

WRITING A BRITISH CV

CV (Resume)

In the UK, resumes are called CVs (short for Curriculum Vitae). You should keep your CV to one side of an A4 page. You will also notice that in the UK 'A4' is not the same format and sizing as 'Letter' in the US. This may affect the formatting of your CV so please keep this in mind.

You can start your CV with a brief objective paragraph, outlining generalised skills you'd like to gain from your placement in London. Please do not mention specific roles or industries in the biography, as we could send your CV across to different industries for an interview opportunity from all 4 of your internship options.

The CV will then follow the format of:

Education History - Please bullet point your most recent education experience to least recent. Please include dates as this is helpful to employers.

Work Experience - Please bullet point your most recent work experience to least recent. Please include dates as this is helpful to employers.

Extracurriculars - Please outline any clubs, volunteering work or hobbies and interests you have outside of your academics.

Skills - Do you have great communications and teamwork skills? Are you a pro at Canva or Adobe? Please list the top soft and hard skills you have.

Please ensure the CV format is either a Microsoft Word document or a PDF. This is to ensure if any amendments are needed, the AES team can do this.

Lastly, please check that your CV is compliant to GDPR regulations, we are unable to send your CV to host companies if it has any of the following details:

- Name
- Address
- Phone number or email address
- DOB
- Photograph of yourself
- LinkedIn links
- Portfolio links that identify you

You can either title your CV with your initials like '**AG CV**' or use your reference number in place of your personal details, which is given to you via email.

What to include per section?

Objective - A brief introduction to what skillsets you're hoping to gain from the placement. This is also your opportunity to state what you can bring to the placement / host company. Please keep this to a few sentences long.

For example: *"An enthusiastic individual who is seeking a placement where I can grow both skills of IT and marketing. I'm adaptable, hard working and have efficient communication skills in which can be applied to a professional setting to excel in my role."*

Education - Please state the name of your University, your degree programme /major(s), the dates of when the course started and your expected graduation date (month/ year). This is your chance to list any coursework and classes you've taken that is relevant to your placement interests. Do remember to include your GPA if it's above 3.00, if you're in an honours programme, if you've made the Deans list and any other academic achievements. In the UK we do not use GPA's, so please list your grade out of 4, e.g. *GPA 3.75/4.0*.

For example:

*University of Colorado, Boulder
Bachelor of Science in Business Administration*

*September 2022 - June 2026
GPA 3.46/4.0*

Work Experience - You may feel like that you've had no prior work experience that is 'relevant' to your placement goals. However, all experience in the working world have transferrable skills and shows you're hard working, trustworthy and can handle responsibility. These are all skills that are super valuable to companies. If you've had several jobs, please pick the most recent or relevant, list the jobs in date order of starting with the most recent. Please include the name of the company, the job title and 2-4 bullet points outlining your responsibilities.

For example:

*Billy's Burger Joint, Waterbury, CT.
Responsibilities included*

Jan 2024 - June 2024

- I was responsible for opening and closing the store, which meant ensuring that the service areas were kept clean and tidy to professional standards.*
- I worked on the tills, with the responsibility of cash flow and cashing up at the end of each shift.*
- Being customer facing, meant the position equipped me in having effective customer service, problem solving and teamwork skills.*

Extracurriculars - This is the perfect chance to show a different side to you on paper, whether its your volunteering, your sporting clubs, your media societies it's a chance to highlight a side of your passions and interests.

For example:

- I am a member of the Volleyball team on campus, where I commit to weekly training sessions and competitions representing my University.*
- I also am a member of sorority working on event planning and fundraising for local charities.*
- I am passionate on building my skills within the media industry, so I work for the campus newspaper on weekly articles of events happening on campus.*

Skills & Qualifications - This is where you can list your computer skills and any relevant software's you're equipped in. Please use the most relevant to your placement interests, e.g. if you're a hoping for a marketing role, it would be great to mention any creative software's like Adobe and Canva. You can also mention soft skills you have, whether that's teamwork, communications or adaptability etc.

