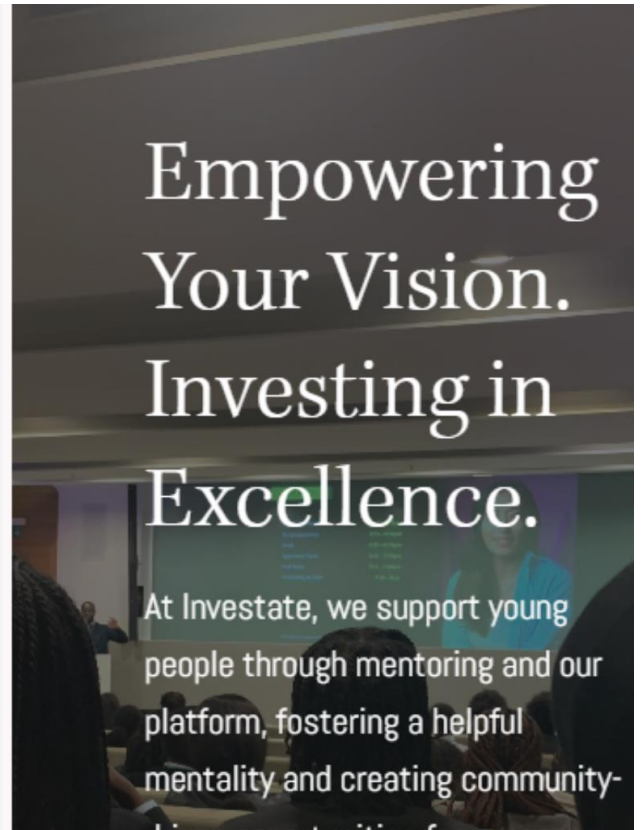


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## Investate CV & Cover Letter Guide

By Lenon Muma

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## Ideal Application Timing

Apply on the first day that firms open their applications, especially for those with rolling deadlines. This ensures that you are among the first candidates to be reviewed.

Some firms open applications before university begins, so it's important to know the dates well in advance and be ready with a polished CV and a strong understanding of the company.

Don't feel pressured to apply the moment applications open, but try not to leave it too late. Ideally, apply within the first 7 days of the application period to avoid being buried under a pile of applications.

Firms typically receive thousands of applications, and as the application window progresses, you are further down the queue, which can impact your chances.

Speed matters, but quality is paramount. Ensure your application is complete and strong, without rushing it in a bid to submit faster than others.

Even though timing is important, you should still take the time to tailor your application to each company's specifics. A generic application is easy to spot and will likely result in a rejection.

## Firm's Review Process

Many firms will not review any part of your application until you've completed your HireVue (HV), so apply early, but don't stress about the review process until you've finished all the components.

Aim to get the bulk of your application in early, then take time to work on your other commitments while waiting for the next stages.

## How to Avoid Mistakes

If you are planning to submit applications to multiple firms, maintain the quality of each submission. A rush-job application with generic content won't do.

Preparation is key—work on your CV and cover letter well ahead of the application window to submit high-quality applications promptly.

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## How You Can Succeed

### Grades

Strong grades are important, but they are not the only factor. Aim to meet the minimum academic requirements but also focus on showcasing your experiences, skills, and dedication in other areas.

### Cover Letter Structure

Start with a template, but personalize it to reflect your experiences and the specific job role you're applying for.

### Examples for Inspiration:

[Huddle without the hassle](#)

[Tina Huang Resume i.pdf - Google Drive](#)

[CV\\_Template.docx](#)


[7 Must-Know Resume Tips From a Former J.P. Morgan Recruiting Captain](#)

### Why the Role/Division:

Explain your interest in the specific role or division you're applying for, citing any relevant skills or experiences that align with what the firm is looking for.

### Why the Firm:

Discuss the firm's values, culture, and recent achievements, and explain how these align with your professional goals and ambitions.



Mention any direct interactions you've had with current employees through networking events or other forums.

If you've networked or attended events related to the firm, this is the place to drop in any names or experiences that show you've engaged with the company.

**Why the Industry:**

Discuss your growing interest in the industry, referencing any personal experiences or academic coursework that ignited this interest.

**Why Me:**

This is your chance to show how your skills and experiences make you the ideal candidate. Highlight relevant achievements, whether academic or extracurricular, and any leadership or teamwork examples that reflect your commitment and drive.

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**Written Questions****Format:**

Typically, each question will allow for 150-300 words. Keep your responses concise but informative.

**Why the Role/Division:**

Explain your interest in the specific role or division you're applying for, citing any relevant skills or experiences that align with what the firm is looking for.

**Why the Firm:**

Discuss the firm's values, culture, and recent achievements, and explain how these align with your professional goals and ambitions.

Mention any direct interactions you've had with current employees through networking events or other forums.



### **Other Questions:**

Share your most significant extracurricular achievement.

Identify what sets you apart from other applicants.

Reflect on the importance of diversity in driving the firm's success and how your personal experiences contribute to this perspective.

