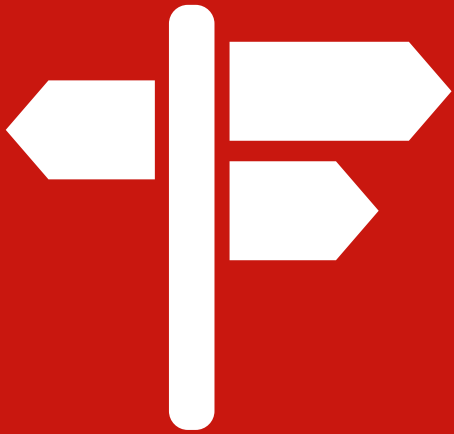


Effective CVs and Covering Letters



**Choosing and
managing your career**



**Developing you and your
skills for job seeking**



**Applying for jobs
or further study**



Students/Graduates

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MAKING YOUR CV STANDOUT

This booklet will give you advice on creating your CV – primarily for the UK market. The guidelines and sample CVs and Cover Letters will give you an idea of what information to include in your CV, different ways to present your skills and experience and, above all, techniques for making sure your CV is effective.

There is also advice on covering letters, as well as two examples. One of these is appropriate for an advertised vacancy; the other to be used when applying speculatively to an organization. Your CV should almost always be accompanied by a covering letter.

All of the information in this booklet can be supplemented by other material available through the Careers Service ([see p28](#)). This includes information on CVs for other countries. Careers Advisers deliver careers sessions in classes explaining what is required in your CV, cover letters and application forms. You can also arrange a meeting with a CV Adviser to get advice and feedback on your CV and covering letters. A recent enhancement of this service includes getting feedback on your **LinkedIn profile**.

Once you have developed your document(s) you can book an appointment with a CV Adviser online. Details of how to book and the days/times when these sessions take place can be found on the CV/Application Checking Service link on the Careers Service website:
<http://www.strath.ac.uk/careers/>.

Your CV and covering letter (or application form) are almost always the first contact you make with a prospective employer. You need to make a positive impression, otherwise you might find your applications are not successful. Research shows that more candidates are eliminated in this first round than at any other stage of the selection process, so time spent on your initial application is time well spent.

A CV is a formal record and description of an individual person. ('Curriculum vitae' literally means 'course of life'). However, a CV is more than just a summary of what you've done so far – a good CV should present to a prospective employer the knowledge, skills and experience you can offer in relation to the job that you are applying for. To do this effectively you must reflect on your studies, work experience (including voluntary) as well as your interests and activities.

Use what you read here as your guide to content and use the presentation styles you see here as a source of ideas, but remember that the CV is your document and you must be happy with the way in which it presents you to employers.

Please do not be tempted to simply copy one of the CVs or cover letters in the booklet!

WRITING A CURRICULUM VITAE

The CV and covering letter together form a marketing package, designed to convince the reader that you have the skills, knowledge and experience required to perform well in the job for which you are applying. Don't aim for a 'one size fits all' CV. Your CV should always be targeted to the particular job or field of work you are applying to, thus showing the employer how you are an ideal candidate. Use the job advert/personal specification to help you target your CV - whether you apply for a graduate traineeship or a shelf stacking job in a supermarket. Your statements are likely to form part of the interview agenda, so it's important that you are confident that you can back up the claims on your CV.

A CV is typically written in the first person and describes what you have done as positively as possible. The CV aims to "sell" your skills and experience to the potential employer. Use positive language and focus on activities you have undertaken, using strong action verbs. (See the list of positive and action words at www.strath.ac.uk/careers/apply/yourcv/writingeffectivecvs/.) Avoid any negative words where possible e.g. 'despite', 'just', 'only', 'I feel', 'I think', 'I believe'.

If you are an international student, please also refer to the specific advice provided at:
www.strath.ac.uk/careers/studgrad/internationalstudents/graduate recruitment in the uk/

Features of a Good CV - for the UK Graduate Job Market:

- Well laid out and well presented. As most CVs are sent by email, it can be useful to convert it to pdf format to ensure that it is received exactly as you prepared it.
- Normally two sides of A4 for the graduate job market although it can be one side of A4 if felt appropriate e.g. for a design or advertising position; one side of A4 is generally expected for part-time jobs.
- Accurate and easy to follow – the main sections (Education, Work Experience, Interests etc.) should be clearly laid out so that the reader can find information easily. Check any obvious date gaps.
- Be consistent in its layout. Have headings in the same style e.g. capitals, bold, or underlined... too many styles can make the CV looked crowded and complicated. Make sure you use tabs carefully in order to ensure that everything lines up.
- Highlight key headings (e.g. in bold font) to draw attention to key parts of the CV, such as the name of your university and course or your employers. Consider 'hyperlinking' key sections of your CV/cover letter e.g. to course or academic department information. Do this selectively!
- Make sure your font size is not too small – the best size is 12. Note – some fonts are easier to read than others.
- Don't use abbreviations which may be unfamiliar to the reader. Write the words out in full the first time you use them and put the abbreviation in brackets. From then on you can use the abbreviation.
- Consider giving your referees a copy of your CV along with an indication of the type of work you are looking for. This will help them to write the reference.
- Check and double check for spelling / grammar / typing errors. Remember this is usually the first impression a potential employer has of you! If English is not your first language it may be advisable to call on the help of a native English-speaker to proof read your CV so as to avoid any significant errors in grammar.
- Arrange for a CV Adviser or someone who knows you well to review your draft CV.
- If you print your documents ensure the same good quality paper is used for both CV and covering letter.
- If you photocopy your CV, make sure the copies are sharp and clean.
- If you are studying a 'design' related degree you may consider incorporating design into your documents and/or hyperlinking to your design portfolio, perhaps using only one side of A4.

CV CONTENT

The most common framework for a CV for a new graduate is outlined below. This structure can be changed to suit your own preferences and circumstances (e.g. a mature student/graduate may wish to put more emphasis on employment history).

PERSONAL DETAILS

Keep this section brief and start off with your name in bold across the top - there is no need to head your CV 'Curriculum Vitae'.

- Address - home and term, with dates if applicable
- Phone number(s), including mobile
- E mail address - ideally use your university 'strath' email. If not, make sure it's business-like!
- LinkedIn details; link to personal blog or any other online personal marketing information
- Web address: if you have your own website. This must be professional and appropriate to the role applied for!

Optional items:

There is no need to state gender, marital status, date of birth or state of health. It is not advised to include a National Insurance number or passport number for security/data protection reasons.

Nationality - If you are a non-European Economic Area student/graduate in need of a work permit after graduation, you may wish to state this, but it may be preferable not to highlight this at the start of the CV.

