

University of Surrey

Careers Service

<http://www.surrey.ac.uk/careers>

Writing your Placement CV

This guide explains the basic principles of CV writing to help you apply them to your own CV. There are many possible ways to design a CV. This guide includes an effective sample CV and text you can use with the covering letter or email you send with it. Your CV is unique to you - and should be focused on the role you are applying for.

Content:

- Relevance - your CV should make the recipient want to interview you. The information should be **relevant** to the position you are applying for. If you are applying to different types of placement consider having several versions of your CV.
- If you are writing independently to an organisation, check if your department has any information they suggest you include to explain our placement system.
- Look at any information you have about the placement and think about what you've done in the past, whether it's through your studies, your work experience, or your free time, that has anything to do with the position(s) you are applying for. Concentrate on describing these things. Mention achievements, e.g. being chosen to help with an important task at work or the success of an event you were part of.
- Focus - you could group information together, depending on the mix of things you have done. For instance, if you have a lot of computing experience, and you are going for a position in that area, you could have a section just for those things.
- Try to use verbs or "active words" - describing your experiences in a way which is relevant and interesting. There is a list of active words available in the Careers Library, in the yellow file marked 'CVs and Application forms'.

Presentation:

- Your CV should not be more than 2 pages long.
- Try out different fonts/underlining/bold. This text is Arial, 12pt, which is a modern looking font. Other good fonts are Verdana which is very legible on screen or Times New Roman, - traditional looking and uses space effectively. Use single line spacing.
- Balance the text on the page, avoid huge gaps or very narrow columns, this makes it easier to read.
- As you often have to email your CV, keep formatting simple.
- When printing use good quality, white A4 paper.

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Jennifer Woods

Education

2009 – 2013 University of Surrey, Guildford
BEng (Hons) Mechanical Engineering
(4 year thick sandwich course with a placement year)

First Year Maths, Introduction to Engineering Materials, Statics and Dynamics, Fluid & Thermo Dynamics, Computer Communications, Sustainable Development, Personal Professional and Transferable Skills. 62% average mark.

Project Design, Make, Evaluate: Designed and built a lifting device for large mode locomotives.

Second Year Engineering Management, Maths, Software Systems, Control, Fluid Mechanics

2002 – 2009 Wallington High School for Girls
A Levels ('09) **Maths (A), Physics (B), D&T (C)**
AS Level ('08) Environmental Science (C),
GCSEs ('07) 9, including Maths (A), Science (AA), English (BB)

Relevant employment

Summer 2009 **Technician**, Plant Integrity Division,
ERA Technology, Walton on Thames

- Worked without direct supervision, as part of a small team
- Organised records and compiled reports
- Designed and maintained a new database, now used throughout the Division
- Analysed mechanical failures and weld replicas
- Adapted computer programs in Visual Basic to improve effectiveness

Other employment

Summer 2008 **Crew Member**, McDonalds, Epsom

- Awarded several Employee of the Week awards
- Developed excellent customer service skills
- Enhanced team-working skills

Key Skills

- Practical** Workshop skills such as turning, milling and welding, familiarity with testing procedures. Hold a full driving licence.
- Computing** Fully competent with MS Word, Excel and Access, also AmiPro, Lotus 123 and Freelance. Trained in FORTRAN 90 and CAD package Medusa, familiar with Visual Basic and have been introduced to FEA package ANSYS.
- Teamwork** Have worked regularly as a member of a team throughout university.
- Communication** Regularly give presentations at University. Explained new systems to colleagues at ERA. Solved customers' problems in my summer job.

Awards and Prizes

- University** First Year Design Project – Prize from customer
- School** Sixth Form – Prize for outstanding achievement in A Levels
Fifth year – Commendation for dance

Interests

- Practical** Have restored and raced a 1966 MG Midget.
- Social** Have a good social life and am often responsible for organising weekends camping and nights out.
- Sport** Enjoy sport. At ERA played on the departmental Rounders Team, which I helped organise. Am a confident horse rider and also enjoy swimming.

Referees

Academic

Dr G Cotton
Department of Mechanical Engineering
University of Surrey
Guildford
Surrey
GU2 5XH
g.cotton@surrey.ac.uk

Previous Employer

Mr T Watson
ERA Technology Ltd
Cleeve Road
Leatherhead
Surrey
KT22 7SA
timwatson@era.com

Cathedral Court
University of Surrey
Guildford
Surrey GU2 7XH

2 November 2010

Dr C Goodman
Head of Aerodynamic Research
AirTech Ltd
Huntingdon
Cambs CB1 1UX

Dear Dr Goodman

Application for Placement

I am currently in the second year of a BEng degree course in Mechanical Engineering which includes a placement year which is an integral part of my degree. The placement occurs between September 2011 and June 2012.

I am writing to apply for your vacancies for placement students which I saw advertised in my department. As you will see from my CV, I can offer a considerable amount of relevant experience, including:

- Recent employment in a major engineering company, with emphasis on problem-solving and team working.
- A degree which has included several courses related to aerodynamics.
- Familiarity with workshop procedures and equipment in common use.
- Experience of applying computer assisted design techniques.

I am very keen to apply my skills and experience in the aerospace industry and your company would provide excellent opportunities to do so. If you would like any further information I would, of course, be very happy to supply it.

Thank you for considering my application and I look forward to hearing from you.

Yours sincerely

Jennifer Woods