

## WRITING A BRITISH CV

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### CV (Resume)

In the UK, resumes are called CVs (short for Curriculum Vitae).

You should keep your CV to one double sided page. You will also notice that in the UK standard paper is 'A4' not 'Letter' as in the US. This may affect the formatting of your CV.

British CVs normally start with a brief objective (please see below guidance), your education & then your work experience (from most recent to least recent – please include the year and month you started/finished, or if still working there, put 'to present'). Interests & technical skills are normally written in the last section of your CV. It is helpful for employers to see the dates of your course & employment clearly either on the left or right hand side.

Please remember that AES require your CV to be in a **Word document, not a PDF document.**

### Contact Details:

Due to GDPR regulations, we are unable to send out your CV to potential placements if you have sent us your CV with any of the following details:

- Name
- Address
- Contact details
- Date of birth
- Picture

Please do not include any of the above. Input your unique reference number in place of your personal details, which will be given to you via email.

### Objective:

This is your opportunity to succinctly outline your aims for the internship programme - what type of experience you hope to gain. You should also briefly state what you can bring to the placement.

For example:

*“An enthusiastic individual who is seeking a placement to enable both skills of IT and marketing to be utilized.”*

*“An adaptable and responsible student seeking an entry-level position in public relations which will utilise the organisational and communication skills developed through various job roles.”*

*“I am looking for management training which offers me the opportunity to develop new skills while strengthening those I already possess.”* – for those who have not decided what they want

to do yet!

### Education:

- Please indicate the **name of your institution**, your **degree programme/major(s)**, the **date (month and year) you started the course** and your **expected graduation date (month and year)**.
- List any **coursework** that is relevant to your potential placement.
- Things that are important to mention include if your **GPA is above 3.5**, you are in an **honours programme**, have made the **Dean's list, etc.**, in the UK we do not use GPAs so you will need to explain e.g. **GPA 3.75 (out of 4)**.

For example:

*University of Colorado, Boulder*

*Bachelor of Science in Business Administration*

*September 2012 – June 2016*

*GPA: 3.2 (out of 4)*

### Work Experience:

You may feel you have not had any 'relevant' work experience. However, most jobs show that you can take **responsibility, are trustworthy, a hard worker, work well in a team** etc., all of which are attributes that most organisations want from their staff no matter what the role is. If you have had lots of part time jobs, then just pick 2 or 3 of the most recent or relevant to what you would like to do.

List your jobs (paid/unpaid & full or part time) in date order starting with the most recent.

Include **name of company & your job title** and under each job include **2 to 4 bullet points outlining your responsibilities**. Think how these could be relevant to the internship you are seeking.

For example:

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

*Dec 2011 – March 2013*

*Responsibilities included:*

- *Customer service*
- *Cashing up*
- *Keeping service area clean & tidy.*

### Skills & Qualifications:

- List your computer skills (including relevant programmes – e.g. Excel, Power Point, Logic, Python, C++ and Final Cut Pro).
- List your language skills.
- Do you have a first aid qualification? Have you received specialist training within your field? List that information here.

### Interests & Achievements:

This is your opportunity to highlight your extracurricular activities, community service/voluntary work and anything else that you feel may be relevant.

## Notes

Remember to proof-read your CV very carefully – do not just rely on spell-check! Get someone else to read it through. A British employer will know that Americans spell some words differently, but they will expect your CV to be consistent.

Media, journalism, film majors – you may want to include a link to a sample of your work, for example, to an article you have written, a video you have made, etc.

Social Work, teaching, psychology majors – if you are interested in interning for an organisation that works with children or vulnerable adults you may be required to have a police background check. If you don't have one, it may be useful to get one now. You could add this to the bottom of your CV – 'I can supply a current police background check if required'.

Your campus careers office will also be able to offer advice on putting together a CV. There are lots of resources online for writing CVs. We would recommend using British ones rather than US ones as they are more geared to the UK job market.

## Useful resources:

<http://www.alec.co.uk/cvtips/examstcv.htm>

<https://www.studentjob.co.uk/application-tips/cv>