

- Highers: History (A), English (A), Maths (A), Modern Studies (B), French (B)
- National 5: 4 A's, 2B's (Maths) and 1C

Skills

- **IT:** Proficient in Microsoft Office, including Word, PowerPoint and Excel.
- **Languages:** French (Fluent/C2 Level)
- Full clean UK driving licence

Volunteering

Treasurer, Edinburgh Napier University Sustainable Society (September 2025-present)

- Meetings held once per week where I record notes, edit and send to all members.
- Work in a team of 5 to schedule meetings and prepare agenda items.

References

Pascal Lamour

Manager of Scotmid Leith

Email: p.lamour@scotmid.co.uk

Tel: 07717081867

Iona Stewart

Senior Lecturer in Psychology at Edinburgh Napier University

Email: i.stewart@napier.ac.uk

Tel: 07859414692

This is a fictional sample CV created by Employability & Careers at Edinburgh Napier University.

Sample CV 11

RHEA ALKIPPE

0761832615426 | Edinburgh | rhea.alkippe@outlook.co.uk

ABOUT ME

Second-year Business Management student pursuing a career in marketing. Excellent communication, teamwork and customer service skills from working as a retail assistant for three years. Strong IT and digital marketing skills gained through volunteering with Sighthill Football Club. Interested in a six month marketing placement in a local Edinburgh charity where I could gain hands on experience across a range of departments.

EDUCATION

BA Hons Business Management, Edinburgh Napier University (Sept 2022 - July 2026)

- **Year 1:** Academic Skills for Business Management (67%), Behavioural Studies (58%), Accounting for Business (65%), Marketing (71%), Principles of Economics (63%),
- **Year 2:** Research Skills and Data Analysis (59%), Introduction to Human Resource Management (71%), Marketing Research & Communications (72%), World Economy (62%), Creativity, Innovation and Enterprise (61%).

Edinburgh High School (Sept 2015 - July 2022)

- Advanced Highers: Business (B), French (B)
- Highers: English (A), Art (B), Maths (B), Geography (C), History (C)

WORK EXPERIENCE

Part-time Retail Assistant, Alba Gift Shop, Edinburgh (Feb 2023 - present)

- **Customer service:** Assistant with customer queries and complaints in a professional manner. Several TripAdvisor reviews have praised my service skills.
- **Administration:** Processing orders online and in-person using tills and online systems. Managing telephone and email enquiries.
- Piloted a summer promotion that increased sales by 20% in a two-week period.

SKILLS

- **IT:** Proficient in Microsoft Office and digital marketing tools including; TikTok, Instagram, Facebook and YouTube.
- **Languages:** Fluent in Greek and English.

INTERESTS

Volunteer and member, Sighthill Football Club (FC) Edinburgh (2024 - present)

- Play matches weekly and attend monthly committee meetings where I record notes, edit and send to all members.
- Work in a team of 3 volunteers to manage the club's social media platforms, coordinating marketing campaigns and digital communications for members.

REFERENCES

Available on request.

This is a sample CV of a fictional student created by Employability & Careers at Edinburgh Napier University.

Sample CV 12

Caroline Zu

Telephone: 01234578966 | Email: carolinezu@email.com | Location: Edinburgh

Education

BSc (Hons) User Experience (UX) Design, Edinburgh Napier University (Sept 2024 - July 2028)

- **User Research:** Conducted user interviews, surveys and usability testing.
- **Wireframing and prototyping:** Created low and high fidelity wireframes and interactive prototypes on Figma and Adobe XD.
- **Interaction Design:** Designed intuitive interfaces focusing on user needs, accessibility and responsive design principles.
- Achieved 65% average in Year 1 and 2 modules.

St John's High School, Manchester (Sept 2019 - July 2024)

A Levels: Information Technology (B), Art and Design (B), English (B)

Design tools and technologies

- **Figma:** Used in university coursework to create wireframes and interactive prototypes for UX design projects.
- **Miro:** Applied in university projects for user journey mapping, brainstorming, and collaborative ideation.
- **HTML and CSS:** Developed front-end skills in a university project.
- **Jira and Trello:** Used in university group projects to manage tasks and collaborate using agile workflows.

Professional Development

- Completed certified 'Coding Kickstarter Class' in Python (May 2026) and JavaScript (July 2026) from Code First Girls.
- Completed Forage Job Simulations with Lloyds Banking: UX Design Introduction and UX Design Advanced (December 2025-March 2026)

Employment

Part-time Sales Assistant, Tesco Morningside (Sept 2024 - present)

- **Customer service:** Deliver friendly service, assisting customers with queries and ensuring a positive shopping experience.
- **Teamwork:** Collaborate with colleagues to restock shelves, manage queues, and meet store targets.
- **Time management:** Balance multiple tasks such as serving customers, replenishing stock, and maintaining store cleanliness.

