

**Imperial College  
London**

# **Imperial Guide to CVs and Cover Letters**

**Careers Service**

[www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)



This publication contains examples of CVs and Cover Letters to help you understand content and layout. They are to be used as a guide only and not copied directly.

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# WELCOME!

Your CV and cover letter may be your first opportunity to market yourself to selectors for internships, jobs or postgraduate study. This booklet has been produced by the Careers Service to show a range of different CVs and cover letters devised to address a number of scenarios. There are examples from undergraduate, master's and PhD level students and the CVs have been tailored for a variety of positions. Within the cover letter examples there is one that has been specifically tailored to a job description that you can see, along with a tailored CV to help you understand the tailoring process.

You do not have to find your particular department in a CV, we have simply tried to present a range of CVs and cover letters from different courses here at Imperial College. The aim is to be inspired and give you some further ideas of how you might want your own application documents to look.

CVs – Top Tips

pages **3 - 5**

Undergraduate CV examples

pages **6 - 16**

Postgraduate CV examples

pages **17 - 22**

Cover Letters – Top Tips

pages **23 - 28**

Tailoring - Example of a CV and  
Cover Letter tailored to a job description

pages **29 - 32**

For help with application forms, online tests, interviewing etc see  
[www.imperial.ac.uk/careers/application-process/](http://www.imperial.ac.uk/careers/application-process/)

# WHAT IS A CV?

A CV (curriculum vitae) summarises your education, employment and achievements to date. It should promote your abilities in the best possible light. The aim of your CV is to persuade the reader that you have the right skills, knowledge and abilities to fit into the opportunity you are applying for.

A good CV will:

- be targeted to the opportunity you are applying for
- be consistently laid out and easy to get information from
- enable the reader to follow your timeline - use start and end dates
- be either one or two full sides of A4 (some recruiters e.g investment banks prefer one page)
- have the most relevant content for the target reader on the first page
- always start with the most recent item in each section and then follow reverse chronological order
- give more detail for the most relevant items and concisely present less relevant/older items
- be easy to understand – think about what your reader will know and what you need to explain (for example, don't assume your reader knows what is involved in doing your degree)

## START YOUR CV

Create a basic starter CV using these headings:

Heading	Tips
Name and contact details	Your name should be in large letters at the top of the first page. You should provide your email address, phone number and postal address. This should not take up too much space.
Education	Start with your Imperial degree at the top of this section. Be clear about your start and end dates and what you are studying. Then add in your school information underneath.
Work experience (optional)	List jobs you have had or chances to do work shadowing or internships.
Volunteering (optional)	List any volunteering you have done.
Extracurricular activities	This could include student societies or other activities you engage in at university in addition to your course.
Interests	Include some information about what you do outside of work or study for fun and relaxation. This could include sports, travel, art, music, gaming etc.

In most cases it's not necessary to have a Personal Profile or Objective section at the start of your CV (before Education). Make your CV without one to start with and then decide if adding one in will improve your CV. If you do have a Personal Profile or Objective section, make sure it is short (one or two sentences at most) and fully targeted to the intended reader of your CV.

Now you have the basic content, make sure it is laid out well.....

## LAYOUT TIPS

Keep the layout of your CV clear and consistent. This means making sure that the format of your subheadings stays the same throughout and that you are always using the same typeface. Choose a size of font that ensures your CV will be readable – don't try to cram more content in by making the writing very small. Using bullet points instead of prose will make it more readable. Make sure there is a good balance between white space and text. Use a logical structure so that the reader doesn't have to think hard about where to look for the information they need.

## STANDING OUT AND TARGETING YOUR CV

To really get the attention of your reader you should target your CV to the opportunity you are applying for. It's also a good idea to show your ability to get things done and have an impact. Start by reading the advert. Pay attention to the language they are using. Ask yourself what the selector will be looking for when they select? What skills and knowledge are needed to do well in this opportunity? Then try to see where in your experiences so far you could provide evidence that you have what they are looking for. Add in information in the form of concise bullet points under the relevant headings that enables the reader to see your match to their opportunity. It's a good idea to also show that you have the ability to get things done and have an impact, so make sure you have been clear about what you achieved during your experiences.

Here are some ideas of how to do this:

### 1. Use their language

If you use the language the reader is familiar with, then they are going to find it easier to see the match between you and the opportunity they are offering.

For example, if they talk about 'teamwork'. Use the word 'team' instead of 'group' to describe your experience.

Check that you have used as many of the important words in the advert for the opportunity as possible, including technical terms and soft skills like 'team work'.

It's also important to make sure that all the content is relevant to the reader and you have removed language that will not be understood by them. For example when applying for something non-technical, do not use a lot of confusing technical jargon.

### 2. Use targeted subheadings

You can use generic subheadings on your CV such as 'Employment' and 'Work Experience'. But if you can use a subheading that relates to the type of opportunity you are applying for, it will help you stand out.

For example, if you are applying for a job in the conservation sector, you could use 'Conservation Experience' as the first heading after your Education section. This would have the advantage of making it immediately obvious to the reader that you have relevant experience.

Or, if you are applying for a job where they are looking for candidates who have strong leadership skills, you could use the heading 'Leadership'

Generic	Sector Specific	Skills
Employment	Research experience	Teamwork
Internships	Banking/Finance experience	Technical skills
Work experience	Engineering experience	IT/Programming
Awards	Clinical experience	Communication skills
Extra-curricular activities	Conservation experience	Language skills
Voluntary work	Science communication	Social media
Interests and achievements		

### 3. Convey achievement and impact

Make it clear what you have achieved and the impact you have had. Active language will sound much better than passive language. See the table below for good words to use in your CV. Be specific about what you have done so the reader can fully understand what you are telling them. Where you can, state the results and the impact of what you did, for example 'recommendations were presented to the client', 'the campaign increased membership by 50%'. Include any indications of the quality of your work e.g. high grades, being promoted or being invited back. You can also specify what skills you learned or developed during a particular experience.

Good and bad examples:

**BAD** Responsibilities included looking after groups of visiting students

**GOOD** Devised a campus tour for groups of ten students from other countries, coordinated delivery of tours, ensured visiting students felt welcome, was invited back to work on the team next term

#### Words to use in your CV:

**Problem solving** - analysed, diagnosed, reduced, increased, simplified, evaluated, synthesised, tackled, investigated, reviewed, identified, refined, streamlined, examined, reorganised, solved

**Achievement** - accelerated, accomplished, achieved, carried out, completed, improved, delivered, enhanced, finished, negotiated, obtained, produced, secured, increased, doubled, implemented

**Organising and planning** - distributed, reorganised, arranged, restructured, budgeted, verified, scheduled, computed, planned, produced

**Communication** - advised, participated, chaired meeting, wrote, instructed, demonstrated, edited, presented, discussed, promoted, persuaded, recommended

**Leadership** - created, formulated, designed, established, introduced, devised, started, developed, set up, launched, initiated, enabled

**Managing** - organised, implemented, established, produced, initiated, attained, maintained

**Interpersonal** - classified, differentiated, investigated, determined, experimented, equated, searched, developed, surveyed, examined, indexed, compiled, catalogued

**Taking initiative** - created, formulated, designed, established, introduced, devised, started, developed, set up, launched, initiated, enabled



# One Page CV for Finance or Consulting

Put your most recent qualifications first. You can include your grades so far in your course and key relevant skills developed.

## Tomas Exampen

392 Sample Road, London, A12 3BC

[tomas.exampen@imperial.ac.uk](mailto:tomas.exampen@imperial.ac.uk)

+44(0)1234567890

How should a recruiter contact you? Provide key contact details. It is unnecessary to state 'Curriculum Vitae' but your name should be clear.

