

Writing Tips (for job/internship applications)

★ It's imperative to **tailor your CV & your motivation letter** to each offer! It is **obvious** when you don't and it hurts your chances of success!

Brevity:

Word/phrase is not 100% necessary?
Sometimes non-essential info leads to confusion. **DELETE IT!**

- ~~Assisted in the creation and maintenance of multiple databases~~
- Database creation & maintenance

Support:

If you claim to have a skill, you must support your claim with a **specific example from your past experience.**

~~I can work independently to a deadline.~~

At ABCCompany, I created a weekly market-trends analysis; so I'm comfortable working independently to a deadline.

Active Voice:

The subject of your sentence should *perform* the action, not *receive* it. **Active voice is more persuasive.**

~~Great internships are won by AUP students.~~

AUP students win great internships!