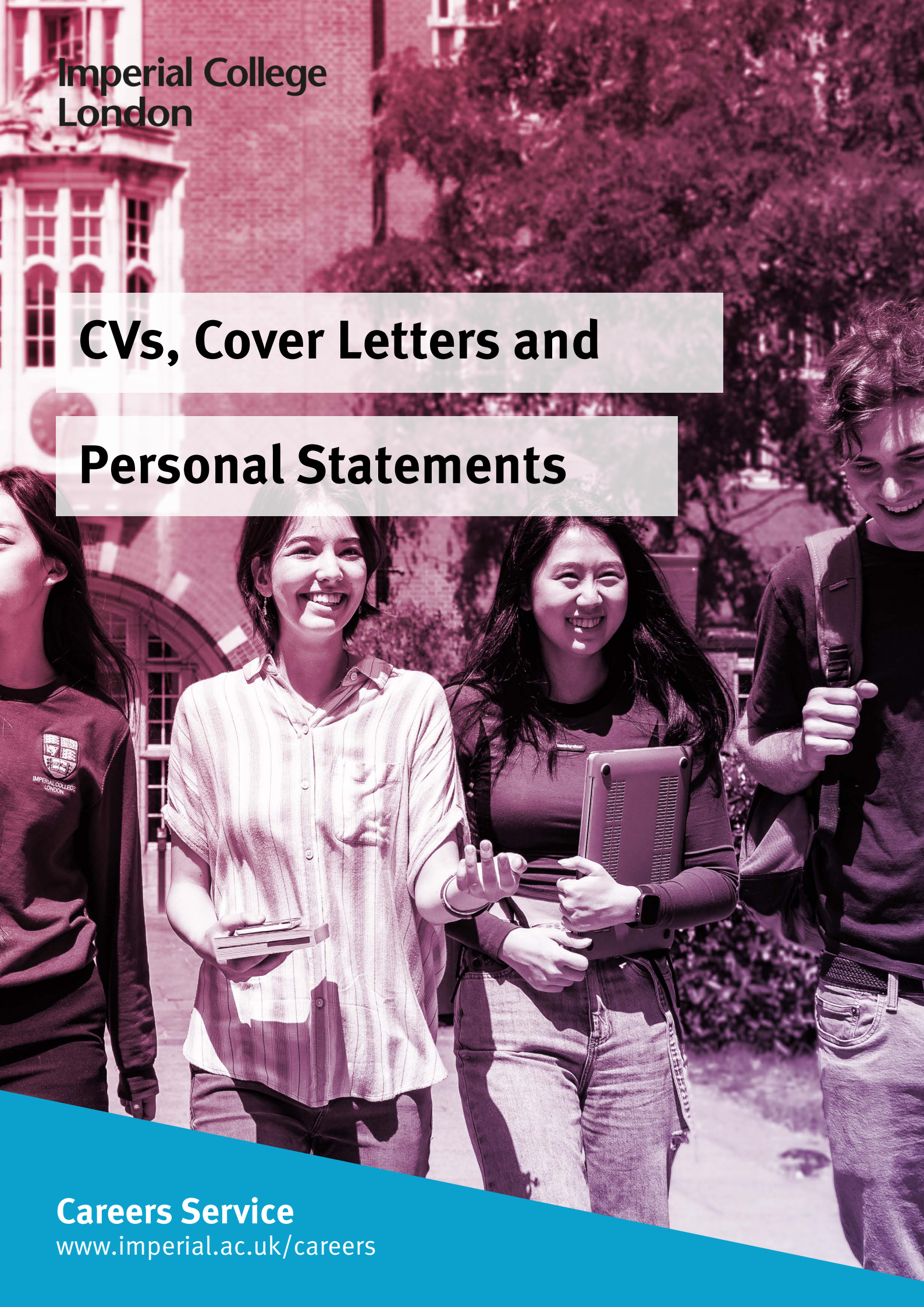
Imperial College London

CVs, Cover Letters and Personal Statements



Careers Service
www.imperial.ac.uk/careers

This publication contains examples of CVs, cover letters and personal statements to help you understand content and layout. **They are to be used as a guide only and not copied directly.**

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Welcome!

This guide gives advice on how to construct and format application documents for work and further study opportunities. It has been designed to show the principles of creating strong CVs, cover letters and personal statements. These principles are the same for all students regardless of what you are studying, and you can learn something valuable from each of the examples. The advice has also been written specifically for the UK market to help you to promote your skills and experience effectively. But, while much of the advice will apply to international markets there can be some differences.

