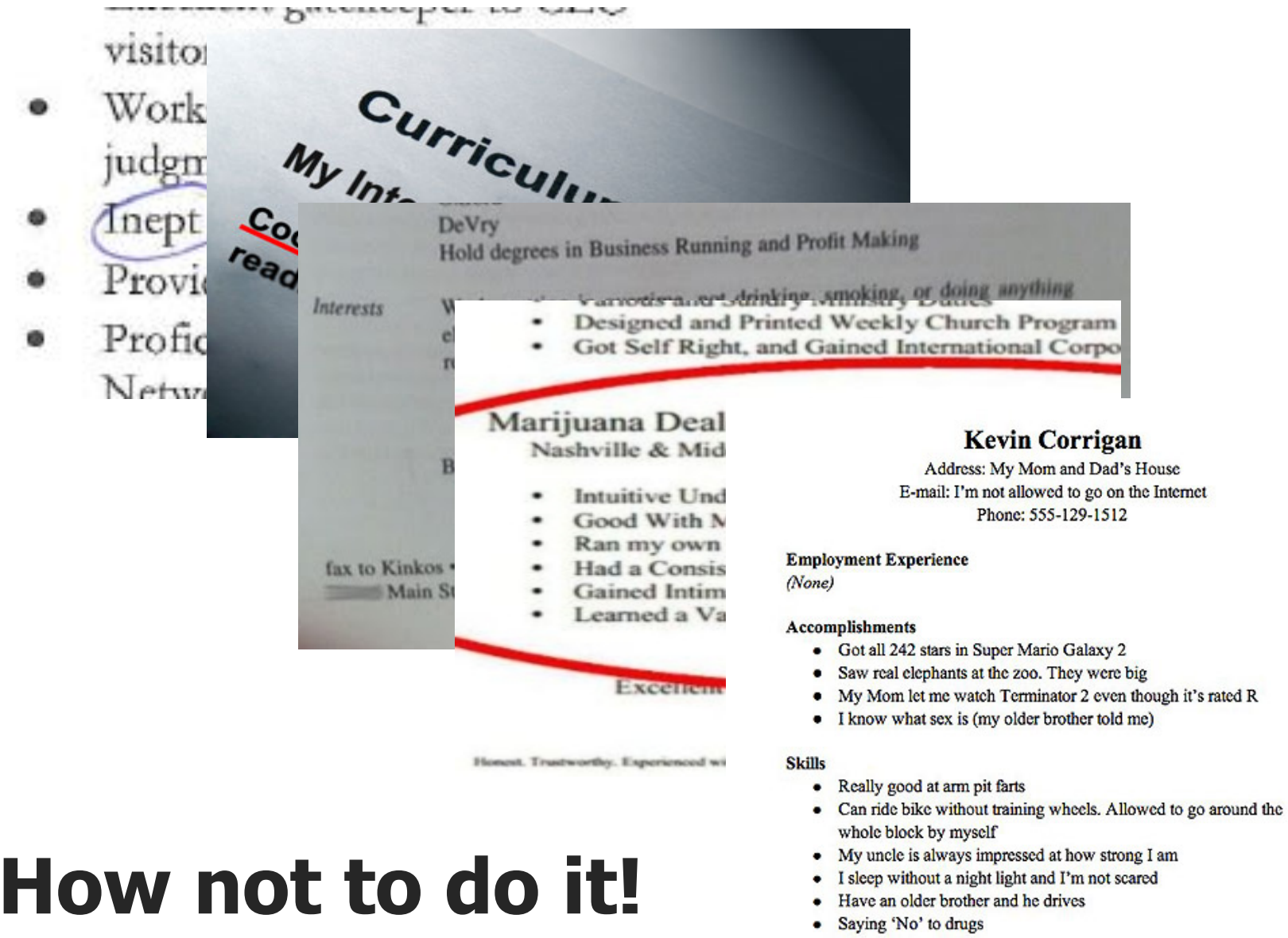
the CareersGroup
University of London

Writing CVs and Cover Letters

UCL Chemistry Undergraduates
Internships

Dr Tracy Bussoli

CVs



Kevin Corrigan

Address: My Mom and Dad's House
E-mail: I'm not allowed to go on the Internet
Phone: 555-129-1512

Employment Experience

(None)

Accomplishments

- Got all 242 stars in Super Mario Galaxy 2
- Saw real elephants at the zoo. They were big
- My Mom let me watch Terminator 2 even though it's rated R
- I know what sex is (my older brother told me)

Skills

- Really good at arm pit farts
- Can ride bike without training wheels. Allowed to go around the whole block by myself
- My uncle is always impressed at how strong I am
- I sleep without a night light and I'm not scared
- Have an older brother and he drives
- Saying 'No' to drugs

How not to do it!