### Education

#### MEng. Chemical Engineering, Imperial College London

2016-2020

- Relevant modules: mathematics fundamentals, engineering mathematics and statistics
- On target for a high 2:1 and achieved 1<sup>st</sup> Class grade in 3<sup>rd</sup> year
- Used MATLAB to extrapolate statistical data in experiments

### Key Projects

#### Process Design Project – Comprehensive design of an Acrylic Acid Process

2019

- Simulated reaction conditions and separations using specialist software
- Managed workloads to ensure outcomes were delivered on time and with a high level of accuracy

#### Business Proposal Project (Group of 8), 8 weeks

2019

- Projected costings of a chemical plant through Excel analysis of similar plants
- Negotiated the division of workload and areas of responsibility according to individual strengths
- Set project timeframes and mediated communication between sub-teams
- Created report summary and led the team in a presentation of results to a panel of academics

### Relevant Experience

#### Treasurer of the Imperial College Finance Society

2018-present

- Joined as a member in 2017 and elected to Treasurer in 2018
- Responsible for financial transactions according to Union procedures
- Managed annual budget of £10,000+ and secured 4 corporate sponsors
- Completed fundamentals of finance course hosted by Imperial Business School

#### UK Investment Banking Series Competition (Imperial College Finance Society)

2018

- Competed in a team of 5 to create a mergers and acquisitions booklet and complete an algorithmic trading challenge hosted by Amplify Trading
- Effective and timely communication enabled us to delegate roles to win 1<sup>st</sup> place with our mergers and acquisitions booklet and won 2<sup>nd</sup> place in the algorithmic trading challenge

#### Member of the Imperial College Algorithmic Trading Society

2017-present

- Participated in weekly live trading sessions and group discussions on market behaviour
- Completed financial machine learning lecture series in Python

### Other Work Experience

#### Trainee at Malaysia Liquefied Natural Gas (MLNG), PETRONAS

Jul-Aug 2019

- 10-week internship in the technology department under technical services,
- Assessed performance of company's monitoring system and compiled report of results

### Skills and Interests

- Strong working proficiency in MATLAB, Simulink and Microsoft Office
- Imperial College Ski and Snowboarding Club
- Hall Representative responsible for organising events
- Raised £15,000 for Children's Hospital in London

2016 – present

2016 – 2017

2015

Make the CV work for the role you are applying to. Use bullet points to help highlight relevant skills. If specific technical abilities are required, ensure you refer to these.

REFERENCES AVAILABLE UPON REQUEST

# Two Page CV for a Chemical Engineering Role

Put your most recent qualifications first. Summarise pre-university qualifications.

## Tomas Exampen

392 Sample Road, London, A12 3BC

[tomas.exampen@imperial.ac.uk](mailto:tomas.exampen@imperial.ac.uk)

+44(0)1234567890

Ensure your contact details are clear and accessible.

### Education

#### MEng. Chemical Engineering, Imperial College London

2016-2020

- On target for a high 2:1 and achieved 1<sup>st</sup> Class grade in 3rd year
- Specialising in: Molecular Modelling of Fluids, Advanced Process Optimisation and Advanced Bioprocess Engineering
- Achieved 3<sup>rd</sup> highest mark for MATLAB script plug flow reactor optimisation
- Modelled and predicted fluid interactions using ANSYS CFD
- Designed and simulated a complete acrylic acid process using ASPEN Plus
- Capable user of Simulink – able to design and tune control systems.

#### Key Projects

##### Process Design Project - Comprehensive design of an Acrylic Acid Process

2019

- Simulated reaction conditions and separations using ASPEN software
- Designed a successful heat exchange network integrating process heat, separation units, reactors, and manually designed heat exchangers

##### Business Proposal Project (Group of 8), 8 weeks

2019

- Projected costings of a chemical plant through Excel analysis of similar plants
- Assessed project KPI differences on variation of uncertainty elements using sensitivity analysis
- Negotiated the division of workload and responsibilities according to strengths
- Set project timeframes and mediated communication and file exchange (SharePoint) between the relevant sub-teams
- Collated summary of findings in a report and presented this to panel of academics
- Received group mark of 76%

##### Discovery Laboratory - Multiphase flow in vertical pipes

2018

- Utilised MATLAB to create object tracking program to extract data from files
- Learned to use computational fluid dynamics (CFD) software to extrapolate experimental results to new fluid environments

### Industry Experiences

#### Trainee at Petronas - Kuala Lumpur, Malaysia

Summer 2019

- 10-week internship in the Technical Services, specifically within the Liquefied Natural Gas (LNG) section on the world's first floating LNG facility the PFLING Satu
- Visited the platform control centre to better understand processes and equipment
- Updated P&IDs, modelling automated equipment monitoring, assessed performance of company's monitoring system and compiling alarm trip setting information
- Attended technical classes covering a range of different topics including LNG overview, piping, rotating equipment and general health and safety.

Highlight relevant skills and achievements.

Highlight your duties, responsibilities and achievements, and, where possible, quantify specifics.



Provide a balanced picture of yourself by demonstrating the skills you have developed in a variety of contexts, which could include experience of running societies, or taking part in charity or community work.

#### **Spring Intern at BP - London, UK**

**Spring 2019**

- Developed an understanding of key issues facing the industry such as the move to sustainable methods and a carbon neutral economy
- Spent a week networking with employees from various departments to better understand how these principles are integrated to evolve and sustain the industry

#### **ExxonMobil Fawley Refinery - Southampton, UK**

**Spring 2019**

- Observed processes to optimise supply chain and improve projects
- Experienced supply chain modes such as marine and truck for solids and liquids
- Communicated with distribution service providers and marketing team, enhancing awareness of importance of inter-relationship between departments

#### **Biogen UK Ltd - Milton Ernest, UK**

**Spring 2017**

- Visited the Anaerobic Digestion plant which produces biogas from organic matter
- Observed health and safety protocols and completed safety induction

#### **Sellafield Ltd. & NuGeneration - Moorside, UK**

**Winter 2016**

- One of few selected for this opportunity due to excellent grades awarded by the Nuclear Institute and The Engineering Construction Industry Training Board (ECITB)
- Participated in technical assessment and drafted report summary of findings
- Assisted a safety adviser in monitoring aspects of radiation protection to help meet site objectives for high hazard reduction

### **Interests (Clubs & Societies)**

#### **Imperial College Ski & Snowboarding Club**

**2016 - present**

- Committed to weekly training sessions
- Organised the annual skiing and snowboarding trip for 120 students to Tignes in the French Alps and increased participation from beginners and novices

#### **Imperial College Hall Representative - Beit Hall Resident's Committee**

**2016 - 2017**

- Elected as representative and was responsible for governing the Hall and organising social events requiring effective time management skills to balance with studies
- Collectively responsible with other representatives for a £5,000 event budget

#### **Harlow College Fundraiser for Children's Hospital of London**

**2015**

- Collaborated with a committee of 10 students to organise the annual fundraiser
- Raised £15,000 for the hospital by organising appealing events such as a BBQ for participants and group sports games

### **Skills & Achievements**

- Proficient in the use of MATLAB, ASPEN Plus and ANSYS CFD
- Competent in Simulink and Microsoft Office including MS Visio and MS Project
- Introductory Level 2/6 Malaysian

REFERENCES AVAILABLE UPON REQUEST

Extracurricular activities are an important way to show you have interests outside of your studies. Use them to highlight transferable skills and demonstrate your personal qualities.

Include student society, charity, community or work-shadowing experience.

# First Year Example

## Sam Pull

R.747 Gabor Hall, Princes Gardens, London, SW7 1BU  
sam.pull@imperial.ac.uk  
+44(0)123456789

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### EDUCATION

#### **Imperial College London MSci Geology** **2019 – 2023**

- Demonstrate good writing skills through group and individual assignments.
- Negotiate and agree tasks to successfully complete group project work in the field and experiments within laboratories.
- Evidence good time management to meet multiple conflicting deadlines.
- Gaining confidence in preparation and delivery of presentations and public speaking through various classroom activities and seminars.

#### **Newton College, Basingstoke** **2011 – 2018** **A Levels**

- Geography (A\*), Physics (A\*), Chemistry (A)

#### **GCSEs**

- 9A\*s, 2As & 1B
- 

### EXPERIENCE

#### **Pulchinella, Southampton** **2017 – 2019** **Restaurant/Bar Supervisor**

- Promoted to supervisor in June 2016 to train new staff in various procedures.
  - Provided exceptional levels of customer service in a fast paced restaurant.
  - Responsible for cash handling and banking daily takings.
- 

### INTERESTS / ACHIEVEMENTS

#### **Geology First Year Student Rep** **2019 – present**

- Representing the student body at academic committee.
- Proposed and designed new template to assist with course-work submission.

#### **Royal School of Mines 1<sup>st</sup> XI Mixed Hockey** **2019 – present**

- Attend two hour weekly training sessions.
- Arranged team travel for a weekend hockey tour to Blackpool.

#### **International Travel** **2018 – 2019**

- Independent travel through Asia and Africa during a Gap Year.
  - Learnt French and became exposed to diverse cultures.
- 

**References – available on request.**

# Internship in a Mechanical Engineering Role

## Jo Olsen

2 Long Road, London, SW7 7AZ  
+ 44 (0) 7123 456789 [jolsen16@sample.imperial.ac.uk](mailto:jolsen16@sample.imperial.ac.uk)

### EDUCATION

2018-2022 **Imperial College London**

#### **MEng Mechanical Engineering with a Year in Europe**

- Relevant Modules: Stress Analysis, Fluid Mechanics, Design and Manufacture.
- Successfully completed various group projects including a task to design and make a small hovercraft in a team of four.
- Developed an understanding of the entire design and prototyping process through the completion of an individual project undertaking drive transmission design project.
- In addition to engineering courses, participated in a French language course at Imperial.

