

**STUDY ABROAD INTERNSHIPS**

**SUPPORTING DOCUMENTS GUIDANCE**

To increase your chances of securing the best quality internship, please read through this guide carefully. International CVs are different to UK ones, so ensure that you follow the below guidance to ensure your documents meet the necessary UK standards.

This document with provide advice and support on how to write your CV.



We hope you find this information document helpful.

We are so excited that you are joining us on the Study Abroad Internship Programme at The University of Westminster.

**CONTENTS PAGE**

[**CV (RESUME)** 3](#_Toc96952282)

[**WHAT IS A CV?** 3](#_Toc96952283)

[**LAYOUT OF YOUR CV** 3](#_Toc96952284)

[**GENERAL CV ADVICE** 4](#_Toc96952285)

[**TRANSFERABLE SKILLS** 5](#_Toc96952286)

[**EXAMPLE CV** 6](#_Toc96952287)

[**USEFUL RESOURCES** 8](#_Toc96952288)

[**HOW WE CAN HELP YOU** 8](#_Toc96952289)

# **CV (RESUME)**

The standard UK CV may be different from what you are used to, so please ensure that you adhere to the UK CV guidelines to stand the best chance of securing an internship.

## **WHAT IS A CV?**

* CV stands for Curriculum Vitae, which is Latin for ‘course of life’
* A CV is an essential part of any job search and is normally required during the initial stage of applications. You will need a CV as part of your application for the Study Abroad Internships 2021.
* A CV is your personal document that showcases your education, qualifications and achievements, your work history and ultimately who you are as a person and a potential internship candidate.
* Before you send your CV to an organisation really think about the main points you want to communicate about yourself.

## **LAYOUT OF YOUR CV**

|  |  |
| --- | --- |
| **Section** | **Details** |
| **Personal Details** | * First name and surname (at the top as a heading in large bold letters)
* Include postal area – not full address
* Your mobile and email contact details
* Optional: LinkedIn profile, a blog you have or any professional platform you wish to showcase
 |
| **Personal Statement/Profile** | * Personal profile – is optional but may make you stand out in a crowded market.
* Helps to frame your CV and focus on the most relevant information. This should include;
* Three to four-line summary of your main selling points related to the job.
* Who you are/What you are studying
* What you are good at
* What you want to do
* It’s important to think here about what you are trying to say to an employer within this statement. Be different and really grab the attention of the employer, make an impact with this statement.
 |
| **Education** | * List of your education information in reverse chronological order.
* Give some detail of your current course (i.e. list relevant modules or assignments)
* Briefly include school subjects and grades
 |
| **Employment History** | * List your workplace experience in reverse chronological order, if you have some relevant experience you want to draw attention to you can have a separate section for this.
* For any non-relevant experience, you should emphasise the transferable skills gained.
* Include placements, part-time and voluntary work, as well as permanent and temporary jobs.
* Be concise and focus on your skills and achievements rather than just on tasks.
 |
| **Interests/Hobbies** | * Your level of motivation and participation in the activities mentioned
* Avoid dull lists of interests such as 'cinema, sport, socialising' and instead go into a bit of detail about each of your interests: Why do you do them? How long have you been doing them? How often do you do them? What skills have you developed because of that interest?
 |
| **References** | We suggest that you write ‘References available on request. But you should have them primed and ready to go for when they are needed.* One should be an academic referee; this is usually your personal tutor or a course tutor who knows your work. The second referee should be a current or previous employer from paid or voluntary work or even an activity where you have participated actively e.g. local sports team captain.
 |

## **GENERAL CV ADVICE**

Your CV is your personal document and will differ depending on your personality, your work history and your background.

* **Structure:** The CV should be in reverse chronological order, meaning you will need to put your most recent education & work experience first
* **Length:** No more than 2 pages long
* **Formatting:** Make sure that your CV is clear and easy to read. You can do this by dividing into appropriate sections and use bullet points within each section
* Your CV should be in a Word Format
* **Font:** Readable font size, we find that size 11 works well
* **Proofread:** Ensure that you proofread your CV for spelling and grammatical errors
* **Layout:** Please avoid framing your document or using tables within the layout – UK employers prefer a standardised CV
* **Vocabulary:** Ensure that you use professional vocabulary throughout, avoid using colloquial or informal phrasing
* Standard CV do not need to include a photo or any protected l characteristic such as age, marital status, ethnicity

## **TRANSFERABLE SKILLS**



Transferable Skills are those skills that can cross over to various job roles, when writing your CV for your Study Abroad Internship it’s important to remember the transferable skills you have gained throughout your studies/work history that may be relevant to the role you are submitting your CV for.