References

Available on request.

This is a fictional sample CV created by Employability & Careers at Edinburgh Napier University.

Writing your cover letter

What is a cover letter?

A one-page document sent alongside your CV as part of a job application that:

- Identifies your motivation for the role.
- Demonstrates your understanding of the role and employer.
- Explains why you would be a good fit for the organisation.

Do I need to write a cover letter?

- Always send a cover letter alongside your CV when applying for jobs unless the employer instructs you otherwise.
- According to a survey of 200 hiring managers and recruiters, 83% said a cover letter is an important part of the decision-making process. Source: [Resumelab](#)

How to address a cover letter

- Some employers give specific instructions for cover letters so check for these. If the employer does not specify, a cover letter should be no longer than one A4 page, written as a professional letter.
- Address your cover letter directly to the person who will be reading it. If you cannot find the individual's name, use a general greeting such as: 'Dear Sir/Madam', 'Dear Hiring Manager' or 'Dear Recruitment Manager'.
- Your letter should follow the style of a business letter. Visit the Prospects website to see examples of how a cover letter should be addressed.
- Signing off your cover letter will depend on how you addressed it. If it was addressed to a specific person, sign it off with 'Yours sincerely'. If you used a general greeting, finish with 'Yours faithfully'

Writing your cover letter

Aim for four short paragraphs with a clear theme for each. You must use evidence to demonstrate why you are the best candidate for the position.

Paragraph 1: Introduce yourself

- Introduce yourself e.g. Final year BA (Hons) Psychology student at Edinburgh Napier University.
- Explain which role you are applying for and why.
- Explain how you heard about the vacancy e.g. on the company's website.

Paragraph 2: The employer

- Explain why you are interested in working for the employer e.g. their values, mission, products or services.
- Explain why this specific position interests you. Refer to responsibilities from the job description that appeal to you.
- Show you have thoroughly researched the employer and industry. You could give examples of their recent work or refer to relevant industry updates.

Paragraph 3: Your skills and experience

- Highlight two or three examples that show how your skills match the specific requirements of the job description. These can include extra-curricular activities, work experience, part-time work and university projects.
- Emphasise your personal qualities to demonstrate what you can offer the employer and what you would bring to the role. This is your unique selling point.

Paragraph 4: Conclusion

- Summarise your main points from above and reiterate your suitability for the role and what you would contribute.
- Thank the reader for reviewing your application and state how you look forward to hearing from them soon.

How to send your CV and cover letter

Some employers will specify how they want you to send your CV and cover letter. Read the job advert carefully for instructions. If there are no specific instructions, follow the steps below:

- Label your files appropriately before attaching to the email e.g. 'John Moss CV, Admin Assistant, Scottish Water'.
- Email a copy of your CV and cover letter to yourself first to see how the documents appear when they are received via email. This will allow you to spot any formatting issues.
- Send your CV and cover letter from a professional email address before the closing date and within typical working hours (8am-6pm).

Composing the email

- In the body of the email, write a short paragraph stating your name, the job you are applying for and the documents you have attached.
- Address the email to a specific person in the organisation rather than 'Sir/Madam/Hiring Manager'.
- Include a subject line because often emails sent with attachments and no text or subject lines are marked as spam.

Example

 Send	To	
	Cc	
Subject IT Analyst position with IT-wise (Job ID : 5220) Morgan Clements		

Dear Mr. Green,

My name is Morgan Clements and I am emailing with my application for the IT Analyst position at IT-Wise.

I have attached my CV and cover letter for your consideration. If you have any questions, please do not hesitate to get in touch.

Kind regards,

Morgan Clements (Mob : 0765523412)

Additional Cover Letter Resources

Text-based resources

- Applying for jobs in the creative sector? Use the [Edinburgh Napier University Creative Applications Guide](#) to help prepare your applications.
- [CVs and Applications Guide University of Cambridge](#)
- [Cover letters: Oxford University](#)
- [Cover letters: LSE](#)
- [Writing an effective cover letter: Lancaster University](#)



Video resources

- [Cover letters: University of Cambridge](#)
- [Cover letters: Raj Sidhu](#)
- [Most popular cover letter questions answered: Raj Sidhu](#)

CareerSet Tool

CareerSet is an online platform that uses AI to provide instant feedback on your cover letter. You can;

- Enhance your cover letter for a specific job
- Access cover letter templates.

All current students and graduates have free access to CareerSet for up to two years after they graduate. Visit [MyFuture](#) to access CareerSet.

Speak to a Career Development Consultant

You can book a careers appointment with a Career Development Consultant to discuss your cover letter on [MyFuture](#).

Sample cover letters

The following pages show sample cover letters. They are fictional examples created by Career Development Consultants. They are designed to provide inspiration and guidance.

