Personal statement for a university application

* How long should the statement be? (If it’s easier, this could be word count of the statement?)
* What course/courses are being applied for and in which university/universities?
* Any particular modules that interest you on the course?
* Previous studies?
* Favourite book on the topic/inspirational person that inspired you to enjoy this topic? You need to show wider reading on the topic
* Work experience?
* Extracurricular activities/hobbies?
* Future plans/career?

Personal statement for a job application (personal statements for jobs are usually between 100 and 200 words; they are much shorter in comparison to university applications).

* How long should the statement be?
* What job is being applied for?
* What are the key words of the job description (for example, time management, organisation)?
* Work experience?
* Previous studies?
* Career goals?

CV

* Would you like it on one page or two?
* What job is being applied for?
* What are the key words of the job description (for example, time management, organisation)?
* Contact details?
* Previous studies (including course, university and dates studied there)?
* Key modules?
* Dissertation topic?
* Work/internship experience (including position, company and dates)?
* Duties involved in the role?
* Volunteering experience?
* Extracurricular experience (president of a society, for example)?
* Skills?
* Interests/hobbies?
* Languages?

Cover letter for a job

* How long should the cover letter be?
* What job is being applied for?
* What are the key words of the job description (for example, time management, organisation)?
* Career goals?
* Why do you like the company you are applying with?