

# Pre arrival Postgraduate CVs- support and guidelines

## Format

- Maximum of two pages
- Font should be a 'clear' font such as Calibri or Arial. Avoid Times New Roman, as it is less web friendly
- Name should be in size 18 font and bold
- Address, phone number, LinkedIn URL should be in size 11 font, all other font should be a minimum of size 11
- Sub headings can be underlined and bold, avoid italics
- Do not use tables, boxes or other formatting which may not translate well in online Applicant Tracking Systems

## Personal details

- For international students, your first name this should come first, with your 'alternative' or 'English' name - if you have one - in brackets. E.g Qing (Emma) Zhang
- Include only one email address – this can be your Birmingham University address (if you have one yet) or another address. It needs to be one that you access regularly. Make sure the email address is professional.
- Edit your LinkedIn url so that it is concise and ends with your name only (no letters and numbers). You can do this via your LinkedIn profile page.

## Profile (OPTIONAL)

- Three or four brief sentences describing your main experience, expertise and skills, using positive action words. Avoid using first person (e.g. don't say 'I am a Human Resources Management student with experience in recruitment and training', say 'A Human Resources Management student with experience in recruitment and training')

## Education

- This should be in reverse chronological order with the most recent experience first
- Include relevant modules for your undergraduate degree
- Include projects and/or your dissertation title if relevant to the target job
- State the overall grade for your undergraduate degree. If your qualification was awarded outside the UK, the format in which they were awarded should be listed. Do not try to convert your grades into the UK format.
- Include only one scholarship / award for each part of your education – if you have more than one, select the most impressive one

## Experience

- This could be paid work (full time or part time), voluntary work, internships or placements
- This should be in reverse chronological order with the most recent experience first

- Include a minimum of three bullet points per role, no more than 2-3 lines each, focusing on key achievements, not a job description. Describe what you achieved, not just what you did. Quantify by using numbers. Explain how you contributed or added value by using the format - verb, action, result
- Start each bullet with a strong verb e.g. Managed, implemented, analysed, led, achieved etc
- Only include details of the company if it is not a well-known name

### **Extra-curricular Achievements**

- Use this space to highlight other activities that you may have taken part in at University, College or in your own time such as societies, student roles (student representative, ambassador etc), sports, volunteering, mentoring etc.

### **Skills and Interests**

- Languages (Including level of Proficiency, E.g. Native, Fluent, Intermediate). Do not include IELTS score
- IT and other technical skills relevant to the job. Include any technical skills that are relevant, rare or in demand
- Interests: this should not be a long list of sports or hobbies. Only highlight those that are relevant and where you have achieved a significant accomplishment