

CV and Covering Letters: Checklist for International Students

General Advice

- Length:** Ensure your CV is no longer than 2 pages. Keep it concise and easy to read.
- Layout:** Organise your CV into clear sections with appropriate headings for each section.
- Tailoring:** Tailor your CV for each job application by aligning your skills, knowledge, and experience with the specific requirements of the job and employer. Use the job description and person specification to help you.
- Evidence:** Provide evidence of your relevant skills and qualifications to support your application.

Personal Details

- Contact Information:** Include your name, UK location, email and mobile phone number. You may also wish to add LinkedIn, if it is up-to-date and active.
- Exclude:** You do not need to include your date of birth, gender, marital status or a photograph on a UK CV.
- Optional:** You may wish to mention your nationality and work visa status, such as “no work visa required,”.

Academic Qualifications

- Relevance:** On your current and previous qualifications, list only modules and dissertations that are relevant to the role you are applying for.
- Equivalency:** Where possible, include the UK equivalent of your qualification to help UK employers understand and compare your academic background (e.g. equivalent to UK A level standard)

Employment/Work Experience

- Relevance:** You can demonstrate your skills for the job through a range of experience, including volunteering, working for a family business, national service and jobs overseas or in your home country.
- Details:** Focus on describing your work duties, skills you used, level of responsibility and any impact you had in your role (e.g., increased sales 10%)
- Other Experience:** If possible, try to gain some work experience while you are at university. This could be through volunteering, placements, summer internships, or part-time work.

Additional Information / Skills and Achievements

- ❑ **Skills Section:** A separate skills list is not necessary if you have already demonstrated the skills the employer requires (in the job description/person specification), through your work experience and covering letter.
- ❑ **Avoid:** Listing personal skills such as 'hardworking' and 'good learner' as they are too generic.
- ❑ **Include:** You may wish to include additional skills such as proficiency in IT/computer software, languages you can speak, your ability to drive in the UK, and recent involvement in sports and clubs. You can also mention any evidence of adapting to other cultures and working internationally with others.

Referees

- ❑ **References:** In the UK, references are usually requested directly from your referee, after you have been offered a job. You do not need to attach a reference or testimonial to your CV.
- ❑ **Contact information:** Provide direct contact details for your referees, such as email address.

Covering letter

- ❑ **Purpose:** A covering letter is typically sent alongside a CV to provide additional context.
- ❑ **Interest:** Clearly state the job you are applying for, and why you are interested in the job role and working for the employer. Highlighting your relevant skills, experience, and knowledge. You don't need to include personal information such as family background.
- ❑ **Research:** Show that you have researched the job role, company, their work, ethos, values and understand their goals.

For more detailed guidance and example CVs and covering letter, please refer to the ['Quick Guide to CVs and Applications'](#) and ['CV Checklist'](#)

Further support

For advice or feedback on your CV please book a careers appointment at: <https://worchester.targetconnect.net>

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