

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:** Adapt your CV for each job. Match your skills and experience to the job description and person specification.
- ☐ **Evidence:** Give examples to show your relevant skills, qualifications and experience.

Personal Details

- ☐ **Contact Information:** Include your name, UK location, email and mobile telephone number. You can also include LinkedIn, if it is up to date and active.
- ☐ **Exclude:** Do not 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, only include modules and dissertations that are relevant to the job you are applying for.
- ☐ **Equivalency:** Where possible, explain 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:** Describe your responsibilities, skills you used, achievements and any impact you have had in a job (e.g., increased sales 10%)
- ☐ **Other Experience:** Try to gain UK work experience while studying such as volunteering, placements, summer internships or part-time work.

Additional Information / Skills and Achievements

- ❑ **Skills Section:** You do not need a separate skills list if you have already shown the skills the employer requires in your work experience, qualifications, and covering letter.
- ❑ **Avoid:** General words like 'hardworking' and 'good learner' without examples.
- ❑ **Include:** Useful skills such as IT/computer software, languages, UK driving ability and recent involvement in sports and clubs. You can also include evidence of adapting to other cultures and working internationally with others.

Referees

- ❑ **References:** In the UK, employers usually contact your referees after they offer you a job. You do not need to include reference letters or testimonials with your CV.
- ❑ **Contact information:** Give clear, direct contact details for your referees, such as email address.

Covering letter

- ❑ **Purpose:** A covering letter is sent with your CV to give more information about you.
- ❑ **Interest:** Clearly say which job you are applying for and why you want the job and want to work for that employer. Show your relevant skills, experience, and knowledge. You do not need to include personal details like your 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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