2011-2018 **Leeds City Academy, Yorkshire**

A Levels: Maths (A\*), Physics (A\*), Further Maths (A), French (A)  
GCSE's: 6A\*, 4A

### WORK AND VOLUNTARY EXPERIENCE

2018 **Imperial College London**

Temporary Events Assistant

- Worked at several corporate events on campus, providing a first point of contact to external visitors and speakers from industry and other universities.
- Demonstrated strong customer focus, working as part of a team of other students and members of the Events department at Imperial.

2015 **Kirklees Badminton and Squash Club**

Qualified Badminton Coach

- Regularly coaching children aged between 10 and 16 to encourage active participation in sport.
- Voted on to the club management committee to represent the views of younger members, and introduced and maintained a social media presence which has increased membership by 22%
- Developed leadership skills in addition to the ability to motivate others.

2014 **9<sup>th</sup> Leeds City Explorer Scout Group**

- Participated in numerous local and international volunteering activities, including undertaking charity walk from Leeds to Edinburgh, which raised £2,500 for children's charities.

### IT AND LANGUAGE SKILLS

- Proficient in Microsoft Office applications
- Coding in MATLAB
- CAD and solid modelling in Solidworks
- Advanced French

### INTERESTS AND ACHIEVEMENTS

- 1<sup>st</sup> Year Student Rep (2018/2019), representing student body at academic committee; proposed and designed template to assist with online learning module.
- Active member of Imperial Engineers Without Borders student society.
- 1<sup>st</sup> 4Sport Level 1 award in badminton coaching

**REFERENCES AVAILABLE ON REQUEST**

# Undergraduate Research Opportunities Programme (UROP)

## Alexa Smith

58 Tennyson Road, London, NW8 2XB

[Alexa.s@imperial.ac.uk](mailto:Alexa.s@imperial.ac.uk)

+44 (0)123 456 7890

### Education

**2019 – 2022**

**BSc Biochemistry, Imperial College London**

- **Year 1 modules**
  - Immunology (70%); Protein Science (72%); Biological Chemistry (67%); Molecular Biology 1 (71%); Molecular Cell Biology 1 (65%); Proteins and Enzymes (67%)
- Weekly laboratory sessions using a range of techniques including sterile cell culture, DNA extraction, agarose gels, PCR, fluorescence microscopy
- Experiments in small groups required good team work and communication
- Completed two data handling modules, gaining experience in using specialist software such as SPSS and 'R' to capture, analyse and report on numerical data
- Have undertaken numerous assessed reports and presentations, all of which required excellent written and verbal communication skills

**2012 – 2019**

**Passmore College, Bournemouth**

- A Levels: Maths (A), Chemistry (A\*), Biology (A\*)
- GCSEs: 10 A\* - C

### Research / Laboratory Experience

**2019**

**Department of Biochemistry, University of Nottingham**

- Undertook six-week summer placement in *Centre of Cell Biology*, working in laboratory of Dr John Smith, supervised by Dr Jayne Richards
- Undertook tissue cultures of different cell lines such as EC and hES cells in compliance with health and safety procedures
- Observed several lab techniques and protocols including SDS-PAGE and Western Blotting, qPCR, Bacterial transformation, gel extraction, plasmid purification and antibody staining for fACS analysis and cell sorting
- Helped with general maintenance of Research Lab and associated tasks such as autoclaving and filling stock reagents
- Assisted in process of feeder inactivation and freezing of cells for long term storage, visiting Liquid Nitrogen Room
- Gained experience handling various lab equipment including microscopes as well as flow cytometers, Biostation and NanoPhotometers

## **Other Employment / Work Experience**

**2016 - 2018                      Waitrose, Bournemouth, Team Leader (part-time / in vacations)**

- Promoted from Customer Assistant to Team Leader in summer 2016
- Demonstrated strong customer service in a fast-paced retail environment
- Developed an in-depth knowledge of products and trained new staff
- Ensured excellent communication while working across several team

## **Volunteering**

**Feb 2019 - Present      RAG, Imperial College London, Volunteer**

- Responsible for securing street collection permits from local authorities and arranging transport for up to 50 volunteers
- Managed conflicting priorities to strict timescales

**2016 – Present              Befriend a Child, Bournemouth, Volunteer**

- Supervised homework and activities for two children once a week for a year
- Developed approaches to mentoring and tracking developmental progress

## **Laboratory Skills**

- Sterile cell culture
- DNA extraction
- Agarose gels
- Fluorescence microscopy
- SDS-PAGE

## **IT / Statistical Skills and Languages**

- Identified how to apply statistical packages such as SPSS and R to analyse data
- Proficient in Word, Excel, PowerPoint
- Improving French on Imperial Horizons course (have passed Level 1, progressing to Level 2 next year)

## **Interests**

**Imperial College Boat Club 1<sup>st</sup> eight (2019 – present):**

- Demonstrated commitment to undertaking five early morning training sessions per week and currently planning Fresher's Week event offering novice rowers the chance to have a go and consider joining the club

**Elected Treasurer for next academic year (2019 – 2020) of Imperial BioSoc:**

- Aim to increase sponsorship for events and help organise these as well as manage accounts

**References available upon request**

## Adam Michael

24B Tennyson Road, London, NW9 2XB Tel: 01234 56789

[amichael@live.co.uk](mailto:amichael@live.co.uk) [www.linkedin.com/in/admichael](http://www.linkedin.com/in/admichael)

### EDUCATION

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#### **2016-2020 MEng Biomedical Engineering, Imperial College London (ICL)**

Predicted degree class: Upper Second (2:1)

- 2017: Image processing project in a team of 10 students enhanced communication skills utilising edge detection techniques in MATLAB to identify eczema. Co-delivered an assessed presentation.

#### **2014-2016 Kew Garden High School, Surrey**

A Levels: Mathematics (A), Further Mathematics (B), Chemistry (B)

- Student Associate: raised profile of gaining a degree and studying A level Maths

### RELEVANT EXPERIENCE

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#### **Jan – April 2019 Third Year Project, Imperial College London**

- Developed design concept of Implantable knee joint for knee amputees
- Enhanced report writing and presentation skills, delivering summary of project results to tutors

#### **July – August 2017 Researcher, Undergraduate Research Opportunities Programme (UROP) ICL**

- Effectively managed own workload independently
- Analysed data and took responsibility for drawing conclusions and recommendations
- Developed proficiency with MATLAB

#### **July – Sept 2016 Volunteer project member, MERU London ([www.meru.org.uk](http://www.meru.org.uk))**

- Created assistive equipment for children and young people with disabilities in team of 5

#### **June 2016 HR Admin Assistant Intern, Winchester Training & Consultancy, London**

- Organised and crosschecked details in documents for auditing
- Provided admin support to departments by chasing up references
- Resourced candidates from recruitment websites such as Reed and TotalJobs
- Submitted timesheets using various management systems such as Beeline
- Created invoices, entered remittances and reconciled bank statements using Sage

#### **2015 - 2016 Maths Tutor Volunteer, Chiswick Park Academy, London**

- Tutored 6 underachieving students, to help boost their maths for GCSE and A Levels
- Negotiated and strategized solutions to support a student struggling in class

### TECHNICAL SKILLS

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- Advanced proficiency in Microsoft Office (Excel, PowerPoint, Word)
- Competent in use of Solidworks, COMSOL, MATLAB, Graphviz, LATEX and C++
- Proficient in Japanese, both spoken and written

### INTERESTS AND ACHIEVEMENTS

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- Active member of Imperial College Sailing Club, with regular attendance at committees (2016-2020)
- Running; currently training for 10k race to raise money for Great Ormond Street Hospital

**References available upon request**



## Xi Li

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+44 07123 456789 | [xili@sample.imperial.ac.uk](mailto:xili@sample.imperial.ac.uk) | [www.linkedin.com/in/xilisample/1](http://www.linkedin.com/in/xilisample/1)

### EDUCATION

#### Imperial College London (ICL)

London, Sept 2017-June 2020

##### *Bachelor of Science in Mathematics and Statistics for Finance*

- Predicted to graduate with First Class Honours – (ranked top 5% in first and second year)
- Modules: Financial Management, Statistical Modelling, Time Series, Games Theory
- Awarded prize for best group in 2nd Year, M2R project, leading a team of 4
- Achieved Distinction in Imperial Horizons course: 'Professional Skills for Employability'

### PROFESSIONAL EXPERIENCE

#### ChinaGold Asset Management: *Summer Analyst, Investment Division*

Beijing, July 2019-Aug 2019

- Participated in a US \$3 billion live deal within energy industry
- Designed financial model individually to estimate earnings of a convertible bond, which facilitated the adjustment of transaction structure
- Worked effectively in a project team on non-performing commodities assets
- Proposed solutions on assets recovery and produced business plan as part of a team of 5