A personal profile or career goal statement can add a specific focus to your CV, coming after your name and contact details. A personal profile highlights your current situation, skills and experience. A career objective also includes the type of employment as well as industry/business sector that you are targeting. This should be concisely written, ideally taking up no more than four or five lines of text. Please note, if you are sending an accompanying cover letter you may find there is no need for a profile or statement in the CV.

EDUCATION

Start with your most recent education - degree or postgraduate qualification. The amount of space given to any section reflects the importance you attach to that information, so make sure you do not say more about your school education than about your university education. Include dates, names of universities/colleges/secondary schools attended; include their locations i.e. cities or countries, as well as courses/subjects studied, and results/grades.

If you are a student with international qualifications, you may have concerns regarding their equivalence with UK qualifications. We advise against attempts to guess at grade equivalence, but it is helpful to indicate whether degrees were achieved with distinction or merit if that is relevant to your educational system*. If you can indicate that a grade placed you in the top quartile of your class that is also helpful. Other means of showing merit could be the mention of a Dean's commendation, a class prize, the award of a scholarship for example.

*It is possible to carry out a high level comparison of your qualifications at the NARIC website. Contact the Careers Service if you are unsure. (<http://www.ecctis.co.uk/naric/>)

University

You need not list every subject you have studied. You may concentrate on final year subjects and/or highlight subjects relevant to the job you are applying for. (You could put 'Key Modules' or 'Main Subjects included'). Courses with the same name can vary widely in content at different universities so you need to indicate clearly what you have studied. Using a hyperlink to your course details online can be helpful to the reader. While many final year students/graduates choose to enter their degree (or expected) classification for Honours/Masters, this is not compulsory. If in penultimate year of study, or earlier, and seeking a placement or internship it can be to your advantage to **include your grades in key subjects**. This gives the reader an indication of your academic performance.

Include brief information about projects (group and individual), presentations, final year dissertation, year(s) studied abroad. Note that information about your final year dissertation/project can be expressed in different ways. If the subject area is relevant to the post, describe the content (perhaps giving the title and a brief synopsis). If the subject area isn't relevant, you might want to say what the dissertation/project involved in terms of method and approach e.g. analysis of wide range of sources; production of 10,000 word report. You are strongly encouraged to indicate particular skills developed through these, including practical or technical skills.

The STAR technique is a highly recommended to outline group project/team activity: Situation; Task; Action; Result. Be sure to reflect on the Result e.g. promote the skills, qualities, attributes developed or enhanced from group or individual activity. Always ensure you emphasise what **YOU** contributed/gained from any group or team activity and what **YOU** got out of it. For help to identify the skills developed from your course of study as well as from work experience please see: www.prospects.ac.uk

School

- Include Advanced Highers and Highers/A Levels. Grades are commonly included, but are not compulsory.
- It is not necessary to list all your Standard Grades/GCSEs. They can be explained simply as: '8 Standard Grades including German, Computing and Economics', mentioning any subjects in which you did not gain a higher level qualification.
- Involvement in ventures such as Young Enterprise, Duke of Edinburgh Award or Peer Group Support may be included here or in a later section of the CV.

NB Mature students/graduates may choose to omit school education, but education immediately prior to entry to university (e.g. access courses) should be included.

EMPLOYMENT HISTORY

There are various ways of presenting employment details. A common way is to use reverse chronological order, starting with your most recent experience. However, if you have work experience relevant to the job you are applying for, you may wish to highlight this by presenting it first in this section, regardless of when it was undertaken. You could use sub-headings such as 'industrial', 'relevant', 'professional', 'voluntary' or 'international' experience to distinguish certain work from 'other' or 'additional' employment. While 'other' is very important and should **always** be included in your CV, it is important to get best value from all of your experience. Presenting the most relevant first is a good way to do this.

Dates of when employment was undertaken, along with company name, job title and location should be included for all periods of employment, as well as the main duties and a description of the skills used/developed. The amount of detail presented is determined by how relevant the experience is to the job you are applying for. Give more information on jobs/duties that are relevant to the job you are applying for and less on those that are not so relevant. Try not to just list everything that you did / gained from each post, but select the things you did that will interest the employer and demonstrate your suitability for the post. Use the job description for the job you are applying for to help you with this. It is important to present this information in an interesting, informative way. Very importantly you must reflect on the skills and qualities developed from the experience.

If you have a long list of jobs, you may have difficulty presenting information effectively. Grouping the jobs over a time period may help - e.g. 2005 - 2012: employment included shop work, bar work, call centre.

If you work / have worked in your family business, you should highlight the range of duties and responsibilities undertaken as you would for any other position.

If you lack work experience, use a skills section to emphasise transferable skills gained from other activities and responsibilities.

INTERESTS

Employers ask about your interests as this can give them further insight into your skills and personality. They do not expect everyone to have had positions of responsibility or to have been members of numerous clubs and societies. They are merely looking for evidence that you are a well-rounded individual. Your interests can sometimes help determine whether you will fit into the company culture e.g. you play team sports and are applying for a team-based position.

Don't simply write a list as this tells the reader very little. Try to give some indication of your level of involvement, what you have gained from the activity (including simple enjoyment as well as skills) and any particular achievements. Try to identify where possible skills, qualities or attributes that have been developed through engaging in these activities that could be relevant to the job you are applying for. Assistance with this can be found at: www.strath.ac.uk/careers/skills/ & www.prospects.ac.uk

Some students/graduates are concerned that they have little to put in this section because of other commitments - part time jobs, family responsibilities, etc. Don't apologise! Simply include any interests / activities you do have time for, perhaps with a statement such as 'As well as the pressures of a demanding part time job/family commitments, I still manage to...' Remember that the employer is assessing you on your entire CV and not on one section alone.

SKILLS

If you have presented most of your skills within each of the other sections, you may choose to call this section 'Additional Skills' and include any skills you have been unable to present elsewhere in your CV. This could include IT skills (including packages you have experience of using, along with an indication of your level of ability e.g. 'expert', 'highly knowledgeable', 'good understanding'); language skills (indicating written and conversational ability e.g. 'fluent', 'conversational', 'business') and whether you have a driving licence (if it is 'full, clean' be sure to state it; please double check that you have the correct spelling of 'licence').

