

SAMPLE CV #1

- All headings match in style and font size (underlined & 14 pt Times New Roman in this case)

Mary Smith

90210 Internship Pl.
Columbia, Missouri 65201 U.S.A.
Marysmith@internship.edu

- Name is large and easy to read
- State names are spelled out
- No need for telephone numbers, but be sure to include email

Work Experience

KOMU News, reporter, October 2002-present

- Reported for KOMU News, an NBC affiliate in Columbia, Missouri
Coverage area: 150,000+
- Mastered Media 100 Editing Program for editing packages, voice-overs and sound bites
- Shot video and conducted interviews
- Wrote, edited, and voiced stories for a 10.00pm news broadcast
- Proposed and covered such diverse stories as nursing shortages, irradiated beef, local elections, local performing groups
- Gave world news a local spin by covering a story about a Columbia man who returned from Afghanistan after putting prosthetic limbs on land mine victims

- All months and state names are spelled out
- No use of seasons (fall, spring, etc...)
- Because job is over, all action verbs are in the past tense
- No periods at the end of bullet points
- All duties are very specific—details tell us what you've done and are conversation points in the interview
- No first person. You should never include 'I did this...' use action verbs after bullet points, and be concise—no complete sentences

- Headings are consistent: Company, role, date
- Matching style throughout—bold, font and size

Blackberry Corporation, receptionist, August 2002

- Worked as a receptionist for Blackberry Corporation, a corporation that manufactures equipment for heat transfer technology
- Responsible for general clerical work: answered phone, filed invoices and checks, organized the post, and kept the appointments for the president and vice president

KBIA Radio, reporter, June 2002

- Reported for KBIA, a National Public Radio station in Columbia, Missouri
- Reported health stories for morning news reports
- Proposed and covered stories on preventing colon cancer, new technologies in health care, and developments in cancer research
- Conducted interviews and recorded sound bites
- Wrote the stories and sent the scripts along with an audio file to the news director

- Use relevant detail to make job duties more impressive
- If you don't have much work experience, it is okay to include jobs like Six Flags, etc...just be sure to show how you were responsible in those jobs, how people trusted you.

Columbia Missourian, reporter, October-November 2001

- Wrote for the Columbia Missourian, a city newspaper with a readership of 88,000+
- Proposed and covered education and entertainment stories

Six Flags St. Louis, performer, May 2000-August 2001

- Entertained crowds of 800+ people at Six Flags St. Louis, a theme park that specializes in amusement rides and entertainment
- Performed five shows daily

Skills

Computer literate, familiar with the following software:

Microsoft Works Sound Forge
Microsoft Excel Media 100 Editing Program
AP News center

Other things you could include under skills:
Language skills
Musical ability
Sports ability
Relevant coursework
Extensive/interesting travelling you've done

*It is okay to go slightly over a page,
but avoid it if possible.*

SAMPLE CV

Education

University of Missouri-Columbia
B.J. in Broadcast Journalism
Grade Point Average: 3.45/4.0 scale
Anticipated graduation date: May 2004

- Full name of university/universities attended
- Name of degree
- GPA doesn't mean much to the Brits—they don't use the GPA system for marking. If you use it, you may want to spell it out, and include the scale to show how high yours is. If your GPA isn't too impressive, leave it out
- Spell out all month names
- Education can be located above skills or work experience, depending on what you think is most important/impressive

References

Steven Jones, News Director, KOMU News
Richard Black, President, BBC Industries
John Smith, News Director, KBIA Radio
James Brown, Programs Editor, Columbia Missourian

The reference section is not necessary, as you will have two letters of reference to show if necessary. You can include this section if you think it looks impressive.

There are many different ways to lay out your CV, and none is better than another. Stick to these basic rules, and you'll be okay...

1. *Consistency is key. If you use a font type, size and style for one heading, use it for all of your headings*
2. *Be concise, but don't skimp on the detail. No one wants to read paragraphs while interviewing you. Make your CV easy to read. Have a few people look it over before you send it and ask for their advice.*
3. *If you include America-specific details, like sororities and fraternities, be sure to quickly explain what they are and why they are important. English people don't usually understand the American Greek system, and some think it is very strange.*
4. *Use a readable font type and size. Don't go smaller than 10pt type. Use plain typefaces that are easily readable. Don't use anything too fancy or squiggly. Don't try to use all of the typefaces in one CV—stick to one, or maybe two if you can use them consistently*

- *Doing something funky with your name is fine, just as long as it is fully legible*
- *State name is spelled out*
- *No need for telephone numbers, but be sure to include email*

