



## Your Memorable CV and Cover Letter Blueprint

Complete this worksheet to give yourself a head-start on updating and enhancing your CV and/or cover letter.

These prompts are intended to get you thinking about the value you bring to an organisation, both because of what you can do AND because of who you are.

<b>My top 5 skills are:</b>
1.
2.
3.
4.
5.
<b>Some examples of how I have demonstrated these skills include:</b>

**Some ways of measuring the value that I add:**

--

--

--

**My top 5 values:**

1.

--

2.

--

3.

--

4.

--

5.

--

**How these would enhance a company:**

--

--

--

--

--

**My career highlights thus far:**

--

**What people say when they express their gratitude to me:**

--

**My career aspirations (when you have a particular company in mind, you can demonstrate how these align with their mission):**

--