If you choose to include a 'Skills' section, it is very important to offer evidence of your skills. It is very easy to simply present a range of skills or to make vague general claims, but unless you have, preferably, two pieces of evidence to support your claim, recruiters are unlikely to be convinced. Use your study, work experience, and interests as sources of evidence. Think about the skills that you choose to highlight here. What skills are crucial for your application? Assistance with this is available at: www.strath.ac.uk/careers/route

REFEREES

Two references are usually required, one being a current, recent or 'relevant' employer and the other 'academic' e.g. your project supervisor or adviser of studies. Do not include a close family member as a referee. This can be problematic if you have gained work experience in a family business. You may have to choose someone who can give you a character reference.

Give their names and contact details. Regardless of whom you select as referees it is important, as a matter of courtesy, to ask their permission to use them. It is also important to give your referees a copy of your CV for their files. If you are an international student and wish to name overseas referees, please bear in mind that contact may be made by telephone or email and it is therefore important to ensure that your referee is happy to converse/write in English. It may also be appropriate to provide an email address for your referee to ensure that there is no delay in communication. Unless specifically asked for, it is acceptable to state 'references available on request'.

TYPES OF CVs

We encourage students to develop their own CV and to decide on a suitable format/ presentation to fit their 'brand'. We do not want the 'Strathclyde Style' – we want it to be individual and specific to you and relevant the job you are seeking.

You may wish to consider the following:

- Changing the running order of the CV - e.g. you may wish to start with particularly relevant employment experience
- Including a Career Objective or Personal Profile;
- Using an individual or unique style e.g. Architecture/Product Design students can incorporate evidence of their design capability into their CV &/or link to an online portfolio; candidates for advertising jobs have used 'alternative' or 'creative' styles to attract attention.
- A hyperlink to your academic department's website or degree course details can be used by any applicant.

CV styles are always changing and evolving - Infographic CVs are becoming increasingly popular: <http://www.pinterest.com/rtkrum/infographic-visual-resumes/>

THE TRADITIONAL CV

Typically this style uses reverse-chronological order i.e. education & work experience start with the most recent experience first. This style offers great opportunity to be individual in your writing style, to focus and target your CV as you wish. Be sure to evidence the skills, qualities and attributes required for the job in question when reflecting on your own experiences. If you are applying speculatively look at any jobs advertised on the company website to get an understanding of the terms i.e. skills, competencies, attributes, the company uses in its recruitment process. This style of CV is usually 2 sides of A4.

THE SKILLS-BASED OR FUNCTIONAL CV

This style has a different focus to the traditional CV – this is about evidencing skills that you have in strength that are directly relevant to the job you are applying for. You might consider opening with a career objective, personal statement or profile. Whatever you decide make sure it is interesting, informative and concise. Think of it as your 'Mission Statement' – write it well and there is a good chance your CV will be read in full.

Use no more than five key skills making sure all are relevant to job in question. Also try to draw evidence from a broad range of experiences, so be sure to cover education, work and extra-curricular interests and activities. Be sure to reflect on what was learned and the results achieved. Again this style of CV is usually 2 sides of A4.

DESIGN ORIENTED CV – E.G. FOR ARCHITECTURE, PRODUCT DESIGN, ADVERTISING

This type of CV requires the applicant to evidence the following key words: 'Creative and Innovative'. While it is important all of the key information is included e.g. as for a traditional CV, this style of document is presented quite differently from any other CV style. Students have license to incorporate design into the document by including images of project work. Some may use hyperlinking to give the reader access to their design portfolio online, perhaps even to their University department, course etc. It can be one side of A4 or more; text can be presented in two or three columns; incorporate colour – fundamentally it is an original and unique design-oriented document specific to the applicant which evidences their creativity and innovation. This type of document gives the applicant the greatest freedom to express themselves; to promote their 'brand'.

THE ACADEMIC CV

Produced specifically for entry into Higher Education for an Academic Research or Lecturing Position. For research positions be sure to emphasise your research (skills and experience), funding awarded and publications. The latter can usually be added as an Appendix. Other appendices can include conferences attended and references. For a lecturing position be sure to draw on any teaching, tutoring, demonstrating or mentoring experience. Be sure to reflect on the skills that have been developed from this experience. While this style of CV can be more than 2 sides of A4, remember it is also evidence of your written communication skills – be sure to be as concise and focused as you can! Note also that up to three references may be required when applying for an academic position.

Further information can be found on the Careers Service website at:

<http://www.strath.ac.uk/careers/pgr/stepbysteptoolkit/>

CVS FOR PART-TIME WORK/ STUDENT JOB

Finding part-time work while at university can be an important way of helping students to finance their studies. It can also be a good way of gaining experience in the workplace even if it is not in the area in which you ultimately wish to pursue a career. Advice and information about working during your studies and sources of vacancies is available at www.strath.ac.uk/careers/workexp/

Part-Time Vacancies

- Can be found in sectors such as hospitality, retail, events and administration and roles such as bar worker, sales assistant and administration assistant.
- May be temporary/fixed-term/seasonal.
- Require flexibility to work a range of hours including evening or weekend work.
- Often require little experience and minimal training.

This can be a brief CV – often only one side of A4 outlining your education, work experience and skills. In the same way as you would do for a graduate role you should tailor your CV to the specific job you are applying for. If you have relevant previous experience it is best to focus on that detailing your responsibilities and skills developed. You may add interests – particularly if they are relevant to the job or sector you are applying to. Employers are not so interested in the detail of your study but simply want to know what you are studying, where and for how long. You should not use the same CV to apply for jobs that require different experience, skills and qualities.

INTERNATIONAL ISSUES

Advice for International Students

- Be concise and direct in your language and make the best use of space.
- If English is not your first language, make sure to have your CV proofread by a native speaker. The CV checking service cannot do this for you. If you have concerns about your English language you are advised to contact: <http://www.strath.ac.uk/elt/>
- Even if English is your first language, it is still a good idea to have someone else proofread it. Be sure to **use a UK spellchecker if applying to UK organisations!**
- Do not take for granted that a degree name, qualification or award title is immediately recognisable outside your home country. Therefore avoid the use of acronyms without full titles.
- Consider using a hyperlink to your academic department's webpages to enhance understanding of your qualifications.
- When you state a city name, put the country next to it.
- Unlike some other European countries, UK recruiters do not expect a photograph to be included in your CV.

Applying Abroad?

CV for the job markets outside of the UK

Different countries have different requirements – be sure to check these out before you apply. In the UK we typically use a 2 page document along with Canada and Australia. The USA and some European countries typically require a one page CV (or resume) that focuses on the facts regarding education, work and leisure pursuits. It is very important to adapt your CV to the country of application.

Different examples of CVs can be found at:

- www.strath.ac.uk/careers/apply/yourcv
- www.prospects.ac.uk
- www.targetjobs.co.uk
- www.vitae.ac.uk/researchers/
- Going Global: <http://ewds.strath.ac.uk/goinggloabal/login.aspx> (must login on-campus)

Sample CVs to follow...