International Applications

Did you know that CVs can differ from country to country? For advice on how to tailor CVs, cover letters and personal statements for different countries (outside the UK) use GoinGlobal in addition to the advice in this guide. We subscribe to GoinGlobal so you can use it for free! It contains many examples of application materials from across the world, as well as advice on job hunting, salaries and interviewing from a variety of countries.

GoinGlobal
Jobs here, there, everywhere.

Contents

Build the future of trading.

At Hudson River Trading, we are mathematicians, computer scientists, statisticians, physicists, engineers and more. We are a community of friends and colleagues who embrace a culture of togetherness that extends far beyond the walls of our global offices. We are looking for the brightest quantitative and technical minds to join us in solving the most interesting problems in finance.

OPPORTUNITIES FOR STUDENTS

FULL-TIME ROLES

If you're graduating from a bachelor's, master's, or PhD program in 2024, consider one of our full-time roles, where new hires are immersed in a robust training program that equips them for our deeply collaborative culture and teaches them everything they need to know to hit the ground running on their new team.

INTERNSHIPS

In our 11-week summer internship, current undergraduates work on real projects in collaboration with experienced mentors, and attend classroom sessions to build their knowledge and skills. Alongside their professional growth, interns look forward to a packed social calendar that fosters lasting connections and memories.

CAREER PATHWAYS

ALGORITHM DEVELOPER

Algorithm Developers are responsible for building and maintaining the models that drive our trading, relying on quantitative (mathematics, statistics, data analysis) and technical (c++/python programming) skills to develop and improve our strategies. A typical day involves applying rigorous statistical analysis to vast quantities of market and financial data to produce predictive trading models.

SOFTWARE ENGINEER

Software Engineers on our Core Development team work on HRT's incredible live trading infrastructure; our distributed system is on the Pareto frontier of latency and throughput. You'll develop deep knowledge of C++ and/or Python, OS internals, CPU architecture, and networking hardware and protocols.

ALGO SOFTWARE ENGINEER

Algo Software Engineers (AEs) are programmers that work hand-in-hand with Algo Developers (ADs). AEs focus on the software that powers trading and research, and tend to be the type of engineers who thrive on constant interaction and discussion. AEs don't mind juggling a few tasks at once and have a varied portfolio of projects, from long-term ambitious new systems to fire-fighting live issues.

What is a CV?

A CV (Curriculum Vitae) summarises your education, employment, and achievements to date. It should be tailored each time you apply for an opportunity, by evidencing the skills and qualities required for that particular opportunity.

The aim of your CV is to persuade the reader that you have the right knowledge, skills, and abilities to fit the opportunity you are applying for and should promote your abilities in a positive way.

A good CV will:

- Be targeted to the opportunity you are applying for
- Be consistently laid out and easy to get information from
- Enable the reader to follow your timeline – use start and end dates
- Be either one or two full sides of A4 (some recruiters e.g. investment banks prefer one page)
- Have the most relevant content for the target reader on the first page
- Start with the most recent item in each subheading and then follow reverse chronological order
- Give more detail for the most relevant items and concisely present less relevant/older items
- Be easy to understand – think about what your reader will know and what you need to explain (for example, don't assume your reader knows what is involved in doing your degree)

1. Start your CV

a. Create a basic starter CV using these headings:

Heading	Tips
Name and contact details	Your name should be in large letters at the top of the first page. You should provide your email address and phone number. You may choose to include your LinkedIn or other professional social media or websites. This section should not take up too much space.
Personal profile (optional) *	It should be two or three lines at most and be targeted for the intended reader. It should highlight key skills or experiences that are relevant to the opportunity, and it can state a career plan or objective. The purpose is to encourage the reader to want to learn more about you.
Education	Start with your Imperial degree at the top of this section. Be clear about your start and end dates and what you are studying and what relevant skills you are developing. You can add in your school information underneath.
Work experience (optional)	List jobs you have had or chances to do work shadowing or internships. Within each opportunity include some details about what you accomplished or learnt.
Volunteering (optional)	Like the work experience section, you can list and provide details for any volunteering you have done.
IT and language skills	It is typical to include a brief section listing the languages that you are fluent in and any computing software you are competent in that may be helpful for the opportunity.
Extracurricular activities	This could include student societies or other activities you engage in at university in addition to your course, such as Horizons courses.
Interests	Include some information about what you do outside of work or study for fun and relaxation. This could include sports, travel, art, music, gaming etc. This section could be combined with extracurricular activities.

