



IES
INTERNSHIPS
LONDON DOCUMENT GUIDELINES

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RÉSUMÉS/CURRICULUM VITAE

Every candidate for the IES Internships Program should prepare the best possible Curriculum Vitae. To assist you in preparing your résumé/CV for your internship, please review the following guidelines. Drafting this document requires that you think about and analyze the skills and abilities that you have from work experience, courses, and activities, and include those skills necessary for the internship you are seeking.

When preparing a CV, it must be targeted to the potential market to which it will be sent. This is an essential element of successful self-promotion. The CV is your personal sales literature and as such should be clear and concise. This document should project a professional attitude as well as make clear the benefits of having you as part of a potential employer's team.

It is estimated that a CV gets no more than 30 seconds of attention from the reader. In that time his/her attention must be gained and the interest maintained. The format of your CV will take several drafts. Visual layout, presentation and careful choice of vocabulary to demonstrate responsibility and achievements are all vital components. You should devote sufficient time and effort to produce a strong CV, which will make you an attractive candidate to potential internship organizations.

NOTE ABOUT CURRICULUM VITAE

Many countries will use the term *Curriculum Vitae (CV)* when requesting application material, which is often interchangeable with the standard U.S. résumé format used in this guide. Be aware that U.S. CVs, however, tend to be different than U.S. résumés and international CVs, as they are more academic in nature and may be as exhaustive as necessary.

GUIDELINES

- ✓ For the UK, use standard UK A4 paper size, this is an option within page setup/paper.
- ✓ *Write A First Draft*
Your CV may be formatted in any style you choose (the samples are merely a guide which you should NOT copy). Your CV represents you, and you should ensure it is consistent, legible, relevant, interesting, and free of mistakes.
- ✓ **Education:**
 - List your higher education in reverse chronological order (most recent to least recent).
 - **Include your IES Internships Program along with the location and year.**
 - Majors and minors are not used in the UK. Please use: **“Candidate for Bachelor of Arts/Sciences etc. in [major]”**. See CV examples.
 - Awards such as Dean's List, honor roll, etc. need explanations (e.g., “award for high academic achievement”).
 - You can list a few courses taken as part of your undergraduate degree if they are particularly relevant or interesting.

- o Please list **your GPA and also convert it to a letter grade** (e.g., A-, B+, etc.) which you can state as your cumulative grade average. GPA is not well-known in the UK, but it is good to include both on your CV for this program. Follow the conversion chart below.

GPA	Letter Grade	UK Degree class
4.0	A	First Class Honours
3.7	A-	Second Class Honours: 1 st Division (2:1)
3.3	B+	Second Class Honours: 1 st Division (2:1)
3.0	B	Second Class Honours: 2 nd Division (2:2)
2.7	B-	Second Class Honours: 2 nd Division (2:2)
2.3	C+	Third Class Honours
2.0	C	Third Class Honours
1.7	C-	Pass
0	FAIL	Fail

So it should read thus on CVs so that UK employers will understand:

Name of University

Candidate for Bachelor of Arts/Sciences in _____

Expected graduation: May 2016

GPA/Cumulative Grade Average: 3.7 / A- (equivalent to UK 2:1)

- ✓ If you are a member of a fraternity or sorority and wish to include it on your CV, please be specific about the position you have held there, your responsibilities and skills gained. British people are generally unfamiliar with the Greek system and impressions they may have are based on TV and movies (and are therefore not generally positive).
- ✓ If you are a member of a church or religious group and wish to include it on your CV, please be specific about the position you have held there, your responsibilities and skills gained. Britain is a very secular society and religion is viewed as an intensely private matter. Hence most British people would not include their personal religious beliefs or activities on their CV.