#### Blue Sky Securities: *Summer Analyst, Corporate Finance Division*

Beijing, June 2018-July 2018

- Contributed to the IPO of a high-end laser company
- Conducted laser industry research and comparable company analysis
- Collaborated with a team of 4 and composed the industry section of Due Diligence report
- Provided integrated financial advisory services to a medium-sized sports company based in Jiangsu
- Analysed a major competitor's financial and identified potential market in sport industry
- Discussed effectively with clients and amended business plans based on market performance

#### PwC China: *Summer Intern, Finance Division*

Shanghai, June 2017-Aug 2017

- Analysed 25+ transactions across all industry, including 25 million deal with Shanghai Electric
- Performed basic audit tasks and liaised with project manager to request client information

### FURTHER RELEVANT EXPERIENCE

#### ICL: *Research Assistant, Computational Statistics*

London, Aug 2018-Sept 2018

- Implemented graph and string matching algorithms efficiently in statistical analysis
- Gained experience of working in a team with 2 PhD researchers and a Senior Lecturer

#### Enactus Imperial London, *Project Leader*

Oct 2017 – March 2018

- Investigated producers of ethically sourced chilled green tea and negotiated with college shops to introduce the product.
- Donated the profit made from speciality tea sales to support Enactus Philippines project

### SKILLS, ACTIVITIES & INTERESTS

**Languages:** Mandarin (Native), English (Fluent)

**Programming Skills:** Python, Matlab, R, C++

**Activities & Interests:** Volunteered for London Fashion Week (Sept 2018), Finance Society, Swimming

References available upon request

# Medical Research

## Amed Sample

123 Sheaters Hill Road, London, SW3 8AB,  
Tel: + 44 (0)1234 567890      amedsample@live.co.uk      [www.linkedin.com/in/ameds](http://www.linkedin.com/in/ameds)

### EDUCATION:

#### 2015-2020 **MBBS/BSc Medical Science with Management, Imperial College London**

First Class BSc predicted. Currently sitting in the top percentile for MBBS

**Recent Clinical placements:** St Mary's, Paddington – general surgery, respiratory, Care of the Elderly, neurology, ICU and gastroenterology. GP placement with Munster Road GP Surgery

**Relevant BSc modules:** Managing Healthcare Organisations, Health Economics, Organisational Behaviour and Human Resource Management  
Group project: Understanding the Junior Doctors contract negotiations – presented to the junior doctors committee at the BMA. Achieved 82%

#### 2008-2015 **Sutton Grammar School, Surrey**

**A Levels:** Mathematics (A\*), Chemistry (A\*), Biology (A)

**GCSE:** 11 GCSEs at A\* and one at A, including English, Mathematics and Latin

### RESEARCH EXPERIENCE

#### Jan – Apr '19 **Development Project, Help for Hero's**

- Developed design concept of detachable knee joint for veteran knee amputees
- Gained practical experience of using Solidworks, rapid prototyping and knowledge of tissue engineering and biomechanics
- Collaborated with veteran amputees and consultants from St Mary's to trial knee joint and assess expanding the project. Funding currently being applied for

#### July – Sep '17 **Researcher, Undergraduate Research Opportunities Programme (UROP) Imperial College London**

- Extended BSc group project to fully assess potential impact of introduction of new junior doctor contract, both economically and anthropologically
- Developed proficiency with R and developing meaningful surveys to enable the application of mathematical techniques
- Published results in student BMJ, wrote a blog for BMJ online and presented findings to the BMA Medical Academics Conference

#### Aug – Sep '16 **Volunteer Project Member, MERU ([www.meru.org.uk](http://www.meru.org.uk)) London**

- Volunteer member of a team of 5, including 3 professional bioengineers working on assistive equipment for children and young people with disabilities
- Given responsibility for training the 24 differently abled users on using their new equipment, working with carers during home trials and providing technical assistance as required
- Participated in focus groups with young people and their families, responsible for gathering and analysing feedback on prototypes

### RELEVANT CLINICAL EXPERIENCE:

#### July – Dec '18 **Care of the Elderly Attachment, St Mary's Hospital, London**

- Shadowed consultant over 10 weeks, observing medical care of up to 30 patients
- Communicated effectively patients, ensuring their comfort and building an understanding of the realities of the theoretical learning received during training
- Supported the nursing team in an audit to assess patient care, interviewing carer givers and families. Collated responses and contributed to a poster delivered at the Royal College of Nursing AGM

**Feb – Apr '17    General Surgery Attachment, Charing Cross Hospital, London**

- Followed a range of patients throughout their surgery experience, included 2 amputations and 3 paediatric cases (appendix removal, emergency spleen repair and fracture correction)
- Observed over 20 surgeries per week
- Produced graphs mapping aesthetic usage as part of a QIP in collaboration with an anaesthetic registrar

**POSITIONS OF RESPONSIBILITY:**

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**Aug '17- '18    Manga Club Volunteer Monitor, Chiswick Park Library, London**

- Assist members of the library team, working the children and teenagers at the club and also organising and displaying stock

**Sep '15 – '16    Widening Participation Ambassador, Imperial College, London**

- Raised students' interest in medicine, mathematics and university through presentations and a question and answer session to 30 students at various colleges within London

**Aug '17 – '19    Imperial College Representative, British Medical Association, London**

- Collaborated with the Imperial College Medical Student Union to ensure Imperials views were voiced at the quarterly meetings of the BMA Medical Students committee
- Ran a training on speaking on conference at the 2016 BMA Medical Students Conference to an audience of over 50 students from across the UK

**OTHER WORK EXPERIENCE AND VOLUNTEERING:**

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**Jan – April '16    Maths Tutor Volunteer, Chiswick Park Academy, London**

- Tutored a group of 6 underachieving students, to help boost their maths for GCSE and AS, providing one to one mentoring and support, in addition to classroom assistance across various year groups
- Negotiated and strategized solutions to support a student struggling in class
- Led a cover lesson with a year 8 class in the presence of a supply teacher

**Sep '14 - '15    Shop Volunteer, British Red Cross, Sutton, Surrey**

- Responsible for handling money, including managing the till and cashing up
- Served and interacted with customers providing excellent customer care. Demonstrated listening and communication ability by answering queries about products
- Approached customers asking if assistance was needed and investigated stock availability, showing proactive customer service skills

**TECHNICAL SKILLS**

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- Advanced proficiency in Microsoft Office
- Competent in use of Solidworks, COMSOL, MATLAB, Graphviz, LATEX
- University level laboratory techniques including PCR, splicing, inoculation, sterilization, filtration, reagent mixing and sample collection
- Proficient in Japanese, both spoken and written
- Current drivers' licence

**INTERESTS AND ACHIEVEMENTS**

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- Student member of the BMA and Royal College of Physicians
  - Imperial College sailing club, with regular attendance at committees (2015-present)
  - Running. Currently training for 10k race to raise money for Great Ormond Street Hospital
- 

**REFERENCES AVAILABLE ON REQUEST**

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# Entry Level Environmental Policy Role

## Beth Paper

56 Curtain Rd, SW5 ABC | [bpaper@email.co.uk](mailto:bpaper@email.co.uk) | +44 (0) 1234 567899 | [www.linkedin.com/uk/bpaper](http://www.linkedin.com/uk/bpaper)

### EDUCATION

#### Imperial College London

2019 – 2020

#### MSc Environmental Technology

Master's programme focussed on application of scientific knowledge, policy and engineering to solve environmental problems and address sustainability.

Relevant core modules: Environmental law; Environmental policy & management; Environmental economics

Optional module: Energy policy

Research project: Six month research project starting April 2020. Project aim is to assess the impact of public engagement activities by two charities on public knowledge of a variety of environmental issues and subsequent behaviour change. Quantitative and qualitative research methods will be applied.

