

CV & CANDIDATE PROFILE GUIDELINES FOR INTERNSHIPS

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 emphasised.

You can find further guidance on [making applications on our website](#). Please ensure you take time to read this and feed the information into your documents.

GENERAL TIPS

- Remember please to send your CV and Candidate Profile in a Word format in one attachment and title it with your name & surname.
- Please follow the UK style and formatting when amending both of your documents. For further guidelines on the UK format standards please read through the information on our website (links as above).
- Please avoid framing your documents or using tables within the layout– UK employers prefer standardised CV, especially at junior level jobs.
- Please avoid colours and images – 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

- Please ensure your CV is 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. The last statement in your Personal Profile should relate to your future goals and ambitions.
- In your work experience section, focus on your skills and achievements, rather than your duties alone. Wherever possible, include figures

- 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.

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.