

## Guide to Structuring CV, Cover Letter, References and Submitting Your Application

At Women's Initiatives for Gender Justice we are committed to inclusivity and diversity in our recruitment process. We want to ensure that all candidates have equal opportunities to present their qualifications and experiences effectively. Below, we provide a simple guide and templates to help you structure your CV and cover letter when applying for our vacancies. We also encourage candidates to explore online resources and tools to further refine their applications. However, we want to remind you that these are optional tools — what matters most is your ability to showcase your unique strengths and experiences.

***Disclaimer: The templates provided in this document are intended as references. Using a different template will not disqualify your application.***

### 1. CV Structure

Aim to keep your CV within two pages.

#### Key Sections to Include:

- **Personal Information:** Name, contact details (phone number, email), and location (city and country).
- **Education:** A brief summary of your academic background.
- **Professional Experience (if any):** Highlight relevant roles, responsibilities, and accomplishments.
- **Voluntary Activities (if any):** Include any activities or volunteer work that demonstrates your commitment and your interests relevant to the position.
- **Skills:** Have a look at the vacancy announcement. What skills are we looking for, that you have? What skills are you keen to develop? You could also include skills like: languages, technical abilities, particular interests, activism you may be involved in, hobbies that show who you are, etc.

*Suggested Template: Annex I*

### 2. Cover Letter Structure

Your cover letter does not need to be more than 1 page. Be careful not to repeat your CV.

#### Key Elements to Include:

- **Salutation:** Address the letter to the appropriate contact or hiring manager.
- **Introduction:** Briefly introduce yourself and specifically state the position you are applying for.
- **Body:**
  1. Explain why you are interested in this specific role and in our specific organization. (Make sure to mention both by name!). *Why is this job great for you?*
  2. Check the vacancy announcement, and list how you meet (some or most of) the job requirements. *Why are you great for us?*
  3. You can also address any gaps in your CV or unique circumstances or interests here.

- **Closing:** End with a closing statement and a call to action, such as your availability for an interview.

*Example:*

Thank you for considering my application. I would welcome the opportunity to discuss how I can contribute to your goals in greater detail. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address]. I look forward to the possibility of working with [Company/Organization Name] and contributing to your continued success.

*Suggested Template:* Harvard Law School. (2022). *Cover letter guide*. Harvard University. Retrieved from <https://hls.harvard.edu/wp-content/uploads/2022/08/allcoverlettersweb2011.pdf>

### 3. References

Please list your references on a separate page/document from your CV and cover letter.

#### **Key Elements to Include:**

- **Contact Information:** Include the full name, title, organization, phone number, and email address of each reference.
- **Relationship:** Briefly describe your relationship with the reference (e.g., former manager, colleague, or academic advisor).
- **Number of References:** Providing 2-3 professional references is sufficient.

*Example:*

1. **Jane Doe**

Senior Manager, XYZ Company

Email: jane.doe@xyzcompany.com

Phone: +1 (123) 456-7890

*Jane was my direct supervisor during my tenure at XYZ Company, where I worked as a Communications Specialist.*

2. **John Smith**

Professor of Communication, ABC University

Email: john.smith@abcuniversity.edu

Phone: +1 (987) 654-3210

*John was my academic advisor and guided my thesis on digital communication strategies.*

### 4. Submitting Your Application

Please submit your application to our Human Resources inbox at [hr@4genderjustice.org](mailto:hr@4genderjustice.org) and observe the following when submitting.

#### **a. Subject Line**

Always include a subject line in your e-mail. This should be the position you are applying for.

*Examples:* "WIGJ\_Finance Officer";

**b. Body E-mail**

Always include a body e-mail with your submission.

*Example of E-mail:*

“Dear Hiring Team,

I am writing to express my interest in the Communications Officer position at Women’s Initiatives, as advertised on your website. I have attached my CV and cover letter for your review. With my background in communications and a strong commitment to promoting inclusivity, I believe I would be a valuable addition to your team.

Thank you for considering my application. I look forward to the possibility of contributing to your organization.

Best regards,

[Your Name]”

**5. Attachments**

Please attach your CV, cover letter, reference and any other relevant documents as PDF Files.

Make sure to name the files clearly (e.g., “Firstname Lastname\_CV.pdf” and “Firstname Lastname\_Cover Letter.pdf”). You may also combine the documents into one PDF, in which case you can name “Firstname Lastname\_[Position Name] Application.pdf”.

**Final Checklist:**

- Double-check that you’ve attached all necessary documents.
- Verify that the e-mail addresses are correct.
- Ensure that your files are properly named.

**Good luck!**

**Other relevant Resources:**

Harvard University Career Services. (n.d.). *Create a strong resume*. Harvard University Faculty of Arts and Sciences. Retrieved from <https://careerservices.fas.harvard.edu/resources/create-a-strong-resume/>

McGill University Career Planning Service (CaPS). (2023). *Cover letter guide*. McGill University. Retrieved from [https://www.mcgill.ca/caps/files/caps/2023\\_guide\\_coverletter.pdf](https://www.mcgill.ca/caps/files/caps/2023_guide_coverletter.pdf)

McGill University Career Planning Service (CaPS). (2023). *Curriculum vitae (CV) guide*. McGill University. Retrieved from [https://www.mcgill.ca/caps/files/caps/2023\\_guide\\_cv.pdf](https://www.mcgill.ca/caps/files/caps/2023_guide_cv.pdf)

Coursera. (n.d.). *How to write a job application email (with examples)*. Coursera. Retrieved from <https://www.coursera.org/articles/job-application-email>

For any questions regarding our recruitment process, please contact [info@4genderjustice.org](mailto:info@4genderjustice.org).