#### University of Greenwich

2016 – 2019

#### BSc Environmental Sciences (First class)

Relevant third year modules: Environmental impact assessment (66%); Climate change (76%); Policy and law for environmental protection (81%)

#### Team and field work:

- Worked in a team of 6 to produce a presentation on the potential effect of Brexit on UK environmental policy
  - Contributed to the project by interviewing 3 policymakers and producing PowerPoint slides
  - Jointly delivered presentation to 4 invited guest speakers including local MP
  - Received grade of 68%
- Travelled to south-east Spain for 2 week project on water resource management
  - Conducted a series of recorded interviews with local farmers in Spanish to understand irrigation processes and did a site visit to a water purification plant
  - Wrote 1500 essay, received grade of 72%

#### Grove Park Academy, London

2009 – 2016

- A Levels: Geography (A\*), Mathematics (B), Physics (C)
- GCSEs 2A\*, 6As & 2B

### ENVIRONMENTAL EXPERIENCE

#### Internship at Trees for Cities

Summer 2019

- Wrote monthly newsletter for volunteers, including sourcing pictures and articles about recent news and activities across the UK
- Compiled statistics and data for the annual report

**Grantham Institute****Summer 2018**

- Worked on organisation of a conference on the 4th carbon budget, attended by 95 delegates
- Organised catering and room bookings
- Created PowerPoint slides for use between sessions

**Event Co-ordinator for Local Council****Summer 2017**

- Supported local council in sustainability initiatives by co-ordinating a 'clean our community' event
- Created communication materials such as posters and marketed event on social media (Twitter, Facebook and Instagram)
- Managed the project from start to finish with over 200 local residents participating

**WORK EXPERIENCE****Part-time Sales Assistant – Marks and Spencer's****2017-2018**

- Developed excellent customer service skills through checkout and departmental role
- Served customers with a view to solving problems and providing a high-quality service
- Regularly assisted colleagues on other departments when under-staffed or during busy seasons

**POSITION OF RESPONSIBILITY****Co-Chair of Environmental Society, University of Greenwich****2017**

- Chaired regular committee meetings with members of the society
- Organised 3 rubbish clearing events in local parks, persuaded 26 students to volunteer
- Arranged a social event for volunteers on a minimal budget

**VOLUNTEERING****Greenwich Animal Shelter****2016 - 2017**

- Documented new stray animals ensuring accurate records were kept
- Maintained a friendly welcome at reception
- Assisted in street collection for the shelter, enhancing communication and persuasion skills

**LANGUAGE SKILLS**

- English (native); Spanish (intermediate)

**INTERESTS AND ACTIVITIES****Ultimate Frisbee Society at Imperial****2019**

- Learning a new sport and expanding social circle
- Attending regular training sessions and completing alongside studies
- Organised occasional social events

**REFERENCES AVAILABLE UPON REQUEST**

# PhD Academic Job

## SAMIRA KHAN

15a Devonshire Court, London SE1 7QT, UK

Tel: + 44 07788 234567; [skhan100@gmail.com](mailto:skhan100@gmail.com); [www.researchgate.com/profile/samirakhan](http://www.researchgate.com/profile/samirakhan)

### EDUCATION

2017-2020 **PhD in silicon nanowires, Department of Physics, Imperial College London, UK**

*'Pressure-induced structural phase transformations in silicon nanowires'*

Supervisor: Professor Samuel Smith

Planned thesis submission: Sept 2020

Research achievements:

- Developed an innovative linear-scaling DFT code UNITEP and co-developed MONOTEP technique with my supervisor
- Applied tools to simulation of behaviour of silicon nanowires after application of pressure, achieved highest accuracy predictions to date, resulting in published paper
- Initiated ongoing collaboration with University of Manchester, Nanomaterials Research Group, UK resulting in submitted paper and funding for new PhD project

2016-2017 **MSc in Theory and Simulations of Materials, Imperial College London, UK**

- Distinction
- Co-authored linear-scaling code MIS-TEP on group programming project, created code from scratch within 8 weeks, code successfully agreed with prediction from commercially available code to within the target of 0.01 Angstrom (0.2%)

2012-2016 **MPhys, Physics (1st Class), St Catherine's College, University of Oxford, UK**

- Top mark for the year group in Finals
- Final year project: Computer modelling of carbon nanotube spectra

### PUBLICATIONS

- **Khan S.**, Montani N., Smith S. *Modelling anomalies in nanowires*, under review at Applied Nanomaterials
- **Khan S.**, Jones P.M., Smith S. 2018, *Iridium anomaly in silicon nanowire and bulk crystal transformation sequence*, Applied Nanomaterials, vol 24, issue 11, p. 132-1388

### AWARDS

- Poster prize awarded at European Association of Nanomaterials conference 2019
- Prize for top examination result on MSc degree at University of Oxford 2017
- 'Physica Plus' scholarship for achieving high overall grade during degree 2012-2016

### RESEARCH FUNDING

- Awarded EPSRC Studentship for MSc and PhD 2016 – 2020
  - Obtained £500 travel grant to attend European Silicon Nanowires Union 2019 and 2020
  - Assisted PhD supervisor with a successful collaborative bid for £1 million 2019
- EU funding: did literature review and wrote first draft of proposed work plan



## CONFERENCES / INVITED TALKS

Invited talks at:

- |   |               |
|---|---------------|
| ▪ European Silicon Nanowires Union  | 2019 and 2020 |
| ▪ European Association of Nanomaterials   | 2020          |
| ▪ DYF Conference in Vienna  | 2019          |
| ▪ EPTHG meeting in Edinburgh  | 2019          |
| ▪ ESHG meeting in Cambridge   | 2018          |
| ▪ Hermes Summer School, Cumberland Lodge, Windsor, UK   | 2018          |
| ▪ Invited to give a Thomas Giddon Centre lunchtime seminar and posters at the CESSNI local orbital conference (best student poster prize) | 2017          |

## TECHNICAL SKILLS

- Experimental: High-resolution lithography; chemical etching; laser beam ablation; VLS growth; electron microscopy; X-Ray diffraction
- Computational: DFT; Gaussian; CFD; C; python; C++

## SUPERVISION & TEACHING

- |  |             |
|--|-------------|
| ▪ Lunchtime seminar for new PhD students on X-ray diffraction techniques   | 2020        |
| ▪ Day to day supervision of two master's students' projects  | 2020        |
| ▪ Graduate Teaching Assistant, MSc, numerical methods for materials science  | 2018 - now  |
| ▪ Science Tutor at King's Academy, Leeds: weekly after school science lessons  | 2018 - 2019 |
| ▪ Volunteer Maths Tutor on Pimlico Connection scheme, taught Maths to small groups of pupils in secondary schools in London, assisted with marking | 2016        |

## IMPACT ACTIVITIES

- |  |      |
|--|------|
| ▪ Contributed to Government policy paper on nanomaterials and the environment written by PhD supervisor  | 2018 |
| ▪ Wrote and presented 3-hour interactive Royal Institute master class on Nanowires to 5 groups of school students aged 12-14   | 2018 |
| ▪ Won 3rd prize for Three Minute Thesis Competition at Imperial College London   | 2018 |
| ▪ Led organising committee and presented at Women in Physics (CUWiP) Conference, engaged 8 speakers, received media coverage (Guardian and BBC London)   | 2016 |
| ▪ Gave a Café Scientifique talk and answered questions from audience with wide ranging backgrounds and ages and invited to talk at 'careers in physics research' event at University of Oxford | 2016 |

## TRAINING & DEVELOPMENT

- Attended courses in Practical Demonstration; Communication & Presentation Skills for Conferences; Writing Project Proposals; Writing Scientific Papers

## REFERENCES

- Professor Samuel Smith (PhD supervisor), Department of Physics, Imperial College London [s.smith@imperial.ac.uk](mailto:s.smith@imperial.ac.uk) Tel: +44 (0)207 594 1234
- Dr Nicos Montani (project collaborator), University of Manchester [n.montani@imperial.ac.uk](mailto:n.montani@imperial.ac.uk) Tel: +44 (0)312345 6789

# PhD Consulting Role

## SAMIRA KHAN

15a Devonshire Court, London SE1 7QT, UK

Tel: + 44 07788 234567

[skhan100@gmail.com](mailto:skhan100@gmail.com)

### EDUCATION

2017-2020 **PhD in silicon nanowires, Department of Physics, Imperial College London, UK**

Planned completion: Sept 2020

#### Achievements:

- Developed an innovative method to predict behaviour of silicon nanowires under pressure, resulted in highest accuracy predictions to date, work published in an international peer reviewed journal
- Reviewed expert literature in fields related to project
- Wrote code in C and Python to run simulations of proposed model, code now being used by research groups in Manchester and Durham
- Initiated a new project with researchers in University of Manchester, work resulted in funding for a new PhD project, paper has been submitted for publication
- Confidently presented my work at 8 conferences in the UK and Europe, to audiences of experts in the field, took questions

2016-2017 **MSc in Theory and Simulations of Materials, Imperial College London, UK**

- Distinction
- Group programming project, in team of 5 created code from scratch within 8 weeks, code successfully agreed with prediction from commercially available code to within the target of 0.2%, featured in student newspaper

2012-2016 **MPhys, Physics (1st Class), St Catherine's College, University of Oxford, UK**

- Top mark for the year group in Finals
- Final year project: Rapidly learned new research field and how to use technical commercial software packages, wrote report, awarded mark of 83%