We will Cover

- CV Conventions
- What should a CV contain?
- How to lay it out
- How to **tailor** your CV for the job – focussing on UCL internships
- How to **sell** yourself using specific **evidence** of your skills
- How to write a profile – include or not?
- What to put in the interests section
- Know the importance of:
  - ✓ Accurate spelling and grammar
  - ✓ Consistent formatting
  - ✓ Making it easy for recruiter to retrieve relevant info

Exercise 1: Comparing CVs

- You have a handout with a Job Description, two CVs and a marking scheme

- Go through each CV and use the marking scheme to assess each CV

- Feedback your comments – which CV is best, what is effective about it etc?

How much time to make an impact?

How long do recruiters (am busy academics) spend looking at your CV to make an initial “yes”/”no” decision?

a) <10 seconds
b) 10-30 seconds
c) 30-60 seconds

<10

https://www.theladders.com/career-advice/you-only-get-6-seconds-of-fame-make-it-count

What do you notice about how recruiters read a CV?

http://www.businessinsider.com/heres-what-recruiters-look-at-during-the-6-seconds-they-spend-on-your-resume-2012-4?IR=T

They left hand scan!

CV conventions (UK)

Formatting

Font size 10/11 for content

How long?

1 or 2 pages max (1 page for finance)

National Legislation

Do **not** include: Age, Gender, Nationality, etc.

CV Fashions

No photos, no grids, no 'Curriculum Vitae'

Profile or no profile – personal preference (but if you include one, make it count!)

What should it contain?

ORDER	SECTION	CONTENT
1st	Name & contact details	Address, email, mobile (LinkedIn/Twitter)
2nd	Personal Profile	OPTIONAL: 3-5 skills with examples
3rd	Education	UCL – High School: reverse chronological
4th	Employment History	Split into 'relevant experience' and 'other employment' if necessary. Reverse chronological. Include family business/own enterprise
5th	Volunteering	If you have it
6th	Skills	I.T, languages
7th	Extra curricular activities/ positions of responsibility	Anything at School/UCL outside of your course
8th	Interests (& awards)	
9th	References	Listed / 'available upon request'

How do I lay it out?

John Smith

Personal Data

Place and Date of Birth: Canada | 20 November 1987
Address: 123 Broadway, City, State, Canada
Phone: +1 111 1112
Email: john@smith.com

Work Experience

Current | 1st year Analyst at Lehman Brothers, London
Mar 2012 | *Commodities Structured Trading*
Developed spreadsheets for risk analysis on exotic derivatives on a wide array of commodities (*ags, oils, precious* and *base metals*), managed blotter and secondary trades on structured notes, liaised with Middle Office, Sales and Structuring for bookkeeping.

Jul 2010-Oct 2011 | Summer Intern at Intech Inc, Chicago
Received pre-placed offer from the Exotics Trading Desk as a result of very positive review. Rated "*truly distinctive*" for Analytical Skills and Teamwork.

Jan-Mar 2011 | Computer Technician at Buy More, Burbank
Worked in the Nerd Herd and helped to solve computer problems by asking customers to turn their computers off and on again.

Education

July 2012 Master of Commerce in Finance, **The University of California**, Berkeley
110/110 *First Class Honours* | Major: Quantitative Finance
Thesis: "Money is the Root of All Evil - Or is it?" | Advisor: Prof. James Smith
GPA: 8.0/9.0 | Detailed List of Exams

July 2011 Undergraduate Degree in Business Studies
110/110 *Commerce Specialization*, **The University of California**, Berkeley
Heavily specialized in mundane paperwork | Advisor: Stefano Bonini
GPA: 7.5/9.0 | Detailed List of Exams

Fall 2008 Exchange Semester at **University of Southern California**, Los Angeles
GPA: 8.0/9.0 | Detailed List of Exams

July 2006 **Liceo Classico "E. Duni"**, Matera | Final Grade: 100/100

Scholarships and Certificates

Sept. 2012 Faculty of Science Masters Scholarship ($30,000)
June 2010 GMAT©: 730 (Q:50;V:39) 96th percentile; AWA: 6.0/6.0 (89th percentile)