AIMEE STONE

22 Carsebeck Avenue, Glasgow G40 4AB
0141 245 1756 astone@another.co.uk Full, clean driving licence

EDUCATION

2010 – 2014 **University of Strathclyde, Glasgow** **BA (Hons) Marketing 2.1**

Principal Subjects: Buyer Behaviours, Marketing Communications, International Business Management, Direct and E-Marketing, Customer Relationship Marketing and Strategic Marketing Management. Also studied Finance in first three years of course.

Dissertation: ‘Factors Influencing Customer Loyalty in the Mobile Phone Industry’. This 12000 word project used both qualitative and quantitative research methods and required excellent project management and report writing skills. It was awarded one of the highest marks in my year.

Management Development Programme: This module has strong emphasis on building key business skills including presenting, negotiating, and working on team projects. It also develops commercial awareness.

2012 – 2013 **Ecole de Management de Lyon, France**

Took part in exchange programme at the International School of Business in Lyon where I followed one year of the Master of Science (MSc) in Management course.

Key Subjects: Crossing Cultural Borders, Marketing & Innovations, Business Marketing, Operational Marketing and Supply Chain Management.

During my year abroad I gained an understanding of business and marketing techniques in a different culture.

2004 – 2010 **Lesmahagow High School**

Higher Grades English (A), Computing (A), French (A), Physics (A), Maths (A)
Standard Grades 7 subjects at Credit Level 1

WORK EXPERIENCE

Jun – Aug 2013 **Summer Marketing Placement** **Bright Concepts Agency**

- During this placement, I assisted the account team on projects for existing clients and helped to develop proposals for prospective clients, carried out marketing and background research, and contributed to team briefings and client presentations.
- I enjoyed the exposure to different marketing strategies and the use of different media to implement these.
- This placement highlighted for me the value of team work, the importance of building good client relationships, and gave me experience of meeting deadlines and working under pressure in an office environment.
- It also confirmed my ambition to work in marketing and in media sales in particular.

Sept 2011 - Jun 2012

Vice President (voluntary)

AIESEC UK

- I gained experience in creating a business plan, budgeting and recruiting new members. I was also involved in the creation of a professional Local Advisory Board, involving sponsors and partners that include Ernst & Young and PWC.
- I personally managed the AIESEC Work Abroad Programme, arranging professional foreign internships for university graduates, and was responsible for marketing, recruitment, vetting and expectation-setting.
- Represented AIESEC at national level. I was a conference trainer for over 200 delegates, created national training documents and led training sessions with national sponsors including Vodafone and Proctor & Gamble.

Nov 2010 – Jun 2012

Salesperson/Customer Services

PC World, Glasgow

- My responsibilities included selling, negotiation, achieving sales targets, up and cross selling and cash handling.
- I was required to provide excellent customer service to maximise customer satisfaction and lead to customer retention. Through this role I have increased my communication and negotiation skills, as well as my self-confidence.

ADDITIONAL SKILLS

Languages French (Good Written and Verbal)

IT Proficient user of most Windows operating systems and MS Office packages – Have extensively used Microsoft Word, Excel, Access and Power Point. Experience using Snap Survey and SPSS statistical software.

INTERESTS & ADDITIONAL INFORMATION

Student newspaper Have written film and theatre reviews for the University's student Newspaper - The Telegraph - throughout my time at Strathclyde.

Amateur Dramatics I am involved in my local drama group. Enjoy acting in a variety of productions, as well as helping out with both the technical and administrative aspects of productions.

Travel I find nothing more fascinating than meeting people, learning languages and experiencing different cultures. I have independently travelled around Central and Eastern Europe as well as the East Coast of the USA.

Other I enjoy reading, going to the theatre and cinema. I also keep up to date with media industry news and subscribe to Media Week.

References Available on Request

Liang Wong

Education

MSc in Computer Aided Engineering Design with Merit

10/12 – 09/13

University of Strathclyde, Glasgow

Key Subjects: Design Management, Information Management, Knowledge Engineering & Management for Engineers, System Integration, CAED Systems.

Group Projects:

1. “Developed an E-business Strategy and Practice for Product Design and Modelling” (in partnership with KRM Design Ltd.). I was responsible for coordinating liaison with the client; investigating best practice; overall project management.
2. “Designed a Computer Animated Game”. Researched software required to meet project specification; co-chaired the group meetings; was key facilitator to encourage ideas for the final design.

Dissertation: “Design Management Principles in the Automotive Engineering Industry”. Involved researching key companies in the industry; included visits to two automotive plants in the UK which revealed quite contrasting business cultures.

Skills gained include: interpersonal, research, negotiation, problem solving, commercial awareness.

MEng Mechanical Engineering with Distinction

10/07 - 07/12

University of Strathclyde, Glasgow

Key Subjects: Dynamics, Structural Mechanics, Materials, Engineering Analysis, Thermodynamics, Design, Electrical Machines and Control, Fluid Mechanics.

Electives: Erasmus French, Entrepreneurship, Business Management

Group Project: “Designed and built a human-powered machine to be used in yacht in calm weather”. I was responsible for scheduling weekly meetings; liaison with technicians; contributing to the final design.

Individual Research Project: “Plastic Membrane Stretchable Mirrors – a Finite Element Analysis-based investigation” - Applied technical and analytical skills in a new subject area that required significant research.

Skills gained include: planning and organizing, time management, diplomacy.

Industrial Experience

Mitsui Babcock, Renfrew

Placement Trainee

Summer 2012

Project-based experience: used 3D modelling packages to produce drawings for the manufacture of boilers components for a multi-million pound project in China. This was invaluable experience which helped considerably with my studies and, ultimately, career direction.

Skills gained include: working in multi-disciplinary teams; working under pressure; design/software.

Technical Skills

FEA, ANSYS, Autocad, IDEAS, ProE models, detail drawing and analysis, ability to define CAE input data and provide design direction from results.

Strong creative skills including design and spatial awareness, cost effective design, process knowledge and project management strengthened through study and industrial experience.

Other Education

Kings Park Secondary School, Glasgow

08/02 – 6/07

Highers: Mathematics (A); Chemistry (A); Physics(A); English (B)

8 Standard Grades including German and Computing

Awards

Placed on Dean's List in 1st and 2nd year at university; prizes for Maths and Physics at school

Other Work Experience

Directline Insurance, Glasgow Call Handler

06/12 – present

- Responsible for handling calls for new business enquiries; required to explain various aspects of different insurance policies to callers.
- Recently trained to mentor new recruits to the organisation and to take on supervisory duties in the absence of my line manager; currently work evenings and weekends.