### CONSULTANCY EXPERIENCE

2016 **Infotec Consulting, Summer Intern**

Analytics-based consultancy specialising in the retail sector

#### Achievements:

- Analysed raw data and identified promising trends that could be implemented by major online retailer in the future, ideas used in final presentation to client
- Improved search engine optimization, resulting in 10% higher conversion rate to online sales
- Worked on 2 concurrent projects, providing data analytics, online research, written briefings and graphics for presentations
- Worked successfully within 2 different teams alongside colleagues with different areas of specialist knowledge

## COMMUNICATION AND LEADERSHIP SKILLS

### 2018 **Policy Paper**

- Contributed to Government policy paper on nanomaterials and the environment written by PhD supervisor
- Developed knowledge of areas of science unrelated to PhD and how they could impact society; improved ability to write for a non-technical audience

### 2016-2018 **Science Outreach**

- Wrote and presented 3-hour interactive Royal Institute master class on nanowires to 5 groups of school students aged 12-14
- Gave a Café Scientifique talk and answered questions from audience with wide ranging backgrounds and ages and invited to talk at 'careers in physics research' event at University of Oxford
- Volunteer Maths Tutor on Pimlico Connection scheme, taught Maths to small groups of pupils in secondary schools in London, assisted with marking

### 2017 **Supervisor**

- Supervised 2 MSc student projects, developed mentoring and communication skills
- Worked with the students to develop interesting project ideas achievable within their timeframe
- Organised regular meetings to discuss and track their progress

### 2016 **Women in Physics conference**

- Led a team of 8 volunteers to organise a one day conference
- Engaged 8 speakers including one Nobel Prize winner
- Conference attended by 67 women physicists
- During the event, presented my research to a non-specialist audience, featured on BBC and in The Guardian

## LANGUAGE AND IT SKILLS

- Programming languages: C, Python (expert); C++ (intermediate)
- Proficient in Microsoft Office (Word, Excel and PowerPoint)
- Learning German, possess conversational level German (Level 2)

## INTERESTS

### 2016-2020 **Imperial College Symphony Orchestra**

- Play viola as part of the ICL Symphony Orchestra
- Rehearse and perform at least once a week during term, disciplined daily practice
- Performed in the Vienna Opera House in 2018

**References available on request**



# COVER LETTERS

# COVER LETTERS

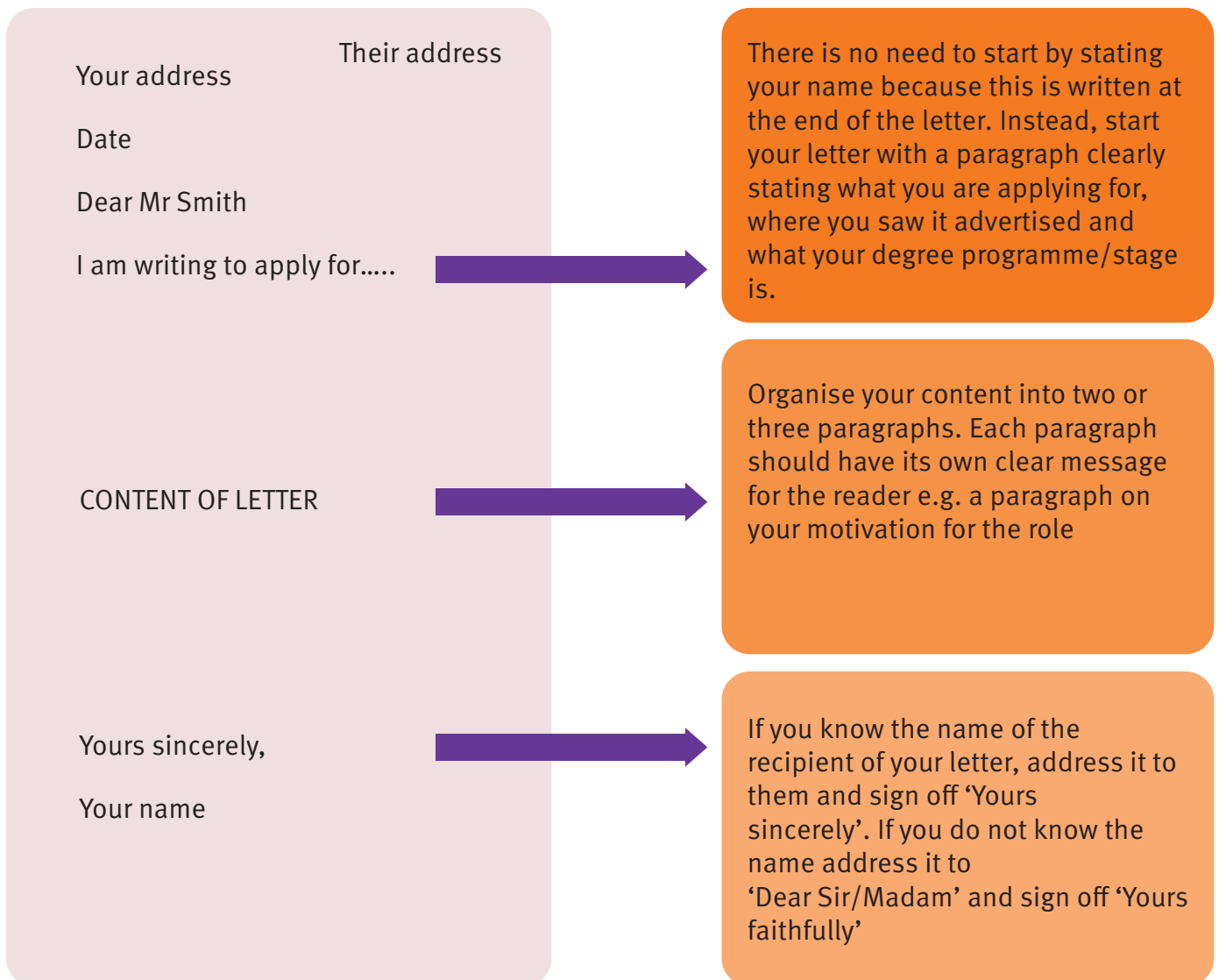
## WHAT IS A COVER LETTER?

A cover letter is sent with your CV as part of your application. The purpose of a cover letter is to complement your CV by showing that you understand the role and organisation you are applying for, have a strong motivation and will be a good fit for them. In your CV you can't talk about the organisation you are applying for or why you want to work for them, so the cover letter is your chance to do this.

## LAYOUT

Your cover letter should typically be no longer than one page, laid out as a professional letter. Make sure you check for spelling or grammatical errors. And double check you've spelt the name of the company right.

It's important to follow the business etiquette for the layout of a professional letter. This reassures the recruiter that when you work for them you will represent them professionally. The typical professional layout for a UK letter\* is:



\*If you are applying in another country, find out what a professional letter looks like there by using [GoinGlobal](#) (available on the Careers Service website)



# CONTENT

The content of your letter will be two to three paragraphs of prose. It's best to avoid bullet points and sub-headings in your final version. Each paragraph should have a clear message. You can choose the messages and the order of your paragraphs.

For example:

## **Technical role relating to your degree subject:**

Paragraph 1: motivation (why this role and company)

Paragraph 2: subject specific technical skills and abilities

Paragraph 3: transferable skills mentioned in the job advert e.g. team work, customer service

### **1. Motivation**

Usually you will have at least one paragraph describing your motivation. Recruiters are very keen to understand why you are applying for their role and see evidence for your interest in them. It's important to them because if they hire you, but you don't really want to be there, you are unlikely to do the job well. You can choose how best to organise this content. You might have a paragraph on 'why this role' and another paragraph on 'why this company'. Alternatively you could merge these into one or combine a particular aspect of your motivation with related evidence of your skills.

Overall you should show the reader that you understand both the role and company/organisation you are applying to and how you fit with them. If you are applying to an internship, show that you will value the opportunity they are giving you by linking it to your future career plans.

Here are some ideas of how you can develop your understanding of a job and a company/organisation:

- Read their website to understand what you are applying for, how it fits within the organisation and their values. Useful sections include 'About us', company values, their mission statement, the careers pages, 'News'.
- Connect to their social media to keep up with their latest news.
- Do research using resources in the Imperial Library to understand the sector and the organisation you are applying to. Useful resources can be found on the Imperial Library website under the section for ['Subject support, Business'](#).
- Attend careers events and talk to people working at the company and recruiters to understand the role better and what the recruiters will be looking for in applications. See JobsLive for upcoming fairs, events and presentations.
- Do your own networking through LinkedIn or other contacts.
- Work shadowing and internships.
- Join in with relevant student societies and extracurricular activities.
- Choose relevant modules in your course.

See some examples of how to write about your motivation in the sample cover letters on the following pages.



