



## Internship advice: your resume

Every candidate for the Internship Programme must prepare the best possible resume. In the United Kingdom, a resume is called a Curriculum Vitae or “CV” and will be referred to as a CV from this point forward.

The CV must be tailored for the potential market to which it will be sent. This is an essential element of successful self-promotion. The CV is your personal sales literature and as such should be clear and concise; projecting quality and professionalism, while making clear the benefits of taking you on as an intern. Generally, a CV gets no more than 30 seconds from the reader. In that time his/her attention must be captured.

Completing your CV will take several drafts. Follow the steps below for the best possible results!

### 1. CV format:

- use Microsoft Word ~ *please do not send a pdf unless it is a graphic portfolio*
- set your page to A4 paper size, which is the size used in the UK
  - you can find this under File, Page Setup, Paper, and then Paper Size
- consider using British spelling
  - you can set your language under Tools, Language, Set Language, and then English (UK)
- consider the expectations within your particular industry
- use a consistent print style, not too crowded not too bare
- check the layout of your document on a PC if you drafted it using Mac

### 2. The first draft:

- **Personal details:** full name, email, phone, permanent and current addresses. Your current address will be your address in London. If you are living on the Kensington campus:
  - 1 St. Alban's Grove  
London, W8 5PN
- **Education:** in reverse chronological order if you have attended more than one university or college
- include your GPA, but spell out as Grade Point Average as the system is not used in the UK
- awards need short explanation; eg. Dean's List (award for high academic achievement)
- list a few courses taken as part of your undergraduate degree if they are especially relevant
- **Employment History:** in reverse chronological order; include paid, unpaid, full-time or part-time work.
- use action words in describing your responsibilities; eg. *assisted, organised, coordinated, developed*.
- quantify your achievements, using numbers wherever possible; eg. award for 100% increase in sales
- describe the specific results of your work wherever possible
- **Skills:** list any skills relevant to the type of internship you are seeking
- use skills gained from work, studies, activities, volunteering, etc

- list computer skills; eg. Microsoft Word, Excel, Adobe Acrobat, etc. This is essential for our Finance students
- list language skills and level; eg. Basic French, Conversant Spanish
- the skills that you list must be tangible and easily proven; writing that you are “highly organised” or a “good people person” are not skills that should be listed on your CV (but can be included in your personal profile, see below)
  
- **Interests:** list activities that are important to you and that you are able and willing to discuss; shows well-roundedness and could identify a common interest with the interviewer
- include interests such as music, sports, etc and specify or highlight experiences
  
- **Do:** bold or italicise headings and use a larger font for your name
- use bullets under each heading to make your CV easy to read
- be clear and precise; limit the use of abbreviations and avoid using jargon
- use dates when applicable (eg. Internship Fall 2008)
- check and double-check spelling, grammar and punctuation, and format consistency
- ask others to review your CV; staff of the Internship Office will do a final review with you
  
- **Do not:** let your CV go over 1 page
- use “I” or full sentences
- include an Objective section
- overly-exaggerate your achievements or skills
- include unprofessional email addresses or referees

### 3. Review as many times as necessary

### 4. Send your CV to Sarah Douglas at [sarah.douglas@richmond.ac.uk](mailto:sarah.douglas@richmond.ac.uk)