

HOW TO APPLY FOR A JOB AT CPT

Cover letter:

Your cover letter should:

- Respond to the essential and desirable criteria in the job description.
- Tell us about your experience and why you would be a good fit for the role.
- Tell us why you want to work with us.
- Be about a page long.

Do!

- Respond directly to the essential and desirable criteria in the job specification.
 - This is what we use to score your application.
- Evidence your experience. For example rather than telling us

“I’m confident with ticketing softwares”
try something like

“In my role at ... I used Spectrix to...”

- We can’t score you on a blanket statement; this helps us determine your skill level.
- Tell us why you want to work with us!
 - We care about what we do!

Do not!

- Use overly complicated language.
- Copy and paste from a AI response.
 - We love working with people and we can’t tell what you are like.

CV:

Your CV should include:

- Your contact details
- A profile - a few sentences about you.
- Your experience
- Professional qualifications
- Any relevant skills
- Contact details from 2 references

Do!

- Detail relevant experience to the job role.
- Let us know for each job; what role, where, for how long and what responsibilities you had.
- Back up the experience you reference in your cover letter. For example, if your cover letter says you have 5 years of experience in something, we need to see it in your CV.
- Include your email address and telephone number.

Do not!

- Include your age or date of birth.
- Use a CV for a different skill set. For example, don’t use an acting CV for a front-of-house role. We understand that skills in different roles are transferable, but if this is the case, you need to clearly demonstrate this.

We hope this helps and look forward to hearing from you.

If a video application works better for you, it should be able 2-3 mins long and cover what would be in the cover letter.