**It is worth including a Personal Profile section for applications to large consultancies and banks who use Applicant Tracking Systems/AI (see section 4 below) because these systems often give higher ratings to CVs with a profile section at the start.*

b. Use bullet points to describe your experiences

Under each experience in your CV you should use bullet points to describe your activities. It is better to use a sequence of short bullet points than one long paragraph, because bullet points are quicker to read. Be specific about what you have done so the reader can fully understand what you are telling them. Here is an example of how it could look:

Volunteering

Tennis coach, Greenfields, Winchester **Summer 2022 and 2023**

- Led weekly tennis lessons for children aged 8-10, in groups of up to ten.
- Taught basic tennis techniques to beginners and supervised an informal tournament, improving communication and planning skills.
- Invited back for a second summer based on positive feedback from the children and their parents.

Notice that it is best to use the past tense for things you have completed, but you can use the present tense for things you are doing now. You can use these bullet points to highlight the skills you have developed and your achievements, such as communication and planning skills in the example above.

Active language will sound much better than passive language. Here are some good words you could use to start the bullet points on your CV:

Words to use in your CV:

Problem solving - analysed, diagnosed, reduced, increased, simplified, evaluated, synthesised, tackled, investigated, reviewed, identified, refined, streamlined, examined, reorganised, solved

Achievement - accelerated, accomplished, achieved, carried out, completed, improved, delivered, enhanced, finished, negotiated, obtained, produced, secured, increased, doubled, implemented

Organising and planning - distributed, reorganised, arranged, restructured, budgeted, verified, scheduled, computed, planned, produced

Communication - advised, participated, chaired meeting, wrote, instructed, demonstrated, edited, presented, discussed, promoted, persuaded, recommended

Leadership - created, formulated, designed, established, introduced, devised, started, developed, set up, launched, initiated, enabled

Managing - organised, implemented, established, produced, initiated, attained, maintained

Attention to detail - classified, differentiated, investigated, determined, experimented, equated, searched, developed, surveyed, examined, indexed, compiled, catalogued

Taking initiative - created, formulated, designed, established, introduced, devised, started, developed, set up, launched, initiated, enabled

2. Layout tips

CVs are business documents that should present relevant information for the reader in a clear and coherent way. Keep the layout of your CV simple and consistent. For example, make sure that the design of your subheadings remains the same throughout. Choose a font size for your text that ensures your CV will be readable - don't try to cram more content in by making the writing very small. Make sure there is a good balance between white space and text and ensure the margins are not too thin. Use a logical structure, so that the reader doesn't have to think hard about where to look for the information they need.

The example CVs in this guide are to show you how a CV could look and how it could be tailored for specific opportunities. These CVs would work well for STEM or business/industry roles, but creative sectors may appreciate a more design-focused format.

3. Standing out and targeting your CV

To really get the attention of your reader you should target your CV to the opportunity you are applying for. It is also a good idea to show your ability to get things done and have an impact.

Start by reading the advert. Pay attention to the language they are using. Ask yourself what the selector will be looking for from applicants? What skills and knowledge are needed to do well in this opportunity? Then try to see where in your experiences so far you could provide evidence that you have what they are looking for. Add in information to your bullet points under the relevant headings, so that the reader will be able to see how you match with their opportunity. See our reading advertisements webpage for more advice.

Here are some ideas of how to make your CV stand out:

a. Use their language

If you use the language the reader is familiar with, then they are going to find it easier to see the match between you and the opportunity they are offering. For example, if they talk about 'teamwork', use the word 'team' instead of 'group' to describe your experience.

Check that you have used as many of the important words in the advert for the opportunity as possible, including technical terms and soft skills like 'teamwork'.

It is also important to make sure that all the content is relevant to the reader, and you have removed language that will not be understood by them. For example, when applying for something non-technical do not use a lot of confusing technical language.

b. Use targeted subheadings

You can use generic subheadings on your CV such as 'Employment' and 'Work Experience' but if you can use a subheading that relates to the type of opportunity you are applying for, it will help you stand out.

For example, if you are applying for a job in the conservation sector, you could use 'Conservation Experience' as a heading for a section. This would have the advantage of making it immediately obvious to the reader that you have some relevant experience.

Or, if you are applying for a job where they are looking for candidates who have strong leadership skills, you could use the heading 'Leadership Experience'.

Generic headings	Sector-specific headings	Skills-based headings
Employment	Research experience	Project management
Internships	Banking/Finance experience	Technical skills
Work experience	Engineering experience	IT/Programming
Awards	Clinical experience	Leadership
Extracurricular activities	Conservation experience	Language skills
Voluntary work	Science communication	Social media
Interests and achievements	Teaching experience	Communication skills

c. Convey achievement and impact

Make it clear what you have achieved and the impact you have had. For example, 'recommendations were presented to the client', or 'the campaign increased membership by 50%'. Include any indications of the quality of your work e.g. high grades, being promoted, or being invited back.

Better and worse examples:

Needs improvement:

- Responsibilities included looking after groups of visiting students.