Sample cover letter 1

Rochelle Impellio
10 Whitechapel Road
Edinburgh, EH8 62D

Anita Talford
Edinburgh Engineering Ltd
7 Cornerstone Avenue Edinburgh, EH8 4RS
16/03/2026

Dear Miss Talford,

I am a final-year Electrical Engineering student at Edinburgh Napier University interested in the Graduate Electrical Engineer role advertised on the Edinburgh Engineering Ltd website. This role provides the ideal opportunity to apply my existing skills and gain experience in an area of engineering I am very passionate about.

During my engineering degree, I have become very interested in sustainability and how we as engineers can contribute to this. I am keen to work for an organisation that recognises the importance of sustainability, which is one reason why I am applying to Edinburgh Engineering Ltd. I was particularly impressed with your sustainable site policy whereby light and noise pollution is monitored and measures are taken to minimise these. Another reason is your commitment to staff development. On LinkedIn I see how Edinburgh Engineering supports employees to develop professionally, for example through certificates in Advanced Sustainable Engineering and Project Management.

Through university projects I have developed technical engineering skills such as circuit design, PCB layout, microcontroller programming and signal processing. In one project I designed an automated electronic pill dispenser for clinically ill patients to manage medications. I created a 3D design and electronic circuit with fingerprint security. In a smart energy monitor project, I took responsibility for marketing, costing quality control, which involved extensive research and data analysis skills. I am also proficient using languages including Python, C++ and MATLAB.

I have strong customer service skills from working part-time as a waitress while studying for my engineering degree. This required excellent organisation to balance work alongside my studies, a skill I can bring to this role. I can deliver presentations professionally having done so during several group projects where I received positive feedback from assessors.

I hope this short cover letter conveys my interest in the role of Graduate Electrical Engineer at Edinburgh Engineering Ltd. I think I would be a great fit for the organisation and could bring a collaborative, hard-working approach to support the team. Thank you for taking the time to consider my application and I hope to hear from you soon.

Yours sincerely,

Rochelle Impellio

This is a fictional sample cover letter created by Employability & Careers at Edinburgh Napier University.

Sample cover letter 2

Sherrie Bodkin
62 Killen Drive
Glasgow GHS, 4TV

Antonio Montrose
Creative Solutions Ltd
Glasgow, GSH 7PN
10/06/2026

Dear Mr. Montrose,

I am a second-year Digital Marketing student at Edinburgh Napier University interested in the Digital Marketing Internship at Creative Solutions Ltd as advertised on your company website.

I first became aware of Creative Solutions Ltd when your Marketing Officer, Bernard Palmer delivered a guest lecture to my class. I really liked how Bernard spoke about the company and the bespoke service it offers every client. Since then, I have followed the work of Creative Solutions Ltd, and have been impressed by your innovative, unique approach to digital marketing. Two examples that stand out are the Instagram and TikTok campaigns for Cycle Scotland and Dunedin Bank. An internship with Creative Solutions Ltd would be a great opportunity to learn from a small, experienced team and in return I could share the skills and knowledge gained during my studies so far.

I have the skills and knowledge required to succeed as an intern with Creative Solutions Ltd. My academic coursework has equipped me with the practical skills necessary in a digital workplace. I have completed modules in Digital Marketing Strategy, Social Media Marketing, SEO and Content Marketing, which have provided me with a comprehensive understanding of the digital marketing landscape. During my degree, I have used digital marketing tools such as Hootsuite, MailChimp and HubSpot. For assessments, I have designed using programmes such as Adobe InDesign, Photoshop and Canva. To develop my technical skills, I also completed short courses in HTML and CSS.

Since September 2023, I have been the Social Media Coordinator for Edinburgh Napier University's Marketing Society. I have successfully managed the society's social media accounts, increasing follower engagement by 25% over the past year. This position has enhanced my skills in content creation, audience engagement and social media analytics. I enjoy meeting new people and have developed excellent customer service and communication skills from working as a cashier at Tesco. Balancing study, work and my role as Social Media Coordinator requires good organisation skills and working under pressure, something I could bring to this role.

Thank you for taking the time to consider my application. I hope I have demonstrated my suitability and interest in the intern position. I am available for an interview at your convenience and can be reached at +44 8278 123456 or via email at sherrie.bodkin@gmail.com.

Yours sincerely,
Sherrie Bodkin

This is a fictional sample cover letter created by Employability & Careers at Edinburgh Napier University.

Sample cover letter 3

Tahir Mohit
35 Blackworth Drive
Edinburgh, EH1 2TG

Hiring Manager
BioTech Solutions Ltd
325 Research Park Glasgow, GLS 8NP
5/04/2026

Dear Hiring Manager,

I am writing to express my interest in the Research Assistant position at BioTech Solutions Ltd, as advertised on your website. I am a final year BSc Biological Sciences student at Edinburgh Napier University where I have gained a solid foundation in molecular biology, genetics and biochemistry. I have strong subject knowledge on topics such as cellular processes, gene expression regulation, and microbiology. In data analysis modules, I completed assessments to analyse data using R, Python and SPSS. I am particularly interested in genetics having completed a 10,000-word dissertation titled "The Role of Epigenetic Modifications in Gene Expression Regulation". This required a critical review of scientific literature and using written communication skills to summarise key points.