JANE DOE

123 Internship Avenue
 Columbia, Missouri 65201
 Internship@aol.com

- *Consistency with headings is key. In this case of work experience, she has used business, city & state; next line dates; next line title. You'll notice that she did the same thing with her next job listing.*

WORK EXPERIENCE

Columbia Missourian, Columbia, Missouri

- A daily community newspaper in a town with a population of 88,000

August 2002 – December 2002

- *Months are not abbreviated. Use months, not seasons (fall, spring, etc...)*

Education reporter

- Proposed and covered stories on the Columbia Public School system
- Interviewed teachers, students, parents, and administrators
- Worked with photographers and designers on enhancing stories
- Wrote features about school activities and special events
- Wrote news stories about academic programmes
- Responsibilities increased within three months: expected to contact schools, come up with story ideas and take the initiative to go after them

- *No periods after bullet points*
- *Because job is over, all action verbs are in the past tense*
- *All duties are very specific*
- *No first person. Never include 'I did this...' use action verbs after bullet points, and be concise. No complete sentences.*
- *If applicable, show how your duties changed as you were given more responsibility*

La Petite Academy, Springfield, Missouri

June 2002 - August 2002

Assistant preschool teacher

- Supervised up to 10 children ranging from age 2 to 5
- Responsible for planning and executing daily lessons, feeding them, cleaning up after them, and caring for them all day, five days a week
- Responsible for discussing progress and/or unacceptable behavior with parents
- Worked in a constantly changing environment and was expected to adapt easily to different situations

- *Insert as much detail as possible. Details tell us what you've done and are conversation points in the interview.*

EDUCATION

University of Missouri - Columbia

B.J. Journalism

3.6 Grade Point Average on a 4.0 scale

Graduation Date: May 2004

- *Full name of university attended*
- *Name of degree*
- *GPA doesn't mean much to the Brits—they don't use the GPA system for marking. If you use it, you may want to spell it out, and include the scale to show how high yours is. If your GPA isn't too impressive, leave it out*
- *Spell out all month names, don't use seasons*
- *Education can be located above or below skills or work experience, depending on what you think is most important*

SKILLS

Computer literate, familiar with the following software:

Microsoft Word
 NewsEngin
 Microsoft PowerPoint
 Internet

- *Other things you can include under skills*
Language skills
Musical ability
Sports ability
Relevant coursework
Extensive/interesting travelling you've done

It is okay to go slightly over a page, but definitely avoid it if possible.

ACTIVITIES & HONORS

Executive officer of Alpha Alpha Alpha sorority

- Elected as a Panhellenic Delegate. Responsible for keeping a chapter of 180 members up-to-date on what was going on in the Greek and campus community (philanthropic events, volunteer opportunities, opportunities to join various campus organizations, homecoming)
- Responsible for chapter participation in campus-wide philanthropic events such as Dance Marathon, which raises money for the Children's Miracle Network
- Organized a flag football tournament, which raised approx. \$5,000 for a local shelter for victims of domestic violence

Panhellenic Council

- Voting body of all campus sororities
- Responsible for reporting on what was going on with my chapter, voting on resolutions to the Greek system, and promoting the Panhellenic Association in the Columbia community, mainly through charity events
- Conceptualised and organised Night on the Prowl, an evening dedicated to informing college women about the existence and dangers of date rape and date rape drugs. Brought in a speaker, who was a date rape survivor. The event took place on a night when most women would normally be going out to the clubs.

Magazine Club

- This club helps magazine students learn more about the industry and gives the opportunity for students to visit local and national magazines by making site visits.
- Attended seminars given by successful magazine writers and designers to gain insight on how to be successful in the business

- *If you have loads of activities, but not much job experience, it's okay list your activities on your CV. The only problem with listing activities is that they are not as culturally transferrable as job duties. If you include America-specific activities like sororities and fraternities, you will need to explain them in great detail. The English have nothing like the American Greek system, and do not usually understand it. Some people will think the whole idea of it is very strange. You will need to make your activities very easy to understand. This means including lots of detail without being too wordy. Facts and figures work well in this instance. For example, when Jane Doe writes about the flag football tournament, she talks about the money they raised and where it went.*
- *Fill up your work experience section as much as you can first, before adding America-specific activities. It is fine to include that you were once a waitress in a neighbourhood bar. Include details about dealing with customers, being responsible for large amounts of money, and opening and closing the restaurant. Although not a career-enhancing job, part-time jobs like this, written about properly, can show that you can be trusted to work hard and be a team player.*

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4. *The same is true of bullet points. Your software programme might have loads to choose from, but you don't need to try them all out. Pick one and stick with it.*