## 2. Skills

The rest of your letter could be organised into one or two paragraphs showing that you have the skills and knowledge to be effective in the role you are applying to. Start organising this part of your letter by finding out what they are looking for in candidates (e.g. by reviewing the job advert, using networking opportunities) and thinking about how you match. Decide what evidence you can use to show that you have the skills and personal attributes they are looking for. You can use evidence from your academic achievements, extracurricular activities, work experience, volunteering or sports. Include specific and interesting examples to convince the reader of what you can do. Where you can, include results and the impact of your work.

It's ok for this part of your letter to have some overlap with your CV.

## WRITING TIPS

- It really helps your reader if your content is structured in a logical and organised way. Before you start to write, think through the structure of your letter and decide what message you would like the reader to take away from each paragraph. It can help to give yourself subheadings while you are writing to keep yourself 'on message'. You can take these out before you send the letter.
- Recruiters will read your letter very quickly so keep your sentences simple and short. This will make your letter easier to follow.
- After writing the letter leave it to one side and then come back a few hours later to check it.
- Get a friend to check it for spelling and grammar.
- For speculative applications (which is where you apply to a company who are not currently advertising an opportunity), you will need to grab the attention of your reader immediately. Ideally direct the letter to a named person rather than Sir/Madam. Make it clear who you are and what the letter is about in the first paragraph e.g. state clearly that you are looking for a summer internship, in which team and the dates you would be available.

## AVOID

- Unprofessional language, try to write in plain English. Here are some examples of words not to over use: moreover, henceforth, hitherto, incomparable. A good way to check is to avoid using language in your letter that you wouldn't typically use in your day to day speech
- Being negative. Stay positive throughout. Sometimes it's tempting to mention some gaps in your experience or something you don't know. However you don't need to do that in your letter. If you can, provide positive evidence. For example, if a job requires a programming language you don't know, can you show that you have quickly learned another language in the past?
- Being vague. Including specific information will make your letter more persuasive. For example, if you worked in a team, say how many people were in it. If you raised money, say how much. Avoid words like 'various'.

# Example for Patent Attorney

Mr Smith  
Bristol and Partners  
Whitefriars, 9th Floor,  
Lewins Mead, Bristol  
BS1 2NT

Amanda Brown  
123 Student Road  
London  
SW7 888

15<sup>th</sup> November 2019

Dear Mr Smith,

I am writing to apply for the Trainee Patent Attorney position in the life sciences, pharmaceutical and medical devices sectors at Bristol and Partners. I am currently a final year BSc Biochemistry student at Imperial College London and am expecting to graduate in summer 2020 with a 2:1.

I first became interested in the profession when I attended a careers talk in February 2018. I learned that the work of a patent attorney requires a curiosity for new technology, attention to detail and excellent communication skills. At the talk, I also saw some real patents for the first time and became enthusiastic at the prospect of being involved with the latest technological developments as they happen. To explore the idea of a patent career in more depth, I chose to spend last summer working with an academic at Imperial who is patenting his research invention. This gave me a chance to search patent literature for prior and competing art and to complete an Invention Disclosure Form. I have also used the resources on the CIPA website to learn more about the pathway into the profession.

Bristol and Partners would be an ideal company for me to train as a patent attorney because of my fit with your key practice area of medical technologies, pharmaceuticals and chemistry. I have a keen interest in technological developments in this area and chose the optional modules 'Molecular Basis of Bacterial Infection' and 'Plant Biotechnology and Development' for the third year of my Biochemistry degree. I am also keen to join your firm because of your range of clients, from start-ups to big pharma. Through reading the blog on your Careers pages I learned about the supportive and friendly environment of your Training Academy and ways trainees are encouraged to engage with the wider profession by attending conferences such as the Royal Society of Chemistry's 'Chemistry Means Business' event for SMEs. This would enable me to fully develop as a professional.

My Imperial degree has been excellent preparation for professional exams as I have been successful in the regular and rigorous exams required by my degree, consistently achieving 2:1 marks. I have learned to balance my time so that I could successfully prepare for my exams alongside my part-time job waiting tables and my active training schedule with the Imperial Triathlon Club. Studying for my degree has developed my ability to understand highly technical materials quickly. I have also developed excellent written communication skills, through six laboratory write-ups a term and my 4000 word dissertation. In my weekly part-time job I cover fifteen tables in a busy restaurant which are usually fully booked. Through this job I have learned to work efficiently while providing excellent customer service and remaining calm and friendly under pressure. I was recently asked to take on a managerial responsibility within the restaurant, training three new staff members. I am looking forward to bringing my technical and communication skills into a career as a patent attorney.

Thank you for considering my application and I look forward to hearing from you soon.

Yours sincerely,

Amanda Brown  
MSc Biochemistry (2017-2020)  
Imperial College London

# Example for Science Communications

Prospect Communications  
Studio 202, Building J  
The Biscuit Factory  
Drummond Road  
London  
SE16 4DG

Bedford House  
Tennyson Road  
Colindale  
London  
NW9 2XB

12<sup>th</sup> December 2019

Dear Dr Lumb,

As an MRes Biomedical Science student at Imperial College London, I am writing to apply for the Science Communication (Writing & Research) Officer vacancy at Prospect Communications as advertised on JobsLive through the Imperial College Careers Service.

While I enjoy the science and research that I am currently training in, my true interest lies in communicating this vital knowledge to practitioners, patients and the public with the aim of increasing awareness and facilitating faster development of effective solutions. My work as the Science Writer for Felix (the Imperial College Union weekly newspaper) was extremely satisfying and what I enjoyed the most was interviewing academics, reading research papers and translating this into engaging content for a range of different audiences. I also enjoyed my secondment to the marketing team within John Lewis, where I used my writing and social media skills to develop more persuasive, creative content using many different interactive media platforms. This taught me the importance of understanding and tailoring to specific audiences. My interest in Genomics stems from my work on RNA Enzymes and this led me to apply for a research Masters in the broader field of Biomedical Science. While my projects for next year are yet to be confirmed, I am hopeful that one of them will be in collaboration with the Imperial Genomics Faculty which will increase my knowledge of both sequencing and bioinformatics. This combination of writing, media and the topic of genomics is why I would like to apply for the role of Science Communication Officer.

I would like to work for Prospect Communications as from reading your website, I think our values align. While working on my final year project with a multidisciplinary team of scientists, I admired their absolute focus on what was best for the patient. This value was the driving force behind every decision they made and it created an environment where I felt like what we were doing had real purpose and impact. I want to work in this sort of environment within my next job. I also know I prefer to work within a small team where I will get the chance to support and be involved in many aspects of what the organisation does. As the student representative for the Royal Society of Chemistry (RSC) I had an overview of the full range of activities and was able to support all of the small (8 members) staff. I really enjoyed working with the range of people on many different projects and the community feeling this created inspired me to extend myself. Having researched the Prospect Communications team online, I hope to meet and work with them in the future.

I have attached my CV for your consideration. Many thanks for this opportunity to apply and I look forward to hearing from you in the near future.

Yours sincerely,

Rumi Jones  
MRes Biomedical Science Student  
Imperial College London

# Job Description for Jacobs Role

## Graduate Civil/Structural Engineer - Jacobs

As a Graduate Civil/Structural Engineer you will be responsible for:

- Supporting the delivery of structural analysis, design and assessment in a multi-discipline environment
- Production of clear and well-presented reports, specifications, and other engineering documentation
- Supporting the production of drawings and 3D BIM models
- Undertaking structural survey work.

## Qualifications

Essential: (this is the criteria that needs to be evidenced in CV & Cover Letter)

- Hold an accredited BEng level degree in Civil or Structural Engineering (or equivalent), at first or upper second class
- Please note that for this position candidates will be required to obtain UK Security Clearance (some limitations may apply to non UK Nationals and where individuals have not resided in the UK for all of the last 5 years)
- Strong analytical skills, a sound understanding of structural theory, and an interest in solving problems from first principles
- Focus on results and project delivery
- A keen interest in developing Project Management and design skills.
- Drive and motivation to become a chartered engineer with IStructE or ICE
- A clear communication style, proven team working skills and a strong customer focus.  
Desired: (if possible these need to also be evidenced in both documents)
- An understanding of structural dynamics, including earthquake engineering, blast, and impact load effects
- An understanding of finite element analysis techniques

**Take a look through the CV and Cover Letter on the following pages and see if you can spot where the key skills have been evidenced.**

# Cover Letter for Jacobs Role

1215 Fulham Palace Road  
London, SW8 XYZ

Jacobs, 2nd Floor Cottons Centre  
Cottons Lane  
London SE1 2QG

16<sup>th</sup> November 2019

Dear Sir/Madam,

I am writing to apply for the Graduate Civil Engineer role at Jacobs as advertised on your website. I am a final year MEng Civil Engineering student at Imperial College London with a particular interest in earthquake engineering and developing my career in project management. My academic knowledge has covered many aspects including structural theory, solving problems from first principles and finite element analysis techniques and my education has developed my analytical skills to a high standard.