For example:

I am proficient in the following software's:

- *Canva*
- *Adobe Suite - including Photoshop and Lightroom*
- *Microsoft Suite - including Excel and PowerPoint*
- *I am health and safety trained - certificate can be provided.*
- *I believe to have effective communication skills, I am confident in sharing new ideas and opinions and believe I will bring fresh perspectives to my placement host company.*

Final Advice - Remember to proof-read your CV very carefully and to not always rely on spell-check, ask a friend or teacher to give it a read through as a fresh set of eyes can spot any errors. A British employer will know that Americans spell some words differently but they will still expect your CV to be consistent in spellings.

For creative students, like Media, Journalism, Film (and more) you may want to include a link to a portfolio or samples of work. Please ensure the example links comply to the GDPR regulations.

For students seeking experience in social work, teaching, psychology areas (and more) you may be required to complete a police background / DBS check, something to keep in mind during your preparations. Your AES coordinator can advise further on how to do this. You can add this to the bottom of your CV *'I can supply/ complete a DBS check if required.'*

Your campus careers office can also advise further on CV structures and there are plenty of useful resources online, like:

- <https://www.studentjob.co.uk/application-tips/cv>
- <http://www.alec.co.uk/cvtips/examstcv.htm>

Please see below for some visual examples of British CV's, and if you need further guidance please reach out to your study abroad faculty or AES Coordinator.

CIVIL SERVICE CV

by CV Genius

Personal Statement

Analytical and proactive Policy Officer with 6+ years of experience researching and analysing data for better decision-making in private and public sectors. Outstanding track record in influencing strategic change in government policy. Excellent communicator focused on building solid relationships with a wide range of stakeholders. Committed to designing and proposing appropriate policies to achieve ministerial objectives and government priorities.

Work Experience

Policy Officer

EAST AYRSHIRE COUNCIL, Kilmarnock August 20XX–present

- Conduct research and deliver policy recommendations across multiple projects
- Assisted in the creation of the 20XX Whistleblowing policy, resulting in a recommendation for advancement and recovery of over £500,000 in stolen funds
- Prepare briefing notes on UK/EU policy documents
- Generate and present cost reports to senior officers to assist in decision-making on tax reform and other matters
- Supervise 5 assistant policy officers in researching and documenting existing and upcoming policies

Assistant Policy Officer

MANCHESTER CITY COUNCIL, Manchester December 20XX–July 20XX

- Researched and analysed policy issues as directed by senior officers
- Liaised with internal and external stakeholders to develop high-quality policy enquiries and documentation
- Provided extensive research to support the drafting of the 20XX Performance Management policy, resulting in a commendation by the Head of Policy
- Supported internal meetings by booking rooms and appointments, drafting agendas, and taking minutes
- Offered advice and guidance to senior government officials



Example by CV Genius

PERSONAL STATEMENT

Passionate LLB student dedicated to fighting social injustice and human rights violations. Completed courses in criminal law, public law, company and international law with a current CGPA of 3.98. Possess two years of practical experience as an intern in legal research, client communications, court attendance, and client inquiries. Seek to contribute to the success of the firm in upholding justice through proven research skills and legal knowledge.

EDUCATION

Queens University Belfast
(20XX–20XX)
LLB Law

Relevant Modules:

Criminal Law, Public Law, Constitutional Law, Comparative Legal Systems, Law of England and Wales, Law of the European Union, Company Law

Dissertation Topic:

Comparison Between Scots Law and the French Civil Code

Derry County School
(20XX–20XX)

A-levels: Maths (A), French (A), English Literature (A)

GCSEs: 10 A-C including Maths, English, & ICT

WORK EXPERIENCE

Legal Intern | December 20XX–Present
Sinclair & Isaac, Belfast

- Draft and edit 20+ court documents such as briefs, pleadings, memoranda, motions, orders, and testimony at solicitors' request
- Organise company pro bono trial preparation to improve access to justice for the less privileged and low-earning members of the community
- Assist with case organisation in compliance with the Criminal Procedure Rules and Criminal Practice Direction (CPD) on court orders
- Participated in 12+ client interviews and reviews of relevant evidence to build potential client defences