My favourite part of the BSc in Biological Sciences has been the laboratory experience. I received Good Laboratory Practice (GLP) Certification and completed over 300 hours of laboratory work using techniques including PCR, Gel Electrophoresis, Spectrophotometry, Microscopy and ELISA. Last summer I completed an internship at Edinburgh Napier University where I assisted in research projects focusing on gene editing technologies. My responsibilities included conducting experiments, analysing data and presenting findings to the research team. This gave me confidence in my ability to put the knowledge and skills from my degree into practice.

BioTech Solutions Ltd is the leading provider of genetic testing in Scotland, which is one of many reasons why I would like to work for your organisation. Working as a Research Assistant would allow me to support projects that have potentially life-changing outputs for patients and their families. I am particularly interested in BioTech's current research on genetic contributions to heart disease and breast cancer.

I moved to Scotland from India to study, which has demonstrated the benefits of a diverse classroom and workforce. I like how BioTech Solutions Ltd celebrates diversity through events such as 'Women in STEM' and I think I would enjoy being part of a team that is so inclusive. The Research Assistant role appeals to me because it would involve a variety of tasks and the opportunity to work with colleagues across the team. I enjoy working within a team and have been a supervisor in Costa for three years. This requires good communication skills, especially listening. I manage a team of eight employees, which involves problem-solving and working under pressure. For example, to arrange cover when someone is ill or to support staff dealing with personal challenges.

I hope I have demonstrated my suitability for the role and my interest in working for BioTech Solutions Ltd. Thank you for taking the time to consider my application.

Yours sincerely,
Tahir Mohit

This is a fictional sample cover letter created by Employability & Careers at Edinburgh Napier University.

Sample cover letter 4

Simon Watson
Design Works Ltd
3 Cranfield Park London, E17 ES6

Alex Taylor
66 Johnstone Drive
Glasgow, GH3 5FN

Dear Mr Watson,

I am a second-year BSc Product Design student at Edinburgh Napier University and I found your email address on the Design Works Ltd website. I hope you do not mind me getting in touch directly to enquire about possible internship opportunities with Design Works Ltd. I am eager to get hands-on design experience to complement the knowledge gained so far during my studies. My goal is to work as a Digital Designer and Design Works Ltd is recognised for its expertise in this area. I was impressed by the awards listed on your website, including several international awards for digital design projects. An internship with Design Works Ltd would offer the opportunity to learn from some of the best in the industry. When researching Design Works Ltd, I noticed that three designers joined as apprentices. This makes me think that your company would be a welcoming and supportive environment for students like me.

Having an intern is not always convenient for companies. However, I assure you that I can use my initiative to support the work of the Design Works Ltd team. During my degree, I have gained a solid foundation in design principles, materials science and user-centered design methodologies. I am proficient in industry-standard design software such as SolidWorks, Rhino and Adobe Creative Suite. My coursework has included hands-on projects from initial ideation through to final prototyping and testing. For example, developing a fully functional online shopping website with features such as user registration, product catalogue, shopping cart and payment gateway integration. In addition to my technical skills, I have a strong understanding of customer needs and market trends. This trimester, I conducted user research and usability testing as part of the User Design module, ensuring that the products I designed not only looked great but also met the functional requirements of end-users.

For the last three years, I have worked as a receptionist for a local accountancy firm in Glasgow. I enjoy working in an office environment and am confident using tools such as Microsoft Outlook and Teams to organise meetings and schedules. My role requires excellent communication skills with clients and colleagues, especially through telephone and email communication. I have been praised by my manager for my professionalism and warmth.

Everyone must start somewhere and, as a student, I think Design Works Ltd would be a welcoming and supportive environment. I hope you will consider my interest in an internship or any other opportunities at Design Works Ltd. If you would like to discuss anything further, you can reach me at +44 8278 73127 or via email at alex.taylor@yahoo.co.uk.

Best wishes,

Alex Taylor

This is a fictional sample cover letter created by Employability & Careers at Edinburgh Napier University.

Contact Us

Speak to a Career Development Consultant

Book a careers appointment with a Career Development Consultant to discuss your CV and cover letter on [MyFuture](#).

Questions about this guide?

Email: careers@napier.ac.uk

Opening Hours: Monday to Friday 09:00-17:00

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Office locations

Sighthill campus: Room 6.B.32

Craiglockhart campus: Room 1.49

Merchiston campus: Room C91