**IAESTE – CV Guidelines**

**Purpose:** These are general guidelines concerning the structure and the content for CV to IAESTE Employers. They are recommended in order to standardise the content and quality of CV across IAESTE.

**General things for a student to think about:**

* The purpose of a CV is to allow an employer to gain an insight of who you are: your achievements, skills, qualifications and work history to date.
* To establish if you will be of benefit to the company and to the position you are applying for.
* Always check your spelling and grammar when you finish!

**Always check if the country where you apply has any specific requirements for CV!**

**YOUR NAME** (bold/font size 16)

Your full address and postcode (you can put it on one line to save space)

Tel: 0111111 333 222 (mobile) 01294 123456 (home)

Email: use a professional sounding email address

**PERSONAL PROFILE or CAREER OBJECTIVE (optional)**

Only 4 to 5 lines (maximum). When these work, they can be highly effective but when they don’t, they can be indecisive and vague, without meaning and a waste of space! If you want to include one, make sure it is effective and sells you successfully. Include personal qualities, skills and personal strengths and make sure your claims are specific and substantiated. If using “Career Objective” then be sure it’s targeted to the job and to the company.

**EDUCATION AND QUALIFICATIONS (in reverse chronological order)**

**University of Bradford**  Year – Year

**Your exact course title e.g. Bachelor of Science, Electrical Engineering**

Final Year Project:

“Telecommunication networks R&D” – You may use up to 4/5 lines if relevant.
Modules included: – Average 68%

Name of Module, Name of Module, etc but try to put in order of importance and no need to list all.

You can add in individual results if you think it helpful

Awarded the “Name of Prize/Award” for best overall student?

**Name of School, Town or City (and Country if applying overseas)** Year – Year

GCE A Levels: Subject (Grade), Subject (Grade), Subject (Grade) and Subject (Grade)

GCE AS Levels: Subject (Grade) and Subject (Grade) (if grades are poor then leave out)

**Name of School, Town or City (and Country if applying overseas)** Year – Year

GCSEs: 9 subjects (3As, 4Bs and 2Cs) including Mathematics, English and French

**EMPLOYMENT HISTORY or WORK EXPERIENCE (in reverse chronological order)**

**Name of Company/Organisation, Town or City (Country?)** Month Year – Month Year

**Job Title**

* Be specific – tell them what you did, roles and responsibilities and the skills you have developed. Avoid writing vague statements that may sound good but provide no specific information.
* Use action verbs and quantify and qualify your statements – see examples below.
* “Handling and resolving up to 100 customer queries per day which enhanced and improved my communication skills, particularly the ability to professionally handle difficult customers.”
* “Responsible for a project worth £10K and led and managed a team of 10 staff.”
* Keep checking that what you’ve written is fully targeted to the job and to the company
* If you have any particular achievements then do mention them. If several then you could have a separate section on your CV. Employers like specifics.

**Name of Company/Organisation, Town or City (Country?)** Month Year – Month Year

**Job Title**

* The bullet points above are still applicable but try to highlight different skills and don’t repeat the same ones as above.
* Use the correct tense – past tense for previous jobs and present tense for current jobs.
* If the job is relevant to the one you are applying, give more details on responsibilities, however if it’s not that relevant, you may want to concentrate on the skills gained.

**VOLUNTARY WORK EXPERIENCE (in reverse chronological order and only if relevant)**

**Organisation/Company Name, Town or City (Country?)** Month Year – Month Year

**Job Title**

* Same notes as above; keep checking that what you’ve written is fully targeted to the job and to the company
* “Raised £1K for Cancer Research by organising . . .”

**IT / COMPUTING SKILLS OR TECHNICAL SKILLS**

* Can be useful as a separate section or you can include in the additional skills section below
* Name the specific packages that you can use and indicate the level of competency. The following are examples only.
* “Highly competent with Microsoft Office 2007/XP (Word, Access, Excel & PowerPoint)”
* “Competent user of the Internet and use extensively for project research and information gathering.”

**ADDITIONAL SKILLS**

**Key Competencies/Skills Profile**

* Choose the skills that most closely match the career area or the job applied for e.g. teamwork, problem solving, analytical skills, customer service, planning and organising.
* e.g. Teamwork – From your education, work experience and leisure pursuits, pick out the best examples of when you have demonstrated team working skills. Get down to specifics rather than writing at a general level. Pick a key aspect or incident within each scenario that demonstrates the skill, rather than trying to tell the whole story.
* e.g. Communication - Be specific as there are several ways you can communicate! e.g. from one-to-one telephone calls to group or individual presentations to audiences of over 100 people!

**Languages**

* Depends on the job and your competency, useful to add but do state the level of your skills

**ACTIVITIES AND INTERESTS**

**Positions of Responsibility** (could also go into sections above or even as a separate section)

* President of the Economics Society – write down what you do/did and the skills gained
* Class/Year Representative - write down what you do/did and the skills gained

**Voluntary Work** (you may want to put it here if more appropriate than above)

**Leisure Interests**

* Society memberships, outside interests, sports (a section on its own if you are very active in
* sports and take part at competitive levels but useful to say how often you do something and
* with whom (county/university/local league).
* Keep brief but show a balance between the active and passive, group and individual pursuits.

**REFERENCES**

It is acceptable to put “Names and addresses of 2 referees will be made available upon request”. If you have space, give name, title, full address, telephone and email contacts (usually one academic and one employer – ideally not GPs, friends or family!)