

**Tip sheet**  
**For applying to positions advertised on**  
**www.cida-ecco.org**

This tip sheet is intended to provide you with advice that you should follow when applying for positions advertised on the ECCO website. Following these tips means you will probably need to adapt your cover letter and CV. However, it will also increase your chances of being screened into the selection process. Good luck!

Do

1. Read the whole RFP document.
2. When writing your cover letter carefully review section 1.4 (Mandatory requirements) of the RFP.
3. Ensure that your cover letter clearly explains how you meet each of the Mandatory requirements. Failure to show how you meet the mandatory requirements will eliminate your CV from the process.
4. When revising your CV, carefully review section 2 (Technical components) and appendix A (Terms of Reference) of the RFP. These sections will guide you in preparing your CV.
5. Take the time to rewrite your C.V. so that it clearly demonstrates how your experience meets the Mandatory and technical components.
6. Please ensure that your CV emphasizes clearly the Education and Experience that relate to the advertised job
7. Present your information as clearly as possible and make sure it refers to the technical component and TOR.
8. Use exact dates on your CV for each activity. For example: 10/04/15 to 11/04/26 – Consultant in BDS for GiZ.
9. Run a spell check on your cover letter and CV.
10. Present your education and experience starting with your most recent experience first (e.g. if your most recent diploma is an MSc – then you would list this first).
11. Respect any page limits identified in the RFP. Extra pages will be ignored.
12. Please include references for recent employment
13. Questions related to RFPs should be sent to info@cida-ecco.org or Fax#: 011 371 5744, at least five working days in advance of the closing date. Please indicate the RFP number on your e-mail or fax. The questions and answers will be posted on our website without identifying the origin of the enquiries.

*Don't*

14. Send a generic, unedited cover letter and CV that does not clearly address the mandatory and rated requirements
15. Include excessive information that has little relation to the position
16. Include copies of certificates, awards, etc. If we need this information, we will ask for it.