Languages

English: Fluent
Italian: Mothertongue
French: Basic Knowledge

Punit Patel

7 Download Road, London SE1 6GT
e: p.patel@qmul.ac.uk in: linkedin.com/in/punitpatel m: 07745 631255

Profile
- *Motivation for Banking*: selected to take part in five workshops run by J.P. Morgan, Morgan Stanley and Credit Suisse at their offices
- *Client relationship-building*: responsible during internship for sales of the new 'E Brokerage' facility offered by Citibank, securing a £5000 investment from a client.
- *Analysis*: analysed sales data and presented findings to Head of Business Development at Citibank

Education
BSc Economics, Statistics & Mathematics, Queen Mary University of London Sept 2013-June 2016
- *Relationship building*: built working relationships with three team members to undertake two group projects, presenting results to seminar groups (68% and 70% marks achieved).

St Dominic's High School Sept 2006-June 2013
A-levels: Economics (A*) Mathematics (A*) History (A) AS Level Geography (B)
10 GCSEs: Grades A*- B including Maths (A*) and English (A)

Finance Experience
Sales and Business Development Intern, Citibank, London July-Aug 2015
- *Client relationship-building*: responsible for sales of the new 'E Brokerage' facility offered by Citibank, securing a £5000 investment from a client.
- *Analysis and creative thinking*: analysed the geographic sales profile of Citibank in comparison with its competitors; presented recommendations to the Head of Business Development for potential new initiatives to close the gap with competitors.
- *Written communication*: analysed client feedback and wrote a 10 page report on findings.

ELBA Insights Club, London Oct-Nov 2014
- *Commercial awareness*: learned about trading floor functions, operational support around Compliance and Risk and about current sector issues; networked with employees.
- *Working under pressure*: came 3rd in a business competition, working in a team of two to assimilate information and complete multiple tasks in a very short amount of time.

Other Experience
Gap, London Nov 2013-present
- *Customer service & communication*: answer customer queries and advise them on clothing; identify where items desired by customers are stocked in other GAP stores, to assist with sales.
- *Team work*: work closely with seven colleagues to cover all shop floor functions.

Extra-curricular Activities & Achievements
Vice President of the Gaming Society (2014-15). *Project management & innovation*: ran the first University of London inter-College gaming competition, with 860 competitors. Led the project team of three and coordinated all aspects of the competition from marketing to technical logistics.
Avid gaming enthusiast. *Drive*: ranked 111th in the world in the FIFA 2012 game on PlayStation 3.

References: Available upon request

Tailor your CV to match the Job Description

One size does **not** fit all… tailor your CV to the role (& employer)

Identify all the skills & attributes required in:

- Person specification, and/or
- Job description/job advert

Show you meet the requirements

- Address **all** the skills they ask for – especially if **E**ssential rather than **D**esirable!
- Use one *specific* example that shows **how *you*** used each skill
- Use numbers to **quantify** your examples
- Show **outcomes** where possible: where did you add value?
- Reflect their language – if they say team work don't say 'working with others'
- Use **all sections** of your CV to demonstrate your skills e.g. education, work experience and interests.

UNIVERSITY COLLEGE LONDON

Department of Chemistry

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

E = Essential
D = Desirable

Job Title: Chemistry Undergraduate Summer Internship (Year 1 Symmetry)

	E	D
Knowledge and experience		
Completion of the CHEM1006 Chemical Skills module.	X	
GCSE English and Mathematics at Grade C or above or equivalent qualification.	X	
A grade of 70% or above in the CHEM1006 symmetry coursework (2016/17).	X	
High confidence of symmetry operations and point groups.	X	
Confidence in using Moodle.	X	
Ability to edit websites (for example, HTML).		X
Good knowledge/experience of photo-sharing applications.		X
Skills and/or Abilities		
Excellent verbal and written communication skills.	X	
Good interpersonal skills and the ability to liaise with a variety of people, including the ability to relate to staff and students in a teaching and learning context.	X	
Ability to interact with small and large groups of students with differing abilities.	X	
Ability to prioritise and organise own workload.	X	
Ability to work under pressure and to meet time-critical schedules.	X	
Ability to work independently and as part of a team.	X	
Personal Qualities		
Commitment to developing high quality skills in web-based chemistry exercises	X	

Last updated 23 Jan 17 SEF

EDUCATION

BSc Chemistry **September 2016 – Present**
University College London (UCL)

Verbal and Written Communication – Completed two written assignments achieving >70% in both. Gave a presentation to 5 chemistry staff and 20 students entitled ‘ What is so interesting about oil anyway?’