Remember to highlight what you can do/what you are best at!

## **EXAMPLE CV**

**Joe Bloggs**

London UK

j.bloggs@westminster.ac.uk

020 7911 5000

[Student Visa]

Final year Property with Business Student at The University of Westminster, seeking a career in commercial practice surveying. Strong commercial awareness, client facing, and technical skills developed through previous employment including experience at a property management company and in planning and development office at a local council.

**Education**

**BSc (Hons) Property with Business:** September 2011- June 2024

University of Westminster, London.

* Predicted 2:1 having achieved a 2:1 in first- and second-year assessments.
* Third year projects included a dissertation and group presentation at the RICS in Jan 2012 in which a proposal for a development and investment opportunity was submitted. This assignment was the cumulation of the property disciplines studies on the course, notable development and investment appraisal, valuation, property management, landlord and tenant law and planning.
* Business modules included Accounting and Finance Economics, Marketing, Organisational Behaviour and Business Management.

**A/AS Level:** September 2008- June 2010

Copleston & Holywells Sixth Form, Ipswich

A Levels: Business Studies (C) Geography (C) General Studies (C)

AS Levels: Media Studies (A) French (E)

**GCSE’s:** September 2006-June 2008

9 GCSE’s (A-C) including Maths & English

**Work History**

**Work Placement:** (October-November 2013)

Property Initiatives, Mayfair, London

* Assisted the director and senior property manager with their day-to-day duties. Updated reports for clients, undertook research, interpreted legal documents and aided the valuations team with the proposed acquisition of a development site.
* Developed an understanding of commercial property management by visiting a number of buildings under company supervision and learnt specifically about facilities management, leases and tenancy schedules.

**Clerical Assistant** (June-September 2012)

Planning and Development Department, Ipswich Borough Council

* Acquired a practical understanding of the planning system through general clerical duties and exposure to the work of the local planning officers.
* Systematically transferred planning documents, such as tree preservation order information to the e-planning system.
* Observed a committee meeting in which a number of development proposals were granted or refused planning permission.

**Other Work Experience**

**Part-time Bartender** (December-September 2014)

JD Wetherspoons, Ipswich

* Integrated well into a diverse workforce and was able to work quickly and under pressure within a team of six to provide excellent customer service and ensure that close-downs were completed on time
* Promoted to a supervisory role in a smaller Ipswich pub, overseeing the duties of newer team members.

**Data Entry Clerk** (August–September 2011)

E.ON, Ipswich

* Logged customer details into a computer system utilising IT Skills and attention to detail.

**Telemarketer** (May-June 2011)

CRU Promotions, Brisbane, Australia

* Improved communication skills through business to customer marketing of mobile phones and healthcare memberships. Consistently achieved increased daily call targets under pressure.

**Fruit Picker** (February-March 2011)

Various Employers, Mildura, Australia

**Part time Sales Assistant/Cashier** (October 2008-2010)

Homebase, Ipswich

* In charge of the garden furniture area during busy periods, ensuring excellent customer service, managing stock and two section staff.
* Promoted to the kitchen, bathroom and interior furniture team during the January sale, processed customer orders, arranged appointments and consistently met store credit card application targets.

**Interests & Other Skills**

* Keen interest in economics and current affairs, regular reader of the Financial Times, Estates Gazette and Property Week
* Student member of RICS
* Enjoy making the most of opportunities to travel, including six months independent travel to India, Indonesia and temporary employment in Australia during my gap year.
* Proficient user of Microsoft Word, Excel, PowerPoint and Project. Some knowledge of Super Developer.
* Enjoy football and have shown leadership and organisational skills whilst captain of a bowling team.

**References**

Available on request

# **USEFUL RESOURCES**

There are lots of resources on The University of Westminster homepage, that you may find useful to read through.

It is also a great idea to familiarise yourself with the main University Website.

[University of Westminster](https://www.westminster.ac.uk/)

[CVs, Cover Letters and Applications | University of Westminster](https://www.westminster.ac.uk/current-students/employability-and-career-development/jobs-and-work-experience/cvs-cover-letters-and-applications)

[Explore your Internship Options | University of Westminster](https://www.westminster.ac.uk/international/study-abroad/study-or-work-in-london/explore-your-internship-options)

# **HOW WE CAN HELP YOU**

The Placement Team is here to help you!

You will receive a 1-1 appointment with the Work Experience and Recruiter Engagement Coordinator. This will be a virtual, 30-minute appointment. We will discuss your internship options and will also review your CV. We will go through any amendments that need to be made to your documents in the meeting.

Please feel free to contact us at any time if you have any questions.

wbs-intinternships@westminster.ac.uk