10 RÉSUMÉ/CV DESIGN TIPS

- ✓ **1. Length:**
While it may vary by field and level of experience, entry-level CVs should be kept to **1 page** of relevant experience.
- ✓ **2. Margins:**
Your content should be centered on the page, and there should be a balance of white space and text in your CV. It is recommended that margins range from **0.5 inches to 1.5 inches**.
- ✓ **3. Font:**
Ideal fonts are those that are easy to read including **Times New Roman, Arial, Garamond, or Calibri** in a **10-12 point font size**. Additionally, avoid using colors, text boxes, or borders on your CV to maintain professionalism and a clean appearance.
- ✓ **4. Consistency:**
Formatting (spacing, margins, bullets, punctuations, dates) and font (type, size, and effects) should remain consistent throughout your CV. Using effects such as CAPS, bold, and italics are great ways to keep your CV organized, so these should remain **uniform** for every section of your document.
- ✓ **5. Aesthetics:**
Your CV should be structured using a **variety of headings**, as opposed to grouping everything into one section. Avoid using templates and consider customizing your CV using any of the following categories:
 - Education/International Education/Experience
 - Relevant Experience/Related Experience (e.g. *Teaching Experience*)
 - Leadership & Activities/Volunteer Experience/Additional Experience
 - Skills & Interests
- ✓ **6. Accuracy:**
Your CV is often your first impression to an employer, so ensuring that it is **free of spelling or grammar errors** is crucial. Have your CV looked over by 2-3 other people before submitting it.
- ✓ **7. Be concise:**
The best way to remain succinct in your CV is to **use bullet points** (rather than paragraph summaries) to convey what you did in each of your roles. Avoid the pronoun “I” and introductory phrases such as “My duties/responsibilities included”. Also avoid using “etc.”, as it is too vague.
- ✓ **8. Demonstrate skill:**
Be sure to **begin each bullet point with a strong action verb** to allow the reader to quickly identify your strengths that are relevant to the opportunity. Avoid using passive verbs such as “helped” or “assisted”, and instead consider performance-based transferable skills. (Also, pay close attention to verb tenses in your bullets, as only current roles/projects should be in present tense.)

✓ **9. Show evidence:**

It is easy to say that you have skills in a particular area, but in order to stand apart from other candidates, employers want to see proof. Be sure to **provide examples in your bullet points** as evidence of your skills and experience.

✓ **10. Focus on strengths & accomplishments:**

Your CV should demonstrate your most relevant skills, achievements, and outcomes of your previous work. **Quantify** using numeric or impactful modifiers to **show the results** and impact of the work you did. Include necessary details (i.e. What? How? How much/many? How often? With whom?) to best convey the extent of your experience or how you helped improve or enhance efficiencies.

STANDARD RÉSUMÉ/CV TEMPLATE AND EXAMPLES

Be sure to adjust page size to the standard UK A4 paper size.

NAME

Email • Phone • Address

EDUCATION

COLLEGE/UNIVERSITY NAME

City, State

Candidate for Bachelor of Arts (or Science) in [Major]

Expected Month Year

[List any minors or concentrations]

Relevant Coursework (Optional): Course Title, Course Title, Course Title

- GPA/Cumulative Grade Average: 3.75/A-
- Scholarships/Honors/Awards (with explanation)

IES London, London, UK

London

Internship Program participant

Summer, 2015

EXPERIENCE *(Your most relevant jobs, internships, or volunteer work in reverse chronological order)*

ORGANIZATION NAME

City, State

Position Title

Month – Month Year

- Bullet Formula: **Action Verb + Accomplishment Statement (including details & quantifiers) + Results**
- Bullet Example: *Developed sponsorships with 3 leading financial publications including the Wall Street Journal, NY Times, and Business Week to publicize services, saving company \$5,000+ in marketing expenses*

ORGANIZATION NAME

City, State

Position Title

Month – Month Year

- Bullet
- Bullet

LEADERSHIP & ACTIVITIES/ADDITIONAL EXPERIENCE/COMMUNITY SERVICE

ORGANIZATION NAME/CLUB NAME, INSTITUTION NAME

Month Year – Month Year

Title/Role

- Activities, Involvement, Responsibilities

(OR see below for additional formatting option to conserve space when bullets do not seem necessary)

ORGANIZATION/CLUB NAME, *Title (if relevant)*, Institution/Location

Month Year – Month Year

SKILLS & INTERESTS

Language: Language Proficiencies (include level of competency)

Computer/Social Media: Technical Proficiencies (include level of competency and list programs)

Interests: Specific hobbies/demonstrated interests to show well-roundedness (e.g.

Completed 2 World Triathlons, Avid cruciverbalist)

Name

Email / Phone number

EDUCATION

Hutton Honors College, Kelley School of Business, Indiana University, Bloomington, IN

Expected Completion: May 2016

Candidate for Bachelor of Science in Finance

Cumulative Grade Average: 3.91/A

- IU Distinction and Arrowsmith 2 Scholarships: awarded more than \$110,000 for high academic achievement
- National Merit Scholar and SemiFinalist: top 1% in the nation for PSAT score
- National AP Scholar: average score of at least four on all AP Exams take

IES London, London, UK

Summer 2015

- Internship Program Participant

PROFESSIONAL EXPERIENCE

Indiana University Athletic Department, Bloomington, IN

October 2013 - Present

Academic Resource Center Tutor

- Assist 20 student-athletes achieve competence in microeconomics, calculus, accounting, and professional writing by complementing classroom instruction
- Provide training in the development of effective study skills and application of retention exercises
- Improve the academic performance of each student athlete by ensuring their success

