



Hints and tips for sending in your application

When applying for most jobs at Yorkshire Water, we ask you to fill in some key information on your application and then to send us your up to date CV and covering letter, telling us all about how you'd be a perfect match for the role.

What should be on my CV?

A good CV should highlight your key skills and experience and why you'd be a great fit for the role you're applying for. Be sure to include any relevant achievements and check that your contact details are up to date so we can reach you easily.

Employment history should be in reverse chronological order, with your most recent work experience, education and qualifications first. Feel free to use the recommended layout below.

mmyyyy – mmyyyy Company name and role title

Key Responsibilities: xxx

Key Achievements/Projects: xxx

Always try to keep your CV brief – no more than two pages and use headings or bullet points to break up the information. It's a good idea to ask a friend or family member to proofread your CV to check it over too.

What should be in my covering letter?

It should cover the main reasons you're applying for the role, your key strengths and why you think you'd be the perfect fit. For example, if applying for a customer service role, tell us about all the relevant experience you have working in this field and what you'd bring to the role – this could include empathy, listening to the customer, being committed to sort out any issues and lots more!