I am keen to enter a career with Jacobs due to the innovative projects including the support to the Atomic Weapons Establishment in the nuclear sector to create earthquake resistant power stations. In an increasingly unstable world where clients face growing challenges, I admire and wish to be a part of the strong approach taken by Jacobs to meet these challenges. My desire to put my highly developed client skills to practise would complement the opportunity to work with Jacobs high profile clients such as National Grid, NASA and EDF Energy. I also discovered the four day boot camp that takes place for graduates which would be an exciting test of my skills and I would relish the opportunity to achieve chartership with Jacobs, who received a Gold Award in the Mind Workplace Wellbeing Index.

In the summer of 2017, I completed a summer internship with ARUP in Kowloon. I performed loading calculations and analysed structures, which required strong attention to detail and the ability to work successfully in a multidisciplinary team, pushing me to develop my listening and teamwork skills. I found it exciting to work on a real project, focusing on successful results and my work was included in the final project assessments presented to the clients. In my course at Imperial I have enjoyed project managing our Constructionarium activity as part of my Imperial degree. During this five-day project I led a team of ten to successfully construct a scaled down version of the Gherkin which required a clear communication style. We completed the task to time and within budget. This experience developed my problem solving and decision-making abilities and it was satisfying to complete the project with high marks and positive results.

Outside of my academic studies I have taken on positions of responsibility to further develop my abilities to work well with others. In my role as the President of the Student Coding Society I took the initiative to gain sponsorship for the society by approaching five local SMEs and persuading them to sponsor a series of Hackathons. This resulted in student development and helped the companies to raise their profile with the students, resulting in two students undertaking projects for the companies.

Thank you for considering my application and I look forward to hearing from you.

Yours faithfully,  
Stephanie Student  
Final year MEng Civil Engineering Student  
Imperial College London

First paragraph clearly explains the purpose of the letter and who is writing. It also highlights some key matches to the essential and desirable in the job advert - structural theory, solving problems from first principles and finite element analysis.

The second paragraph shows the writer has thoroughly researched the company and considered how they fit. This letter is tailored and could not be sent to any other company

The third paragraph highlights how the writer matches the job advert by using the language of the job advert and providing evidence of skills such as project management.

The fourth paragraph clearly shows that the writer is someone who gets results.

## Stephanie Student

1215 Fulham Palace Road, SW8 XYZ

+44 0123456789

[www.linkedin.com/uk/stephstudent](http://www.linkedin.com/uk/stephstudent)

### EDUCATION

**Imperial College London, MEng Civil Engineering (First Class)**

**2016 - 2020**

1<sup>st</sup> year: **82%** | 2nd year: **80%** | 3rd year: **79%** | 4<sup>th</sup> year: **80%**

**Modules included:** Professional Engineering Practice, Earthquake Engineering, Sketching and Modelling, Computational methods, Fluid Mechanics, Environmental Engineering, Geotechnics, and Structural Theory

- Developed broad understanding of the creation and maintenance of a sustainable natural and built environment specifically in relation to structural theory achieving a distinction grade (80%)
- Excelled in role of Project Manager during team field trips
- Enhanced understanding of finite element analysis techniques through dedicated module (77%)
- Enjoyed solving problems from first principles
- Confident in writing computer programmes using MATLAB and 3D modelling for design projects

**IT skills** – MATLAB, Rhino 3D, basic Python (self-taught) and 3D BIM

**Thornycroft College, Basingstoke**

**2008 – 2016**

**A Levels** – Chemistry (A\*), Mathematics (A\*), Physics (A\*)

**GCSEs** - 9A\*s, 2As & 1B

### CIVIL ENGINEERING PROJECTS

**Constructionarium (Project Manager)**

**2018**

- Assumed the leadership role of Project Manager for the constructionarium activity
- Oversaw the construction of 13m tall 30 St Mary Axe building, known as the Gherkin
- Communicated with 10 team members, using active listening and empathy to identify individual strengths to enable successful allocation of team roles and responsibilities
- Identified further areas of improvement regarding sustainable materials
- Strong organisational skills to deliver positive results and project on time in line with expectations agreed with client

**Imperial College Design Project (2 weeks)**

**2018**

- Utilised hardboard and string to create a crane in collaboration with 2 fellow students which was required to be weight-bearing, and won 3<sup>rd</sup> prize out of the department
- Created proposal for design of reinforced concrete foundations for water pumps
- Reviewed CAD drawings and located mistakes



## **WORK EXPERIENCE**

### **Engineering Placement with ARUP (summer)**

**2017**

- Completed a residential project in Kowloon
- Gained experience of loading calculation (incl. Wind, water uplift)
- Successfully analysed structures using CSI Etab, CSI Safe, Oasys GSA, Oasys AdSec
- Observed earthquake engineering techniques and theory
- Produced a clear and well-presented report on project summary

### **Part-time Sales Assistant – Marks and Spencer's**

**2016-2017**

- Developed excellent customer service skills through checkout and departmental role
- Served customers with a view to solving problems and providing a high quality service
- Responsible for handling money and recording stock due to go out of date requiring attention to detail
- Regularly assist colleagues on other departments when under-staffed or during busy seasons

## **POSITIONS OF RESPONSIBILITY**

### **President of Student Coding Society**

**2017- present**

- Approached five SMEs and successfully gained sponsorship for hackathons
- Chaired regular meetings with members of the society
- Organised coding events for members to socialise
- Co-ordinated and organised fundraising event for coding clubs in schools and raised £5000
- Utilised excellent and clear communication, negotiation and persuasion skills

## **VOLUNTEERING**

### **British Heart Foundation, Basingstoke (summers)**

**2016-2018**

- Responsible for the running of the shop from handling money to serving customers
- Assisted in street collection, enhancing my communication and persuasion skills

## **ACTIVITIES AND TECHNICAL SKILLS**

### **Member of ICE – motivated to become chartered engineer**

**2018 – present**

### **Rowing Club**

**2017-present**

- Maintaining training sessions alongside studies
- Committing as a team resulting in winning the last two annual races

### **Elected Treasurer of Imperial CivSoc**

**2017-present**

- Raised awareness of society and increased membership by 25%
- Use clear and varied communication technique tailored to audience

### **Full UK Driving Licence**

**REFERENCES AVAILABLE UPON REQUEST**

## Resources

There's a lot more to our careers service than CVs and cover letters. We offer a wide range of support services to help you with all aspects of career planning, applying for jobs and being successful in interviews.

### JobsLive

Our online platform gives you access to our events and one-to-one appointments and we post thousands of job vacancies and internships each year from organisations keen to attract Imperial students and graduates.

[www.imperial.ac.uk/careers/jobslive](http://www.imperial.ac.uk/careers/jobslive)

### Recruitment & Selection Events

CVs and Cover Letters are only part of the process to secure employment. Many students will face a series of selection activities including psychometric test, assessment centres and interviews. We've created webpages and resources to help you with each stage of the process. You can access a mock interview with a Careers Consultant by emailing **[careers@imperial.ac.uk](mailto:careers@imperial.ac.uk)**.

[www.imperial.ac.uk/careers/applications](http://www.imperial.ac.uk/careers/applications)

### Globalise Your Career

With a degree from Imperial the world is your oyster! Many of our graduates seek employment outside of the UK on a temporary or permanent basis. Use our support webpages to internationalise your career.

[www.imperial.ac.uk/careers/goingglobal](http://www.imperial.ac.uk/careers/goingglobal)

## Seminars, Workshops & Events

We host a series of events throughout the year from short introduction talks to more immersive practical workshops covering a variety of career related topics. We also host several sector specific Careers Fairs and discussion forums.

[www.imperial.ac.uk/careers/events](http://www.imperial.ac.uk/careers/events)

## Subject-Specific Support & Advice

It can be hard to know what you'd like to do after you graduate. Check out our subject-specific webpages to explore career options possible from your degree programme.

[www.imperial.ac.uk/careers/my-degree](http://www.imperial.ac.uk/careers/my-degree)

## Starting a Business

Entrepreneurship gives you the freedom to become your own boss but it takes dedication and hard work. Fortunately, Imperial is a great place to help test ideas and seek support to pursue your business ideas.

[www.imperial.ac.uk/careers/starting-a-business](http://www.imperial.ac.uk/careers/starting-a-business)

This is just a small selection of what we offer.

Check out [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers) for further details or get in touch with us on [careers@imperial.ac.uk](mailto:careers@imperial.ac.uk) if you have a question.

You can also follow us on social media to keep up-to-date with news, events and competitions [@imperialcareers](#) (Twitter), [@ic\\_careers](#) (Instagram) or [imperialcollegecareers](#) (Facebook).