INPIRG, Bloomington, IN

January 2013 - May 2013

Event Management Intern

- Coordinated events with organizations throughout the Bloomington community, which increased awareness and involvement in volunteer and non-profit programs by approximately 50 students
- Organized the Hunger Clean-Up and Dine Out fund-raising events raising a collective \$2,000 for our Hunger Campaign
- Utilized Microsoft Excel to create and manage a database containing information regarding all members, events, activities, and organizational contacts

Chicago Travels, Chicago, IL

September 2010 - May 2012

Executive Assistant

- Managed client data and used Microsoft Excel and Access to generate operational and sales reports
- Effectively analyzed performance of operations to identify areas for improvement and to monitor efficiency
- Supervised office personnel to ensure effective and timely achievement of sales goals

LEADERSHIP ACTIVITIES

Civic Leadership Development, Bloomington, IN

August 2013 - Present

Director of Marketing

- Network and coordinate with students, faculty, and organizations throughout the campus and increased awareness of and participation in the organization's events by 25%
- Spearhead new marketing and outreach strategies, such as creating more leadership positions within the organization, which successfully increased member retention
- Utilize various social media platforms to deliver updates to members and increase their awareness of the organization's events

Residence Hall Association Student Government, Bloomington, IN

September 2013 - Present

Briscoe Finance Officer

- Review proposals for Briscoe residence hall events and effectively manage budget of \$6000

NAME

Address | Telephone | Email

EDUCATION

IES LONDON, London, United Kingdom

Study Abroad and Internship Program, Spring 2014

UNIVERSITY OF CALIFORNIA, San Diego, California

Candidate for Bachelor of Arts degree in Communications, Expected May 2015

Cumulative Grade Average: 3.7/ A-

Relevant Courses: Marketing Theory, Cross-Cultural Communications, Introduction to Mass Communication

INTERNATIONAL SCHOOL OF SWEDEN, Stockholm, Sweden

International Baccalaureate Diploma awarded May 2011. Graduated in top 10% of class

EXPERIENCE

WIMBLEDON LAWN AND TENNIS MUSEUM, London, United Kingdom

Sports Marketing and Public Relations Intern, Spring 2014

- Managed social media and external communications
- Served as represented at events by communicating with constituents and directing inquiries
- Maintained the facility and oversaw day-to-day operations of the museum under supervision

LIVE 105, XYZ BROADCASTING GROUP, San Diego, California

Student Assistant, Nov 2012 - May 2013

- Planned and wrote scripts for radio interviews of local celebrities
- Managed 6 major promotions held at music venues in New York City
- Collaborated with disc jockeys to select music, organize contests, and supervise request hotline
- Utilised internet and library resources to compile detailed report on radio stations in the state of New York

ABC DAY CARE, Stockholm, Sweden

Teacher's Assistant, Summer 2011

- Designed play routines for 10 toddlers, which enhanced behaviour in less than 1 month
- Administered the ordering of all teaching supplies and maintained inventory
- Developed detailed weekly teaching plans and co-led 1 each month

SKILLS

Computer: Proficient in Microsoft Word and Excel; Knowledge of Access

Language: Fluent Swedish, Intermediate knowledge of French

INTERESTS

Skiing; Travel (spent Summer 2013 backpacking through Slovenia); Soccer (coached youth team for 5 years)

COVER LETTERS

This letter will be reviewed by both the IES Abroad London Internship Coordinators and the potential host organizations. The purpose of the letter is to introduce yourself to the host organization, provide additional details and expand upon the information contained in the CV.

The cover letter is your marketing tool, which bridges your qualifications to those required of the position to which you are applying. Its purpose is to advertise you well enough to secure an interview. More so than the CV, the cover letter allows you to convey your passion and energy for the opportunity. **The most important thing to keep in mind when drafting a cover letter is to convey how you are a good fit for what they are seeking—not just what you hope to get out of the opportunity.**

NOTE ABOUT COVER LETTERS FOR IES INTERNSHIPS PROGRAMS

This letter should not be addressed to IES Internships. Instead, it should be targeted toward prospective internship hosts in the field in which you would like to work. Your letter will allow potential host organizations to better understand your interest, skills, and background experience, and it will help IES Internship Coordinators find the best possible placement for you. Your cover letter is not a statement. It should be formatted accordingly.