Legal Intern | May 20XX–November 20XX
Harcourt-Fenton Chambers, Belfast

- Handled case preparation, document drafting and review
- Assisted senior counsel with contractual, judicial, and stipulation arbitrations in 15+ disputes involving clients from the manufacturing and real estate sectors
- Prepared legal documents and correspondence, such as briefs, pleadings, contracts, and affidavits
- Observed court proceedings over 2 years and actively participated in case preparations in cases such as breach of contract, bankruptcy, libel, personal injury, and wrongful arrest
- Utilised MyCase for case management, document organization, and collaboration with attorneys and clients

ID: 12345

CV PERSONAL STATEMENT

Enthusiastic and driven professional with 6+ years of experience providing exceptional customer service and exceeding sales goals in a retail environment. Skilled communicator and problem solver with demonstrated experience leading a team of 15 associates and leveraging patience and professionalism to reduce customer escalation rates and boost customer retention.

WORK EXPERIENCE

NEXT, Leeds

Senior Customer Service Associate July 20XX–Present

- Direct a cross-functional team of 15+ customer service associates and representatives while setting personal and team sales goals
- Improved customer shopping experience by streamlining returns and refund processes, increasing satisfaction rate by 35%
- Collaborate with the supervisor to train associates on how to handle escalated problems, reducing customer escalation rate by 15%
- Onboarded and mentored 4 new customer service representatives, receiving glowing feedback on management style in all cases

HOUSE OF FRASER, Leeds

Customer Service Associate May 20XX–July 20XX

- Attended and responded to 75+ calls daily from customers regarding product usage, billing issues, and company information
- Provided information and responded to product/service queries in a courteous manner, enhancing new customer NPS scores by 12%
- Maintained 99% service rate and <3% abandonment rate for the department
- Logged customer orders using Lime, ensuring data entry was consistent and error-free
- Processed refunds and made billing adjustments based on information from billing

THE SPRING, Leeds

Customer Service Representative Jan 20XX–April 20XX

- Played a key role as part of a 10-member team in maintaining an organised and customer-friendly store
- Met and exceeded all assigned sales goals, increasing sales growth by 20% in 12 months
- Achieved Customer Service Associate of the Year Award 3 years in a row

AG CV

PERSONAL STATEMENT

Innovative and process-oriented Senior Data Analyst with 10+ years of experience in collecting, interpreting, and analysing statistical figures for strategic business decisions and solutions. Good communicator focused on building client relationships to develop the right strategies to query and extract insights. Possess an MSc in Business Analytics. Proficient in using data visualisation tools to identify key business trends and increase sales

WORK EXPERIENCE

COVEN DATA CONSULTING LTD., Liverpool
Senior Data Analyst

20XX - Present

- Used Google Analytics and SPSS to implement new scripts that increased performance by 35%
- Brought £25K revenue to the company by developing improved insights for better management decisions
- Supervise and train 15 Junior Data Analysts in data management and qualitative and quantitative analysis
- Implement and improve databases, data analytics, and data collection systems to help meet company sales goals for 3 consecutive years
- Review technical reports and performance indicators to filter and clean data, locating issues related to data codes
- Use Tableau, Python, and data warehousing programs for data analysis and intelligence

STAR LABS, Birmingham
Data Analyst

20XX - 20XX

- Used SPSS and MATLAB to collect and analyse a variety of statistical models and produce comprehensive reports
- Generated PL/SQL scripts for extensive back-end testing
- Developed key performance indicators and data architecture to monitor company sales and reduce costs by 28%
- Conducted research and analysed large data sets on 2 different products, and increased sales by 21%
- Trained 5 interns to use data visualisation tools to optimise statistical efficiency and quality