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Job Title: Chemistry Undergraduate Summer Internship (Year 1 Symmetry)

	E	D
Knowledge and experience		
Completion of the CHEM1006 Chemical Skills module.	X	
GCSE English and Mathematics at Grade C or above or equivalent qualification.	X	
A grade of 70% or above in the CHEM1006 symmetry coursework (2016/17).	X	
High confidence of symmetry operations and point groups.	X	
Confidence in using Moodle.	X	
Ability to edit websites (for example, HTML).		X
Good knowledge/experience of photo-sharing applications.		X
Skills and/or Abilities		
Excellent verbal and written communication skills.	X	
Good interpersonal skills and the ability to liaise with a variety of people, including the ability to relate to staff and students in a teaching and learning context.	X	
Ability to interact with small and large groups of students with differing abilities.	X	
Ability to prioritise and organise own workload.	X	
Ability to work under pressure and to meet time-critical schedules.	X	
Ability to work independently and as part of a team.	X	
Personal Qualities		
Commitment to developing high quality skills in web-based chemistry exercises	X	

Last updated 23 Jan 17 BEP

WORK EXPERIENCE

Barrister **September 2015 – Present**
Costa Coffee

Prioritise and Manage Workload – Work for 20 hours each week whilst continuing to meet deadlines for assignments, achieving more than 70% in most assignments. Was awarded 'Barrister of the Month' in October for outstanding customer feedback.

UNIVERSITY COLLEGE LONDON

Department of Chemistry

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

E=Essential
D=Desirable

Job Title: Laboratory Teaching Fellow

	E	D
Knowledge and experience		
Studying for an undergraduate degree in Chemistry or relevant related discipline.	X	
GCSE English and Mathematics at Grade C or above or equivalent qualification.	X	
Familiar with safety procedures, use and operation of chemicals and equipment typical to chemistry laboratories. Training will be provided.		X
Experience in completing laboratory courses at undergraduate level.	X	
Experience in completing assessment of laboratory courses at undergraduate level.	X	
Conscientious and meticulous with practical work and data recording.	X	
Familiar with principles of experiment development and validation. Training will be provided.		X
Skills and/or Abilities		
Excellent verbal and written communication skills.	X	
Computer literate, for example use of spreadsheets.	X	
Ability to work with supervision, independently and as part of a team.	X	
Good time management skills and ability to work to deadlines.	X	
Highly motivated.	X	
Willing to get involved with new ideas and initiatives.	X	
Personal Qualities		

OTHER SKILLS

Computer Literacy **-** Frequently use MS Excel to record and analyse data, keep personal finance records and manipulate data for presentations.

Be Specific with Your Evidence
Which is more convincing?

Team work: Group presentations on my course

Team work: collaborated in a team of 4 over 2 weeks to develop and deliver a presentation on [topic], which received a mark of 75%

Remember to Quantify and Show Outcomes

How Many?

- Tell the reader how many e.g. I saw 10 customers every 15 minutes

What Difference did you Make?

- Tell the reader what difference your input made e.g. the social media campaign resulted in a doubling of users.

Skill + Evidence + Quantification

Writing Personal Profiles

Only write them if you can make them strong.

No profile is better than a weak profile!

Personal Profiles

I am a dedicated student with excellent communications skills and team working skills. I am keen to work in industry and feel that I have the right skill set for this. I am interested in cleantech and feel I would be a good member of the team.

Weak profile: does not address any of the skills from the person specification and does not give any supporting evidence.

Personal Profiles

Experience of analytical chemistry - studied principles of chemical equilibrium and accuracy of measurement including high performance processes like GC/MS; achieved a 1st for this module.

Comfortable with pressures of a start-up - - commended for my dedication and drive by co-founder of Chemtech during my STEP Summer Placement, May 2015.

Lab experience - experience of working in commercial research and academic laboratories where I worked well under pressure and delivered to tight deadlines.

Good profile: highlights three key skills from the person specification with specific examples of how they used the skills

What do you include in interests?

"I like books, films and spending time with friends and family"

"So does almost every other human being in the western world. If you're going to talk about your personal life, at least make it interesting… List ***key personal projects***…"

Quote from recruiters at Quora

http://www.telegraph.co.uk/finance/jobs/11315840/Eight-reasons-employers-are-binning-your-CV-without-reading.html

What do you include in interests?