GUIDELINES

- ✓ The **cover letter is NOT a CV** (you should not just be retelling what jobs and experience you have had). They are completely different documents.
- ✓ You should weave your jobs, your experiences, your education, and your strengths into the cover letter in a way that shows growth and what you have learned along the way.
 - For example, rather than "I worked for 2 semesters at a Pizza Hut and then I worked for one summer interning at a hedge fund", better to say "While working at Pizza Hut for two terms, I learned the importance of multi-tasking and delivering while under pressure. I had to manage a part-time job while taking classes, which made me more conscientious of time-management. When I worked at X Hedge Fund for a summer, I realized that my strengths were with numbers and attention to detail -- something that came very naturally to me."
- ✓ **The cover letter is a teaser:** It should leave people wanting to read more. Include the highlights of your experiences and don't be afraid to show personality (unlike in the CV). For the rest of your life, many recruiters and interviewers will read the cover letter first, and -- if interested -- they will read on (to the CV) if they find your cover letter compelling.
- ✓ The opening paragraph can and should stand on its own as a strong synopsis of your whole letter.
- ✓ You want to stand out, be different. Make the person reading your cover letter remember you.

COVER LETTER DESIGN TIPS

- ✓ **Length:** Generally, all cover letters should be kept to **1 page** and laid out in standard business letter format, including address lines, date, salutation, and closing.
- ✓ **Margins:** It is recommended that margins range from **0.5 inches to 1.5 inches** depending on the length of your letter.
- ✓ **Font:** Ideal fonts are those that are easy to read including **Times New Roman, Arial, Garamond, or Calibri in a 10-12 point font size.** Additionally, avoid using colors, text boxes, or borders in your letter to maintain professionalism and a clean appearance.
- ✓ **Accuracy:** Your cover letter should be **free of any spelling or grammar errors.** Consider having it looked over by 2-3 other people before submitting it for any opportunity.
- ✓ **Be formal.** Remember that you are writing to a **professional** audience. “Text talk”, acronyms, and contractions are not appropriate. Additionally, the cover letter should focus on the company and what you can offer *them*. It is not meant to read like an essay, so be mindful of the number of “I”s you use.
- ✓ **Be concise:** Keep your letter short, sweet, and **to-the-point.** Also avoid using “etc.” in your writing, as it is too vague.
- ✓ **Exude confidence:** Use phrases such as “I am **confident** that...” instead of “I think” or “I believe”. Also, use active tense as opposed to passive “i-n-g” endings or the present perfect tense (“*have won*” or “*have gained*”).

STANDARD COVER LETTER TEMPLATE

Your present address City,
State, Zip Code

Today's date

If employer address is known, include it here (Note: this information will not be available at the beginning of the application/placement process for IES Internships programs. Leave blank for now):

Dear Mr./Ms. Last Name or Sir or Madam:

Introductory paragraph:

Avoid opening with “My name is” and instead **begin by indicating your purpose for writing** and specifying the position/type of work for which you are applying or would like to be placed. Let the reader know **where you are from, what school you go/went to, and your area of study**. Grab the reader's attention early in your letter by mentioning **why you are specifically interested in the opportunity/field/organization**. **Introduce your top relevant skills/qualifications** that you can contribute to the role.

Body paragraph(s):

Expand on your relevant skills/experiences to demonstrate fit for the opportunity. Highlight your academics (if related), your practical work, internship, and/or volunteer experience, and any achievements. Most importantly, **tie your qualifications to the employer's needs** and the job description if available. (Avoid using bullet points in your cover letter or being redundant to what the reader will find in the résumé.) **For internships, indicate what you hope to achieve in the internship and what you hope to do in the future.**

Conclusion:

Thank the reader for his/her time and consideration. Reiterate your enthusiasm and fit for the position. Indicate your desire for a personal interview.

Sincerely,

Your Name Typed

Your Address
City, State Zip Code

Date

Dear Sir or Madam,

Please accept my application for the Summer Internship program in London. I am interested in gaining experience and a greater understanding of international healthcare practices. As a pre-medical student in my second year of college at the University of _____, my background is primarily in biomedical research. I also have two years of clinical experience and aspire to further develop my knowledge and experience in this field.

I am familiar with basic procedures of medical research due to my experience working in multiple medical research settings, such as my current job in the Gastroenterology Research Lab at the University of _____. These experiences motivated me to become more involved and knowledgeable about current advances in medicine, as well as taught me to be a fast learner and adapt quickly in new environments. By spending 100+ hours shadowing doctors across all specialties last summer, including oncology, I developed an understanding for the importance of medical research.

My previous and current coursework provide me with a solid foundation of scientific knowledge. My advanced Biology course was highly research-oriented and geared towards future biology researchers. I learned how to read and analyze scientific papers, as well as begin to think like a researcher. My career goal is to conduct health research professionally and eventually pursue a PhD in Public Health. I am confident that an internship in international healthcare, health policy, or health management will allow me to further develop my skills and knowledge to prepare me for a successful career after graduation.

I thank you for your time and consideration. I would greatly appreciate the opportunity to learn about the health industry in the UK. I look forward to hearing from you.

Sincerely,

Your Name