HBOS, Glasgow Customer Service Assistant

01/11 – 06/12

- First point of contact for callers unable to get their enquiry dealt with through the multi- option telephone answering system; required to identify as quickly as possible the appropriate department or person to receive the call.
- Worked under considerable pressure to quickly and effectively process calls in this target driven environment.

Various: bar jobs in hotels in Glasgow and London

05/10 – 02/12

Skills gained include: extensive customer service experience, working under pressure, tact and diplomacy, interpersonal skills, planning and organising to meet deadlines.

Interests/Responsibilities

At University: member of 'Gala' annual networking dinner committee; Secretary of 'MechEng' Society.

At School: Prefect, Member of school council, Buddy to new students.

Outdoors Pursuits – enjoy hill walking, mountain-biking, camping and skiing. These activities help me to relax, meet other people and enjoy the countryside.

Music – enjoy playing the piano and have reached Grade 5.

Contact details:

14 Glenview Drive, Stirling, FK8
Tel: 01786 353535

Email: liang.wong@strath.ac.uk
Mob: 087905366

References available on request

Lynne Karen Forbes

29 Milwood Drive, Strathaven, ML10 4AB
Lkforbes2010@strath.ac.uk, 0770 1234567 Full, clean driving licence

PERSONAL PROFILE

I am a high-achieving MSci Chemistry student at the University of Strathclyde with extensive practical and laboratory experience. Disciplined and hard-working, I am a highly motivated individual with first class communication and interpersonal skills. My aim is to work in a fast-paced, dynamic pharmaceutical company that will challenge me and allow me to progress at a professional and personal level.

KEY SKILLS:

Communication: I have acquired excellent written and oral communication skills throughout my years in education. These skills were especially built upon during my year in industry where it was of utmost importance to communicate effectively with the various teams within the company.

Interpersonal: Having been a member of a number of sporting and musical groups I have developed a strong ability to get on well with others that will stand me in good stead for the future.

Organisational: My ability to produce work of the highest standards to specific deadlines has been developed throughout my years at university and further enhanced during my year as a Research & Development Chemist.

EDUCATION:

2010 - 2015 University of Strathclyde, Glasgow MSci Chemistry: 1st class expected

During my years at university, through laboratory work and classroom experience, I have developed strong problem-solving, analytical and practical skills that I hope to use in my future profession.

Final year subjects: advanced organic chemistry, polymers and solid state chemistry.

Final year project: This project involves the use of ATRP to synthesise novel comb-graft polymers that will be used for drug-delivery and rheology. Attention to detail, project management and planning are critical to meet the required objectives.

Awards/Prizes: The Dr Quinton Moore Prize awarded to the best third year undergraduate student in the Department of Pure and Applied Chemistry; Dean's list from 1st to 4th year for achieving an average of over 70%; Certificates for outstanding laboratory skills in my 1st, 2nd and 3rd years.

2004-2010 Strathaven Academy, South Lanarkshire

Advanced Highers: Chemistry B, Maths A, English B.

Highers: Chemistry A, Maths A, English A, Music A, Biology B, Psychology B.

PROFESSIONAL EXPERIENCE:

June 2013 - July 2014 ERT Pharmaceuticals, Leeds, UK
Research and development chemist – industrial placement

My role in the company was exciting, demanding and challenging. I was solely responsible for synthesising gram to kilogram quantities of novel compounds that had displayed biological activity in a number of clinical trials. This experience will be of considerable assistance with my final year project.

I was given an insight into the finer details of the pharmaceutical industry, learning about health and safety issues, GMP, marketing and the importance of confidentiality within the company.

I developed my laboratory, computing, interpersonal and team-building skills during this industrial placement. I presented my work on a monthly basis to a large team of chemists which allowed me to develop my scientific vocabulary.

April 2008 Forth Valley Laboratories Falkirk, UK

As part of a school work-experience scheme, I chose to work-shadow a team of scientists at the local hospital laboratories. During this time, I shadowed various scientists working in the haematology, cytology, pathology, parasitology and microbiology labs.

The work placement allowed me to build a foundation of simple laboratory techniques and gave me an insight into an occupation that I have always been interested in.

It helped me supplement my academic knowledge with firsthand practical experience of seeing professionals at work.

IT SKILLS:

I am proficient in essential Microsoft Office programs - Word, Excel and PowerPoint. I have also extensive experience with NVivo and Endnote.

INTERESTS:

Music: I am a grade eight pianist and play a number of other musical instruments including the tenor horn, cello, trumpet, cornet and whistle. I have been a member of the university chamber choir for two years and regularly participate in a number of concerts. Music has helped develop a range of skills and qualities including team work, planning and organizing, attention to detail and personal confidence.

Sport: I enjoy cross-country running, squash and swimming and use these sports as a means of relaxation. It is important to me to keep fit and healthy and I very much enjoy the social aspect of sport.

References are available on request.

Rachel Jones

16 Commonwealth Court, Glasgow, G52 4XY
rachel.jones@strath.ac.uk
0141 555 9078/07827375454

PROFILE

Final year LLB student with a strong interest in Criminal and Family Law, undertook 3rd year in France as part of Erasmus exchange. I have gained legal work experience through being an activity member of the Law Clinic and work shadowing with XYZ partnership. From my retail experience, I have developed excellent customer service skills and have demonstrated strong teamwork working skills through being an active member of the university mooting and hockey teams. My leadership skills are currently being further developed through being recently promoted to a weekend shift supervisor at Tesco.

EDUCATION

2011 – Present University of Strathclyde, LLB Law (Hons), 2:1 predicted

- Core modules: Family Law; Ethics and Justice; Law, Persons and Property, Criminal Law.
- Dissertation focuses on International Criminal Law.
- Have developed my teamwork skills through taking part in a number of group projects. In a recent project that I led, we were awarded an A for the report and the presentation. Have developed strong communication skills through being part of mooting competitions.

2013 – 2014 University of Paris, Erasmus Exchange Programme

- Classes included: International Criminal Law, Media Law, International and Comparative Family Law.
- Developed keen interest in International Criminal Law and was awarded an A for research project. This is now basis of final year dissertation.

