

Writing a British CV and cover letter.

CV (Resume)

In the UK resumes are called CVs (short for Curriculum Vitae). You should keep your CV to one 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, education & then work experience. Interests & other skills are normally at the end. It is helpful for employers to see the dates of your course & employment clearly either on the left or right hand side.

Contact Information

You should include your current address, the email address you check most regularly and a phone number where a potential employer can contact you.

Skype – it useful to have a Skype address as many UK employers like to interview this way. You should include it on your CV.

LinkedIn – include this in your contact information if you have an account.

Objective

This is your opportunity to succinctly outline your aims for the internship programme. Why you want to undertake an internship in London and what type of experience you hope to gain. You should also briefly state what you can bring to the placement.

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.
- If your GPA is above 3.5, you are in an honours programme, have made the Dean's list etc., please provide that information. In the UK we do not use GPAs so you will need to explain e.g. GPA 3.75(out of 4).

For example;

Sep 2012 – June 2016

New York University, BA Communications, GPA

3.8(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.
- Under each job include 2 to 4 bullet points outlining your responsibilities. E.g. Customer service, stock taking, book keeping, updating web site etc. Think how these could be relevant to the internship you are seeking.

For example:

Dec 2011 – March 2013 *Billy's Burger Joint, Waterbury, CT.*

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

Skills and Qualifications

- List your computer skills (including relevant programmes – e.g. Excel, Power Point, Logic (for music majors), and Final Cut Pro X (for journalists and film majors).
- 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.

COVER LETTER

Remember, this letter will be sent to a wide variety of potential employers. It should not be addressed to one organisation or mention a particular company. It is your opportunity to sell yourself & highlight the skills and experience you have that will be of benefit to the organisation. This is slightly harder than writing one for a specific organisation as you will need to keep it fairly general. Always make positive statements & don't say what you don't want to do. It should be no more than one page long.

Greeting

Use "Dear Sir or Madam," to open your letter.

Paragraph 1

Why you want an internship in this particular field, you can also include why particularly in London. What skills would you like to improve/gain?

Paragraph 2

What you could bring to the organisation – this maybe highlighting specific course work you've undertaken, work experience you've had and/or extra-curricular activities you have done.

Closing

Something along the lines of - 'Thank you very much for considering my application'. Use 'Yours faithfully' to sign off as you have not used a name in the greeting.

Notes

Remember to proof read your cover letter & CV very carefully – don't 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 & cover letter to be consistent.

Media, journalism, film majors – you may want to include a link to an example 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 & cover letter. There are lots of resources online for writing CVs and cover letters.

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>

http://www.studentjob.co.uk/info/example_cover_letter

Please note: This document is a resource to guide students on common resume practices in specific country and cultural contexts, which may differ from those of the United States. The information that students submit on their resume is not used as a basis for acceptance into the Global Internships program. Students are not required to include all items included on this template and can use their discretion in following these guidelines. However, please keep in mind that not adapting your resume to the template may impact the local organizations ability to properly evaluate your resume.