

The Curriculum Vitae, or CV, is the term generally used in place of “résumé” in the UK. Your CV should be complete, up to date, and contain no typos or spacing errors. In other words, it should be *PERFECT!* Don’t forget to use spell check! You may use your own format or you may follow the format of the attached model, paying special attention to the following:

### Formatting Guidelines

- Set paper to A4, the European size (go to: File>Page Setup>Paper Size)
- Include name, address and email address at top; include local London address if you’d like
- Start your CV with your current Education, followed by Work Experience, Activities and Skills and Interests.
- Under “Education,” outline your academic experience; list any relevant courses or projects pertaining to your internship area but keep it brief
- Begin list of employment, both unpaid (internships) and paid from most recent experience, list as “Work Experience”
- List significant volunteer work and membership to organizations/clubs and label it “Activities”
- Bold months and dates, name of company and city
- Use appropriate spacing and font sizes, especially when trying to fill up the page
- Give dates in months and years, ex. July 2007-September 2007
- All margins, bulleting and alignment must be consistent throughout the document

### Tips for Your CV

- Use action verbs in describing your duties and responsibilities
- Do not lie, but make the most of your experience -- if you answered phones you may have “handled enquiries from clients and suppliers”
- List skills (“play first oboe in Mudville Symphony Orchestra”) rather than vague interests (“enjoy playing classical music”)
- List *computer skills* you have, identified by program application or operating system -- *this is particularly important*
- If possible, keep CV to one page. If you are finding it hard to fill one-page, elaborate on your volunteer experiences or extracurricular activities that show the skills you developed while working in that area.
- **Do not include:** an objective (this is not a part of the British CV), work experience *irrelevant* to the placement type you seek abroad, references in the USA or “references upon request,” or high school information.

### Submitting Your CV

Please be sure that you save the attachment in the following format: LastnameFirstname.doc (e.g. WinstonMaria.doc). You will be asked to upload your CV via EUSA’s online registration system. If you have any difficulty uploading your CV, you may email it as an attachment to londonadmin@eusa-edu.com and state your last name, the semester and University through which you will be studying abroad in the subject of your email. (i.e. Subject: Winston - Boston University – Summer 2007). You may send updated CV’s to the above address at any time.

## **Maria Winston**

### **London Address:**

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London, SW7 2DL  
maria.winston@gmail.com

### **Permanent Address:**

123 Market Street  
Any City, MA 12345  
+1 617 555-1234  
maria.winston@college.edu

## **EDUCATION**

### **International University, Any City, MA**

**2006-PRESENT**

Major: Business  
Concentration: Marketing  
Overall GPA: 3.43/4.0

**Relevant Course Work:** International Economics, Introduction to Management, Capital Markets, Financial Accounting, Managerial Accounting, International Marketing

**Related Projects:** Critiqued management philosophy and company values by interviewing managers within one company within a team to apply operational behavior concepts to real world situations and to practice team dynamics

## **WORK EXPERIENCE**

### **Staples, Any City, MA**

**July 2006-PRESENT**

Sales Associate

- Handled enquiries from clients and suppliers
- Operated cash register and restocked inventory

### **Bluewater Leisure Center, Any City, MA**

**May 2005-July 2006**

Recruiter, Account Manager, Swim Instructor

- Managed company accounts and marketed services to recruit clients and employees
- Instructed children from ages 2-13 in swimming skills of various difficulties

### **LPS Benefits, Any City, MA May 2004-August 2005**

Assistant to President

- Brokerage firm selling insurance policies to individuals within corporations and business settings
- Converted Excel-based system to Approach-based system increasing efficiency by 50%

## **ACTIVITIES**

### **School of Management LOCK Honor Society**

**March 2007-PRESENT**

Served as peer tutor for other students in School of Management in courses taken previously

## **INTERESTS AND SKILLS**

- Proficient in Microsoft Windows, Word, Excel, PowerPoint, Access, Paint, Word Perfect, Basic HTML, UNIX, FTP, MS-DOS
- Basic Spanish
- Red Cross CPR for the Professional Rescuer, Lifeguard, and Community, First Aid and Safety
- Play first oboe in Any City Symphony Orchestra