Community Interest

- ***Team work*:** worked in a group of 12 undergraduates, talking to school age children about the benefits of doing a science degree at University

Sport

- ***Organisation:*** successfully organise five-a-side football tournaments, including managing all bookings, venues and participants and helping coach my own team

Readability

- ✓**Bullets:** to make text easy to read
- ✓Clear **section headings** to differentiate different areas of CV
- ✓**Bold** text or subheadings for skills
- ✓Be **succinct**: e.g. avoid personal pronouns
- ✓Enough white space

Grammar

- Do not use 'I' (first person pronoun/personal pronoun)

NO

"I was responsible for establishing a new student society."

YES

"Was responsible for establishing a new student society.

- Use the past tense for historic stuff

Accuracy

- **NO** spelling errors
- **NO** grammatical errors
- Past tense for things that have finished; present for things happening now
- Consistent formatting (consistent font for titles/ content and margins)

Label Skills
Use them as subheadings

*"Human beings are all **scanners** now: instead of painstakingly reading text, they scan the page looking for **relevant** or familiar words. Make sure that your CV is loaded with keywords that show your skills."*

http://www.telegraph.co.uk/finance/jobs/11315840/Eight-reasons-employers-are-binning-your-CV-without-reading.html

This is how the selection panel will assess your CV!

Marking Scheme for Chemistry Undergraduate Summer Internship (Year 1 Symmetry)

Name of Applicant…… Date Assessed……

E/D	Criteria	0 points	1 Point	2 Points	3 Points	Points Awarded
	Knowledge and Experience					
E	Completion of the CHEM1006 Chemical Skills module					
E	GCSE English and Mathematics at Grade C or above or equivalent qualification					
E	A grade of 70% or above in the CHEM1006 symmetry coursework (2016/17)					
E	High confidence of symmetry operations and point groups					
E	Confidence in using Moodle					
D	Ability to edit websites (for example, HTML)					
D	Knowledge/experience of photo-sharing applications					
	Skills and/or Abilities					
E	Verbal and written communication skills					
E	Interpersonal skills and the ability to liaise with a variety of people, including the ability to relate to staff and students in a teaching and learning context					
E	Ability to interact with small and large groups of students with differing abilities					
E	Ability to prioritise and organise own workload					
E	Ability to work under pressure and to meet time-critical schedules					
E	Ability to work independently and as part of a team					
	Personal Qualities					
E	Commitment to developing high quality skills in web-based chemistry exercises and their design	Assessed at interview stage.				
E	The desire to develop experience to support a chemistry professional or research career					
E	Enthusiasm to acquire new skills to support your work and a commitment to keeping skills and knowledge up to date					
	Other					
E	Specificity of evidence – are the examples of skills and abilities clear and understandable?					
E	Use of outcomes - have they illustrated impact from their input?					
E	Quantify – have they quantified, where relevant e.g. how many hours of Moodle use?					
E	Readability – is it possible to read the CV quickly, retrieving relevant information?					
E	Font formatting – is font and formatting clear and consistent?					
E	Accuracy of spelling 0 errors = 3 points, 1 = 2 points, 2 = 1 point, 3 or more = 0 points					
	TOTAL POINTS					

Marking Scheme for Chemistry Undergraduate Summer Internship (Year 2 Development of Laboratory Workshops)

Name of Applicant..... Date Assessed.....

E/D	Criteria	0 points	1 Point	2 Points	3 Points	Points Awarded
	Knowledge and Experience					
E	Studying for an undergraduate degree in Chemistry or relevant related discipline					
E	GCSE English and Mathematics at Grade C or above or equivalent qualification					
D	Familiar with safety procedures, use and operation of chemicals and equipment typical to chemistry laboratories. Training will be provided					
E	Experience in completing laboratory courses at undergraduate level					
E	Experience in completing assessment of laboratory courses at undergraduate level					
E	Conscientious and meticulous with practical work and data recording					
D	Familiar with principles of experiment development and validation. Training will be provided					
	Skills and/or Abilities					
E	Verbal and written communication skills					
E	Computer literate, for example use of spreadsheets					
E	Ability to work with supervision, independently and as part of a team					
E	Good time management skills and ability to work to deadlines					
E	Highly motivated					
E	Willing to get involved with new ideas and initiatives					
	Personal Qualities					
E	Commitment to developing high quality skills in experiment design	Assessed at interview stage.				
E	The desire to develop experience to support a chemistry professional or research career					
E	Enthusiasm to acquire new skills to support your work and a commitment to keeping skills and knowledge up to date					
	Other					
E	Specificity of evidence – are the examples of skills and abilities clear and understandable?					
E	Use of outcomes - have they illustrated impact from their input?					
E	Quantify – have they quantified, where relevant e.g. how many hours of Moodle use?					
E	Readability – is it possible to read the CV quickly, retrieving relevant information?					
E	Font formatting – is font and formatting clear and consistent?					
E	Accuracy of spelling 0 errors = 3 points, 1 = 2 points, 2 = 1 point, 3 or more = 0 points					
	TOTAL POINTS					

Marking Scheme for Chemistry Undergraduate Summer Internship (Year 3 Online Skills Training Resource)

Name of Applicant..... Date Assessed.....