2004 – 2010 Glasgow Academy, Glasgow

- Advanced Higher Modern Studies (B);
- Higher Mathematics (A); Higher Biology (A); Higher Modern Studies (A); Higher English (B); Higher Economics (B); Higher Chemistry (B); Higher Geography (B)

LEGAL WORK EXPERIENCE

2012 – Present, Student Advisor, University of Strathclyde, Law Clinic,

- Responsible for advising, researching, representing and managing client cases mainly involving issues of benefits, housing and employment.
- Conduct client interviews; write legal letters, frequently in contact with solicitors.
- Appeared in the Employment Tribunal three times and Small Claims Court.
- Had the invaluable opportunity to instruct and work with an advocate from the FLSU.
- Developed excellent interpersonal and problem solving skills with advantageous administrative experience.

Aug 2012 & Aug 2013, Shadowing Experience, XYZ Partnership, Glasgow,

- Observed the work of a busy solicitors firm specialising in criminal defence work, conveyancing and family law.
- Observed criminal cases in Glasgow Sheriff Court and sat in on client interviews relating to divorce proceedings .
- Carried out mail-room duties and drafted client letters.
- Organised files and had the opportunity to observe the purchase of property.

OTHER WORK EXPERIENCE

2011 – Present Customer Service Assistant/Weekend Shift Supervisor , Tesco, Glasgow

- Deliver strong customer service with an appreciation for meeting targets and increasing profit.
- Supervise team of 8 cashiers at weekends, including training and induction of new staff members. Was promoted to supervisory roles after 18 months.
- Responsible for accurate cashing up of tills requiring keen attention to detail.
- Strong organisational and time-management skills developed through successfully balancing work with studies.
- Successfully work well as part of a team with the ability to work long hours in a fast paced environment under pressure.

INTERESTS

Voluntary Experience

- Currently member of the Schools Project within the Law Clinic, regularly give presentations to secondary school pupils on cyber bullying and employment law, and conduct mock trials with the pupils. Developed team-work, time-management, public speaking and communication skills.
- Team member at a soup kitchen to prepare fresh soup and hot food for some of the homeless people of Glasgow (2013)
- Marie Curie Cancer Care, Shop Assistant (2010-2011)

Fitness/Sports

- Workout at local gym at least twice a week, enjoy skiing and wake-boarding.
- Member of the University of Strathclyde Hockey Team, attend weekly training sessions and matches.

Travel

- Planned and organised a one month back-packing trip in Asia in 2013. Planning to travel to South America in the summer of 2015 with the aim of teaching English whilst learning Spanish.

REFERENCES

- Available on request.

Example of one page professional CV

Joe Orr

Flat 3/2, 300 Stevenson Road, Glasgow, G2 0PF

orr_J@sky.com / 07887554488

Personal Profile

I am a recent graduate of Strathclyde. A dedicated and caring person who enjoys making a difference in the lives of young people. I am open-minded, patient and supportive towards other people, and I can effectively build good relationships with others quickly. I have an excellent ability to remain positive and calm under pressure.

Education

Establishment	University of Strathclyde September 2010 – July 2014
Course	BA(Hons) Education This course has given me the skills to meet the changing demands of the teaching profession. Successful school placements have demonstrated my adaptability and imaginative approach to teaching and learning
Establishment	Cumbernauld College September 2008 – June 2010
Course	HND Early Years Education
School Attended	Abronnhill High, Cumbernauld 2002 – 2008
Subjects Studied	Highers : Music A, Biology A, Maths B, English C Intermediate 2 Chemistry A

Employment History

Company Name	YDi Carbrain
Position	Sessional Youth Worker
Dates	September 2010 - present
Responsibilities	Developing activities for 12-15 yr olds, supervising and mentoring, health & safety
Company Name	NEXT
Position	Sales Assistant
Dates	October 2008 - February 2011
Responsibilities	Providing excellent customer service, cash handling, training new staff
Company Name	Arden Adventure Centre
Position	Assistant Instructor
Dates	July 2008 – October 2008
Responsibilities	Supervising activities, ensuring instructions are understood, health & safety, problem solving

Achievements

Strathclyde Skills Award Holder

Development of a buddy scheme in last placement

DofE Silver certificate

Volunteer of the year with the Seagull Trust

IT Skills

Microsoft Office Specialist in Word, Excel and PowerPoint

Utilising the internet

Website development

Social media presence

Other Qualifications

Full clean UK driving licence

NISCC qualifications in
abseiling, kayaking and
archery

REHIS Food Hygiene certificate

St Andrews Ambulance 1st Aid
Certificate

Member of the PVG Scheme

People Handling & Risk
Assessments Certificate

Hobbies & Interests

In my spare time I volunteer with the Seagull Trust as a crew member. I also enjoy listening to music, going to gigs and reading

References available on request

Robert Allen

14 Glenview Drive, Stirling, FK8
08790 5366222
robertall@strath.ac.uk

Work Experience

Directline Insurance, Glasgow – Part-time Sales Agent June 2014 – present
Responsible for handling calls for new business enquiries and reaching challenging weekly sales targets. Have developed excellent listening and persuasive skills and a confident and friendly telephone manner. Recently trained to mentor new recruits to the organisation and to take on supervisory duties in the absence of my line manager.

HBOS, Glasgow – Part-time Calls Operator January – June 2014
First point of contact for callers unable to get their enquiry dealt with through the multi-option telephone answering system. Required to identify as quickly as possible the appropriate department or person to receive the call in this high pressure, target driven environment.

Mitsui Babcock, Renfrew Placement trainee Summer 2012
Ten weeks industrial placement in engineering drawing office, working on drawings of components for multi-million pound international project. Worked under own initiative, as part of small team, and gave weekly presentations on progress to management.

Highlander Bar , Glasgow	Bar Person	May 2011 – Feb 2012
McConnaghy's Bar , Glasgow	Bar Person	Jan 2011 – May 2011

Each of these posts has given me a sound knowledge of excellent customer service, developed my interpersonal skills, as well as tact and diplomacy. They also helped me to establish strong leadership skills and an ability to motivate and encourage colleagues.

Education

MSc in Computer Aided Engineering Design 2014 – present
University of Strathclyde, Glasgow

MEng Mechanical Engineering 2009 - 2014
University of Strathclyde, Glasgow

Shawlands Academy, Glasgow 2003 – 2009
Highers: Mathematics (A); Chemistry (A); Physics (A); English (B)
8 Standard Grades including German and Computing

Additional Information & Interests

- Positions of responsibility include: member of 'Gala' annual networking dinner committee; secretary of MechEng Society and prefect at school.
- Drummer in a pipe-band. Responsible for teaching drumming over the last two years to new members.
- Enjoy hill walking, mountain-biking, camping and skiing.
- Play piano (grade4)

References available on request

WRITING A COVERING LETTER

A covering letter should almost always accompany your CV. The purpose of the letter is to introduce the CV to the reader, allow you to explain your reason for writing and, more importantly, encourage them to read your CV. Your letter should persuade the employer that you are a suitable candidate for the job, highlight evidence for the claims that you make and show your awareness of the job/organisation/business. It is vital that your cover letter is not your CV in summary: it is a marketing document to be used by you to sell yourself to the reader. You must try to show how **YOU, the JOB and the ORGANISATION “fit” or “match”**. Don't assume that the reader will do this for you.