### **Fun Story:**

Include an engaging or insightful story that showcases your personality. It could relate to a personal hobby, a past challenge you've overcome, or something that aligns with the firm's values or the role you're applying for.

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## **CV**

### **No Mistakes:**

Ensure your CV is flawless. Double-check for spelling and grammar errors, and verify all dates, job titles, and other important details. Even small mistakes can hurt your chances.

### **One Page:**

Your CV should fit onto one page. This is a strict rule.

Avoid overcrowding the page; leave some space to ensure readability. If you're struggling to fill the page, focus on relevant experiences and achievements that add value.

Consider creating a master CV where you track all your experiences, skills, and accomplishments. This can help when tailoring CVs for different roles or firms.

### **Structure:**

**Personal Information** (name, contact info, etc.)

**Education:** List your qualifications in reverse chronological order.

**Work Experience:** Include part-time roles, internships, and any relevant experiences.



**Extracurricular Activities:** Highlight roles that show leadership, responsibility, or teamwork.

**Skills:** List technical and soft skills, focusing on those relevant to the industry.

**Achievements/Certifications:** If applicable, include any awards or qualifications that strengthen your application.

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## General Tips

### Be Concise:

While it's important to provide sufficient details, ensure your application materials are succinct. Firms review hundreds of applications, so clarity and brevity will make your submission stand out.

### Tailor Your Responses:

Don't use a one-size-fits-all approach. Tailor each application to the firm and role you're applying for, showcasing why you're a good fit.

### Seek Feedback:

Have someone else—preferably someone who has been through the process—review your CV, cover letter, and written responses. External feedback can often spot issues you might miss.

## List of Social Mobility Organizations

[The Brokerage](#)

**Age:** 16 – 25

**Eligibility:** Open to all ethnicities

[SEO London](#)

**Age:** Year 11 – Year 13, University



**Eligibility:** Open to all ethnicities

[2-3 Degrees](#)

**Age:** 14 – 25

**Eligibility:** Open to all ethnicities

[UpReach](#)

**Eligibility:** University students

**Eligibility:** Open to all ethnicities

[Target Oxbridge \(Year 12\)](#)

**Age:** Year 12

**Eligibility:** Black heritage

[Target Oxbridge \(Year 10\)](#)

**Age:** Year 10

**Eligibility:** Black heritage

[The Amos Bursary](#)

**Age:** Year 12 and above

**Eligibility:** Black heritage

[Migrant Leaders](#)

**Age:** 16 – 25

**Eligibility:** Open to all ethnicities

[Generating Genius](#)

**Age:** Year 12 and above

**Eligibility:** Black heritage

  
[UNIQ \(Oxford University\)](#)

**Age:** Year 12

**Eligibility:** Open to all ethnicities

[Colorintech](#)

**Eligibility:** University students

**Eligibility:** Open to all ethnicities

[Social Mobility Foundation](#)

**Age:** Year 12

**Eligibility:** Open to all ethnicities

[The Intrapreneurs Club](#)

**Eligibility:** University students – Accelerator programs

[UpTree](#)

**Age:** 16 – 21

**Eligibility:** Open to all ethnicities

## Overview

Provide a brief description of the project or task. This should give the reader a clear understanding of what the project is about, its purpose, and why it is important.

Example: This project aims to develop a comprehensive CV-building tool for young professionals entering the workforce. The tool will offer personalized templates and guidance, with an emphasis on tailoring resumes to specific industries.

## Goals

Outline the main objectives that the project aims to achieve. These should be clear, actionable, and measurable goals.

Example:

- Create an interactive platform for users to build tailored CVs.
- Provide a library of industry-specific keywords and phrases.
- Ensure the platform is user-friendly and accessible across multiple devices.

## Specifications

Detail the requirements, features, and functionalities necessary for the successful completion of the project. These specifications should address both the technical and non-technical aspects.


Example:

- **Platform:** Web-based application, accessible via all major browsers (Chrome, Firefox, Safari).
- **Features:**
  - Template selection based on industry or job role.
  - Integration with job boards and LinkedIn for seamless updates.
  - Automatic keyword optimization for ATS compatibility.
  - Mobile-friendly design.

## Milestones

Break the project into smaller, actionable milestones, with deadlines for each. These should outline key achievements and deliverables at each stage of the project.

Example:

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1. **Initial Research & Planning** – Deadline: [Date]
    - Conduct market research to understand user needs.
    - Finalize feature set based on feedback from target audience.
  2. **Prototype Development** – Deadline: [Date]
    - Develop a basic working version of the platform.
    - Test functionality of core features (template selection, user input, etc.).
  3. **Beta Testing** – Deadline: [Date]
    - Release beta version to a select group of users for feedback.
    - Gather insights and refine the design based on user feedback.
  4. **Launch** – Deadline: [Date]
    - Finalize all features and optimizations.
    - Officially release the platform to the public.
  5. **Post-Launch Monitoring & Updates** – Ongoing
    - Monitor platform performance and user feedback.
    - Implement updates and new features based on ongoing feedback.
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