E/D	Criteria	0 points	1 Point	2 Points	3 Points	Points Awarded
	Knowledge and Experience					
E	Anticipated to pass year 3 of undergraduate chemistry degree					
E	GCSE English and Mathematics at Grade C or above or equivalent qualification					
E	Confidence in using web based resources such as Moodle					
D	Experience of coding					
D	Confident in designing web based resources					
	Skills and/or Abilities					
E	Verbal and written communication skills					
E	Good interpersonal skills and the ability to liaise with a variety of people, including the ability to relate to staff and students in a teaching and learning context					
E	Ability to interact with small and large groups of students with differing abilities					
E	Ability to prioritise and organise own workload					
E	Ability to work under pressure and to meet time-critical schedules					
E	Ability to work independently and as part of a team					
	Personal Qualities					
E	Commitment to developing high quality skills in web-based chemistry exercises and their design	Assessed at interview stage.				
E	The desire to develop experience to support a chemistry professional or research career					
E	Enthusiasm to acquire new skills to support your work and a commitment to keeping skills and knowledge up to date					
	Other					
E	Specificity of evidence – are the examples of skills and abilities clear and understandable?					
E	Use of outcomes - have they illustrated impact from their input?					
E	Quantify – have they quantified, where relevant e.g. how many hours of Moodle use?					
E	Readability – is it possible to read the CV quickly, retrieving relevant information?					
E	Font formatting – is font and formatting clear and consistent?					
E	Accuracy of spelling 0 errors = 3 points, 1 = 2 points, 2 = 1 point, 3 or more = 0 points					
	TOTAL POINTS					

Cover Letters

Looking at the cover letter in your pack

What goes in a good cover letter?

Greeting

- Try to find a name as it sounds more personal and can show you have done some research about the company.

- If the job advertisement does not specify a name it is worth contacting the company to ask the name and the title of the person you should address the letter to.

Introduction

The first paragraph needs to be very clear.

- Include who you are e.g. current 2nd chemistry student at UCL
- Why you are writing? i.e. to apply for internship X.
- Say where you saw the position advertised i.e. as advertised by email.

Why Them?

Tell the employer why you want this internship

- Show your motivation and enthusiasm
- Demonstrate that you understand what the internship involves and that you have done your research
- Avoid vague statements and obvious flattery
- Be specific and illustrate your opinions with examples

Why You?

Really emphasise why you are just right for this internship, in terms of skills, experience and character – refer to the JD.

- Illustrate your unique selling points with 2 or 3 strong examples, rather than try to cover everything
- Focus on the particular skills and experience the internship requires, using the JD.
- Use positive language and action words such as *succeeded in* or *initiated*
- This is also your chance to deal directly and positively with any gaps or weaknesses in your CV e.g. why did you need to resit an exam?

The Ending

- Your closing paragraph is an opportunity to restate your interest and summarise your suitability.
- It is also a good place to state your availability for interview and to end on an optimistic note.
- Make sure you sign off in the correct way:

- ‘Yours sincerely’ if addressed to a particular person
- ‘Yours faithfully’ if you used Dear Sir / Madam

Exercise 2: Checking Your CV Against the Internship JD

- Pair up with someone that is not in your year.
- You should have brought along your CV and the JD for which you are applying
- Exchange your CV with your partner, if you feel comfortable or check your own CV.
- You have a checklist – using the checklist, ensure that your CV or your partner's CV fulfils all the criteria on the checklist.
- Add any comments at the bottom – positive and negative.

We have Covered

- CV Conventions
- What should a CV contain?
- How to lay it out
- How to **tailor** your CV for the job – focussing on UCL internships
- How to **sell** yourself using specific **evidence** of your skills
- How to write a profile – include or not?
- What to put in the interests section
- Know the importance of:
  - ✓ Accurate spelling and grammar
  - ✓ Consistent formatting
  - ✓ Making it easy for recruiter to retrieve relevant info