A cover letter should make a good first impression as some employers will not read the CV if the covering letter is weak – so be sure to think not only of the content, but also the final presentation:

- Use a business letter format.
- Address it to a named person and include the correct job title. If you do not have this information, phone/email the organisation to request it. Not every company will give you this – instead you could address it to e.g. ‘Head of Human Resources’, ‘Head of ‘X’ Department’, ‘Chief Engineer’ or ‘XYZ’ Department Manager’ as appropriate.
- As most letters are sent by email it is not necessary to sign your letter. Ensure your name is printed at the bottom. Never at the top of the letter!
- Always double check the spelling and grammar. Always remain formal. Do not use contractions, e.g. “don’t” instead use “do not”. **NB:** If you write to a named individual, close with “Yours sincerely”. If you have to begin with “Dear Sir/Madam”, be sure to end with “Yours faithfully”.
- Use a positive closure - e.g. “I look forward to discussing my application with you in the near future.” or “I would be pleased to enlarge on any aspect of my application with you in interview”.
- Any special circumstances not covered in the CV may be mentioned, if you wish, in the body of the letter - e.g. a health condition, special need, request for deferred entry.

The cover letter is most often incorporated into the body of the email. Ensure you follow the main structure of a business letter. It is not essential that the postal address of the company is included if sent by email. The CV is usually sent as an attachment to the email. Alternatively, you could send the cover letter and CV as a single PDF document, with a brief message in the email.

WHEN APPLYING TO AN ADVERTISED VACANCY:

Begin by referring to the job advert and the reference number, if given, and state where and when you saw the vacancy advertised.

Highlight those aspects of your experience/qualifications which are most relevant to the job and be sure to comment on the skills/qualities/abilities outlined in the job advert. Match the information about you that is most relevant to the job here, showing the employer that you are aware of the job requirements, your own strengths and how these 'fit'. You need to give the employer **information** about your knowledge, **evidence** of your skills and statements about your **quality** as a candidate (how well you consider you match the post/organisation/industry). You may wish to highlight them in the letter and offer evidence of them in the CV. (Using phrases like 'As you can see from my CV' can encourage the employer to read more about you from your CV). The covering letter is your chance to catch the employer's attention!

You should indicate what attracts you to this job and this organisation/industry/field. This demonstrates your awareness of the job / sector and your strengths in relation to them as well as showing that you want to work for that particular organisation. It also shows your enthusiasm and that you have done your research! Use the job advert, employer website and sector/industry literature to help you write this part.

NB: Researching the employer's website is essential!

End on a positive note, perhaps reiterating your suitability for the post and your availability for interview.

WHEN APPLYING SPECULATIVELY:

Begin by introducing yourself, clearly stating the specific work you are seeking (e.g. I have recently graduated with an Honours degree in Finance and am keen to begin a career as an actuary). Do not be vague. You will be passed over if you expect the reader to interpret what you are looking for!

Say why you want to work for that particular organisation. Do some research beforehand and tell them what attracts you to the organisation. Speak to the Careers Service information team if you need help accessing company information.

NB: Don't send out 50 identical covering letters without much thought, since employers tend to recognise these 'blanket' or mail-merged applications.

Highlight what you have to offer, identifying the skills/experience which you feel are most relevant. (See 'When Applying to an Advertised Vacancy'.)

Let them know your current situation - i.e. when you will be available for work.

More advice about speculative applications can be found on our website.

WHEN NETWORKING

Refer by name to the person who has put you in touch with the reader of your letter. As this is not a “cold-call”, unlike the speculative enquiry, you must make the most of it. The reader may need to be reminded of the origin of this enquiry e.g. ‘Having spoken to your Human Resources Manager, George Anderson, at a recent Careers Service event at the University of Strathclyde, I was encouraged to write to you regarding opportunities you may have for a Trainee Human Resources Officer at your Glasgow branch’.

Follow advice given in the ‘When Applying Speculatively’ section.

A framework for your letter follows.

Your address
Town
Post Code

Date

Name
Job Title
Organisation
Address
Town
Post Code

Dear Mr/Mrs/Ms...
(or – only if you *cannot* get a name)
Dear Sir/Madam

.....} Introduction, expressing
.....} your interest in the
.....} vacancy.

.....} a) 1 or 2 paragraphs
.....} detailing the 'fit' between
.....} you, the job and the
.....} organisation.

.....} b) Key selling points in
.....} relation to specifics of
.....} the job advert

.....}
.....} Positive closure
.....}

Yours sincerely
(or)
Yours faithfully

Signature
NAME (Printed)

Example of cover letter for advertised vacancy

22 Carsebeck Avenue
Glasgow
G40 4AB

12th August 2013

Mr Thomas Daniels
Media Ad UK
46 Charbridge Avenue
Edinburgh
EH4 7YY

Dear Mr Daniels,

I am currently in the final year of an Honours degree in International Business and Modern Languages at the University of Strathclyde, specializing in Marketing and French, and wish to apply for the position of Media Buyer, as advertised on the *Mediaweek* website.

I have studied a range of marketing subjects including in-depth modules in Marketing Communications, Direct and E-Marketing, and Buyer Behaviors which have given me a sound knowledge of advertising, the media and the business side of marketing. Having studied finance at both Strathclyde and the International School of Business in Lyon, France, I have developed skills in financial management, as well as a strong analytical ability.

My enthusiasm for the media side of marketing was confirmed through my experience with a busy marketing agency, which gave me a sound insight into the challenging and high pressure role of a media buyer. During my placement I was able to use the effective communication and strong interpersonal skills I have developed in my previous work experience, particularly while Vice President and Executive Board Member of AIESEC UK.

I am ambitious, friendly and highly organised and Media Ad UK would be a perfect opportunity for me to combine my knowledge in business and marketing, skills in communication and negotiation, and interest in the media. That Media Ad UK is planning to expand its business in Europe is a further attraction for me, since it offers the possibility of using my language skills and travelling, both of which I thoroughly enjoy.

My CV is attached for your consideration. I shall look forward to the opportunity to discuss my application with you at an interview.

