



Turley Graduate Programme

- CV and cover letter tips

Applying for your first graduate role can feel daunting. Your CV should show what you have done, while your cover letter should explain why those experiences have prepared you for the role and why Turley is the right place for you.

We don't expect you to have years of professional experience. Instead, we're looking for people who are curious, motivated, and passionate about shaping places and communities. Whether your experience comes from university, part-time work, volunteering, placements or extracurricular activities, it all helps to tell your story.

Writing your CV

Your CV should be clear, concise and easy to read. Aim for no more than two pages and use headings to help organise your information.

Include the essentials

- Your contact details (name, phone number, email address and LinkedIn profile if you have one).
- Your education, including your current or most recent qualification and any relevant modules or projects.
- Your work experience, including internships, placements, part-time jobs and volunteering.
- Skills, achievements and interests that demonstrate your strengths and personality.

Tailor your CV to Turley

Take time to understand who we are and what we do. Think about how your experience relates to the role you're applying for, and highlight examples that demonstrate skills such as:

- Communication
- Teamwork
- Problem solving
- Organisation
- Initiative
- Curiosity and willingness to learn

Focus on your achievements

Rather than simply listing responsibilities, explain what you achieved and the impact you made. Instead of 'Worked in a café', try 'Delivered excellent customer service in a busy café environment, balancing multiple priorities while working as part of a close-knit team'. Where possible, include examples, outcomes or numbers to help bring your experience to life.

Check before you submit

Before sending your application:

- Check your spelling and grammar.
- Make sure dates are accurate and consistent.



Writing your cover letter

Your cover letter is your chance to explain why you are applying, what excites you about joining Turley and how your experience connects to the graduate programme. Aim to keep it to one page and focus on the points that are most relevant to the role.

Introduce yourself

Briefly explain:

- Who you are.
- What you're currently studying (or have recently graduated in).
- Which Service and location you are applying for.

Tell us why Turley

We are interested in why you have chosen Turley specifically.

Think about:

- What attracts you to our work and the built environment.
- Our values and culture.
- The projects, sectors or services that interest you.
- Why you believe you will thrive in a collaborative consultancy like ours.

Showing that you've taken time to research the business helps demonstrate genuine interest.

Show us why you're a good fit

Use two or three examples to demonstrate the skills and qualities you'll bring.

These could come from:

- University projects
- Placements or internships
- Part-time work
- Volunteering
- Student societies
- Sporting achievements
- Other extracurricular activities

Focus on what you learned, the challenges you overcame and the contribution you made.

Before submitting, check that your CV and cover letter feel tailored to the programme and give us a clear sense of your motivation, strengths and potential.

Good luck with your application. We look forward to learning more about you!