

CV, COVER LETTER AND CANDIDATE PROFILE GUIDELINES

In order to increase your chances of securing the best quality internship, please read through the below carefully. International CVs are different to UK ones, therefore the importance of following the below guidelines needs to be emphasized.

You can find further guidance on CVs and Cover Letters on [our website](#). Please ensure you take time to read this and feed the information into your documents. Also don't miss the subpages dedicated to [CVs](#) and [Cover Letters](#).

GENERAL TIPS

- Remember please to send your CV, Cover Letter and Candidate Profile in a **Word format** in **one attachment** and title it with your **name & surname**.
- Please follow the **UK style & formatting** when amending both of your documents. For instance, regarding your Cover Letter, start with the phrase '*Dear Sir/Madame*', sign '*Yours Sincerely*'. For further guidelines on the UK format standards please read through the information on our website (links as above). Please avoid framing your documents – UK employers prefer standardized CV, especially at junior level jobs.
- Please **avoid colours** – all documents should be in black and white to make it look professional.
- Kindly ensure the **tone is professional** in terms of vocabulary and phrasing, e.g. avoid using colloquial/ informal phrasing (such as 'Hello' in the beginning of your Personal Statement).
- Try to **proof read** all documents at least once in order to avoid misspelling and punctuation errors.
- We would strongly advise you **not** to include your nationality/ethnicity, or your date of birth or marital status as this piece of information is not required in the UK – your skills, experience and qualifications is what matters most. However, you do need to include your **first name and surname, home address and contact details** (phone number & email).

CV

- We would recommend for your CV to be **no longer than 2 pages**.
- The standard **sections pattern** in UK CVs includes your:
 - ✓ Name in Full and Contact Details (address, phone number, email address)
 - ✓ Personal Profile
 - ✓ Education

- ✓ Work Experience
- ✓ Other Skills & Achievements
- ✓ Interests
- ✓ References (*please note that you do not need to include any referee's details – instead please add the following line: References are available upon request.*)
- Kindly make sure that your CV is **clear** and **visibly divided into appropriate sections** (as mentioned above).
- Please add a very brief (max 3-4 lines!) **Personal Profile** just under your name and contact details, before you go onto the Education section. The Personal Profile should briefly highlight your achievements, skills and talents. Please include numbers and percentages that quantify your achievements, if possible, to support your statements. The last statement in your Personal Profile should relate to your future goals and ambitions.
- Please remember to add the **Interests/ Hobbies** sections at the very bottom of your CV – let the employer know how you are spending your free time, what interests you, etc.
- Standard UK CVs do **not** include photographs.

COVER LETTER

- We would recommend for your cover letter to be **no** longer than 1 page.
- As you are including your CV, Cover Letter and Candidate profile in the same attachment please make sure that you use **the same font type** (and ideally **the same size**) to ensure consistency; this will also make your documents visually attractive.
- **Text Alignment** - make sure that the text is aligned to both right and left side, do **not** center it. Please do **not** divide the text into columns.
- To make it look clear and neat, please **divide the text into appropriate paragraphs**, e.g. the introductory paragraph, the work experience paragraph, the future goals paragraph.
- Make it look **professional**: don't use shortcuts such as '&' - write the full word 'and' instead.
- The Cover Letter should describe your work experience in more detail, highlighting your achievements, skills and qualifications gained.
- In the final paragraph you could also refer to your future goals and ambitions, and how will the internship helps you to achieve it. Also, please don't forget to mention your **School/ University achievements** (e.g. high grades, scholarships, etc.) and your **talents** (ability to speak other languages, sports achievements, extra curriculum activities, etc.!!)
- When referring to your **Internship ambitions**, it is recommended that you keep the Personal Statement generic. A general statement highlighting your experience and achievements appropriately will do the job.
- Try to avoid making general, theoretical statements and relate as much to your work/study experience as possible. It is extremely important to **provide evidence** for statements you are making, e.g. "*Whilst working as part of a target-driven sales team for a charity organisation, I build strong customer relationship by assessing clients' needs and providing relevant product knowledge*".

CANDIDATE PROFILE

- You will need to create your own **Candidate Profile**; you can find a template and an example below.
- The Candidate Profile will provide a ‘snapshot’ of your qualifications, work experience, languages, technical skills and hobbies.
- It will be used to help to ‘promote’ you to your prospective employer.
- The Candidate Profile has to be **brief and concise, highlighting your skills and qualifications gained in each position**. Try to think of different skills gained/ developed in each position.
- It should be no longer than a paragraph and written in the third person (e.g. do not write ‘I’ or ‘my’). Make sure you divide each section in bullet points.
- Please use Calibri font, size 11 (size 12 for your name), with the formatting as provided in the Example.
- It will have to be send in a Word format via email to your Internship Coordinator.

TEMPLATE

Candidate: First Name & Surname

Title of Degree Major, Name of University, Location

- **Job title - organisation, Location (Dates: months & year):** list briefly your skills/experience
- **Job title - organisation, Location (Dates: months & year):** list briefly your skills/experience
- **Job title - organisation, Location (Dates months & year):** list briefly your skills/experience
- **Technical:** Word/Excel/PowerPoint/InDesign/Final cut/iMovie, etc.
- **Languages:** English (native); German (Basic/intermediate/Advanced); Spanish (Basic/intermediate/Advanced), etc.
- **Hobbies:** please list briefly.

EXAMPLE

Candidate: Emily Higgins

Communication Studies Major (Concentration: PR), San Francisco University, USA

- **Editor - Unite Online Magazine, San Francisco University (March 2011-Present):** writes new content on a weekly basis; publicity of magazine throughout University campus; leadership of the magazine team.
- **Sales Associate - Macy's, San Francisco (April 2010- September 2010):** customer service within a fast-paced environment; gained fashion product knowledge, significantly improved communication skills.
- **Receptionist & Admin Assistant - Maraval School, San Francisco (January 2009- March 2009):** Assisted teachers in preparing classroom materials, produced past-paper exam guide; administrative duties; gained broad understanding of education sector.
- **Waiter - Outback Steak Restaurant, San Francisco (August 2008- January 2011):** customer service, effective time management, performed well under pressure.
- **Technical:** Word; PowerPoint; InDesign; Final cut; iMovie.
- **Languages:** English (native); French (advanced); Spanish (basic).
- **Hobbies:** reading and performing drama at the University Drama Association, cycling, cooking (Italian and Korean cuisine), photography.