Yours sincerely

Aimee Stone

Example of speculative cover letter

8 Woodburn Drive
Kilmaurs
Scotland
KA9 XZY

5th December 2013

Professor M. Smith
HRB Social & Public Health Sciences Centre
University of Glasgow
Glasgow
G12

Dear Professor Smith,

I have recently completed a Masters in Social Research at the University of Strathclyde and am writing to you to ask if you have any opportunities for a committed researcher with a range of proven research and analytical skills, and an interest in research into health and education in Scotland.

Throughout my studies I have been continually intrigued and impressed by the amount and quality of research undertaken by the Health Research Board, and in fact I have used HRB reports in both my undergraduate and postgraduate dissertations – on health and education in Scotland respectively. (Please see attached CV for titles.)

My MSc in Social Research has equipped me with a sound knowledge of key quantitative and qualitative research methodologies and through my dissertation I gained experience in in-depth qualitative interviewing, having interviewed a sample of 20 education professionals active in the west of Scotland. I have developed an awareness of key considerations in the design and implementation of engaged research practices and I worked on an HRB case study for my Social Research in Practice group project, analysing and evaluating its design and methodology. I have also become adept in the evaluation and analysis of data using both practical techniques and statistical packages, particularly SPSS.

Having worked in customer service roles and as a tutor for second year undergraduates I have developed excellent communication, interpersonal and listening skills. In addition, my experience as a supervisor in my local library has highlighted to me the importance of team work and of maintaining clear communication and co-operation between management and staff.

With my knowledge, experience and interests in health and education I am confident that I would be a valuable addition to the HRB team and am particularly interested in working on research related to the 'West of Scotland Twenty-10 Study: Health in the Community', either on current research or on analyses yet to be done. I am available to start work immediately.

My CV is enclosed for your consideration. I will call you at the beginning of next week to discuss any opportunities you may have for me. Please do not hesitate to get in touch if you have any questions.

Yours sincerely,

Graham MacLeod

WHAT NOW?

Do not be tempted to simply copy one of our example CVs in the booklet. Develop your own style or brand while following the advice outlined in the booklet. This is your unique document – make sure it's the very best you can do!

Once you have done this, to the required standard outlined in the checklist opposite, you are welcome to use our CV/Application Form checking service to get feedback on your document(s). The Careers Service provides a number of other resources to help you put together an effective CV ([see p28](#)). **NB:** The appointment with the CV Adviser should be towards the end of the process, not at the beginning!

Meetings with CV Advisers take place at the Careers Service, level 6, Livingstone Tower. Appointments can be booked on-line two days in advance at:
www.strath.ac.uk/careers/apply/yourcv/cvchecking

Make sure that you have a printed draft of your CV, covering letter or application form before your appointment.

CHECKLIST

Below is a short checklist to help you check that your CV is ready: place a '✓' on those that have been completed. You may wish to use this to double-check that you have applied the key advice for effective CVs before booking an appointment with a CV Adviser – bring the checklist with you. Be sure to use it before you send your CV to a potential employer!

Layout:

- ☐ Are the main sections of my CV clearly laid out - is it easy to see Education, Work Experience etc.? Is it easy to read?
- ☐ Does the running order of my CV make sense? (e.g. If you have relevant industrial experience, is that highlighted before your part-time customer care jobs?)
- ☐ Are my titles, fonts and styles all consistent?
- ☐ Have I double-checked that I have no spelling / grammar errors or typos?

Content:

- ☐ Have I included my personal details, particularly my up-to-date contact details – address, phone number, email address?
- ☐ Has there been enough emphasis on my most relevant education - i.e. have I highlighted this first (if this is my most relevant experience)?
- ☐ Have I mentioned my key university subjects/grades, projects, dissertations etc.? Used the STAR technique?
- ☐ Have I made the most of my work experience? Have I described it in a way that reflects what I have gained from it, and in particular what is appropriate to the job I am applying for?
- ☐ Does my Interests section give the reader an indication of what I gained from my interests - or have I merely written a list?
- ☐ Are my key skills clearly mentioned in my CV (whether mentioned throughout the CV or in a dedicated skills section)? Have I offered evidence to support my claims?
- ☐ Have I included additional information that is relevant to the post or that would interest a potential employer (e.g. positions of responsibility, driving licence, first aid qualifications, additional courses or activities such as IT, customer care, outward bound etc.)?
- ☐ Have I mentioned references/referees (even just to say 'References are available on request')?

Overall Effect:

- ☐ Does my CV look good - is it 'pleasing to the eye'? Would I pick it up from a pile of CVs and start to read it?
- ☐ Have I presented the knowledge, skills and experience I can offer in relation to the job I am applying for?
- ☐ Would I interview me for this job, if all I had were this CV to inform me?

ADDITIONAL INFORMATION and RESOURCES

The following resources and services, available in the Careers Service (Level 6, Livingstone Tower) and online, will also help you to create an effective CV:

Careers Service seminars on CVs, Covering Letters and Application:

For details of the events programme please check the 'EVENTS' link on the Careers Service website: www.strath.ac.uk/careers/ or ask at Reception in the Careers Service. Seminars are also held in a number of academic departments throughout the academic year.

Useful Websites:

- Careers Service website – Making Applications section: www.strath.ac.uk/careers/apply (includes the online version of this CV guide).
- Prospects Website: www.prospects.ac.uk/links/appsinterviews
- Sorted Online Graduate CV Tutorial: www.agcasscotland.org.uk/sorted

Resources & Information available from the Careers Service Resource Centre:

- Selection of reference books about preparing an effective CV, covering letter and application form.
- Access to PCs and a printer to help you prepare your CV
- Materials giving advice on issues that students may feel could affect their application e.g. age, gender, race, disability, sexuality or criminal convictions.

Applying Abroad?

For help creating an international CV and help applying overseas use the following resources:

- Prospects Country profiles which include details of the application methods used in over 50 countries: www.prospects.ac.uk/links/countries
- A selection of books to help create CVs/resumes for other countries
- Going Global <http://ewds.strath.ac.uk/goingglobal/login.aspx>

The Careers Service would like to take this opportunity to wish you success in your job search. Please refer to our website for details of all the services we offer.

www.strath.ac.uk/careers



From great potential

to making an impact

We deliver products and services that help people invest and plan with confidence. To do that, we rely on talented people. Diverse skills and perspectives. And team players, all playing to their strengths.

If you're one of our graduates or interns, this means you too. You'll have big challenges. Real responsibilities. And a great support network.

If you're starting on your career path - and your ambition matches ours - we'll help you create a clear route to follow.

Accountancy
Actuarial
Global Client Group
Human Resources
Investments
Legal

Marketing
Operations
Real Estate
Risk
Technology
Summer Internships



www.standardlife.com/graduates

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