Better and more detailed:

- Devised a campus tour for groups of ten students from other countries, coordinated delivery of tours, and ensured visiting students felt welcome. The tour design is continuing to be used again this year.

4. Artificial Intelligence (AI) used in applications

Artificial intelligence (AI) is being used within recruitment to help score applicants against assessment criteria. It is typically being used by larger organisations, who receive many thousands of applications, to save time during their recruitment process. This technology, and its use, is developing rapidly and can be used to score CVs and other written documents against assessment criteria and it can be used to score video interview content too.

Recruiters are aware that applicants also have access to generative AI software, such as ChatGPT. It may appear very convenient to use this software to create a CV and other application documents. However, our current advice, from Summer 2023, is to ensure that the work you submit is your own as many recruiters are deploying plagiarism software and asking applicants to complete an authenticity statement. You are much more able to write a compelling application than AI can as it cannot tell what previous experiences you have completed, or why you are motivated for a particular role in a particular organisation. This information is best expressed by you in your own words.

As technology advances, recruiters are discussing how to best assess candidates for their authentic self. Plagiarism software, authenticity statements and more assessment-based tasks are possible areas that will develop in the future. We may also even see more recruiters move away from the traditional CV and cover letters in favour of more complex application forms or immersive assessment techniques.

In addition to companies using human recruitment professionals to skim read CVs, some of the large, multi-national firms are starting to use Artificial Intelligence in their processes.

These can take the form of Application Tracking Systems which read a CV (and can be used to assess cover letters too), looking for the same skills and key words from the criteria in the job description as a human recruiter would do.

This quicker process results in all CVs being sent in a report to the recruitment team, listing them from one hundred percent match to the job description to zero percent match. As these teams are always busy, they only tend to read the top scoring CVs and will have an internal threshold that they set for that recruitment cycle. For example, they may decide not to read any applications that score less than eighty percent.

With these AI systems it is important to remember that they have difficulty reading CVs with pictures, graphics or with information listed in columns. They also pick up and give a score for a well targeted 'Personal Profile' section. Add one of these to the start of your CV to emphasise your match to the role with appropriate keywords.

It can be confusing when graphics are used on a CV to represent a level of proficiency, as one person might attribute four out of five stars in Python to mean one thing, and another person might think four out of five stars in Python means an even more advanced level; it is subjective.

Although it is difficult to know how to represent this best, it can be better to try and keep to standard methods of rating technical skills according to those given when taking a course in a particular technical skill. For example:

Python  **(subjective and unreadable by AI)**

Python: Intermediate level **(less subjective and readable by AI)**

Therefore, we would recommend using Microsoft Word to create your CV and picking a similar layout to the CVs we have in this guide to help avoid any AI systems having trouble processing your CV.

Whilst any large multi-national company may find a benefit in using AI in recruitment, we have been made aware to the fact that most large consultancies and banks specifically use this software.

For more up to date information and advice, visit our careers service webpages.

Understanding your skills

Skills form the basis of CVs. Having a clear idea of what you have learnt from your experiences is a good starting point to help you to create the bullet points that will make up your CV. Identifying which skills you enjoy using can also help you to figure out what sort of jobs/research areas you might want to include in your future career. One method for identifying skills is to self-reflect.

Self-reflection

When you reflect, you think back over something you have done, break it down into actions and critically evaluate each stage with the purpose of better understanding what you did and why.

Self-reflection is one of the many transferable skills that recruiters are interested in seeing and they will ask you to prove this during your application, and throughout the interview process. You may also have been asked within your degree to reflect on feedback you have received from an assignment or on a project you have done.

The first stage to defining the skills you have is to reflect on the activities you want to include in your CV. What did you learn? What evidence do you have to prove you learnt this? Here is a short video to help you reflect better.

Skills Auditing

Once you can reflect on your experiences, you can begin to identify what skills you have learnt from each of them. Writing these down in a structured way helps you to formulate good bullet points that make up the bulk of your CV.

There is no one right way to perform a skills audit so here are three ideas to get you started. Choose whichever way makes sense to you or develop your own method.

- A simple Word document with a framework to help you focus on specific skills similar to this skills audit (also shown on opposite page).
- A mind map where you put experiences in the central bubble and the skills you've learnt come off this. There is a range of free mind-mapping software available.
- An Excel spreadsheet where, in a similar way to the Word document above, you document skills and where you have learnt them.

The Plan your Career section of the Careers website has more ideas for understanding your skills as well as our Know Your Skills webpage.

Skills Audit

A skills audit helps you consider your strengths and areas for development. If you've rated yourself as confident or really confident in a particular skill, that's great but you will need to prove this to future employers by giving specific examples/evidence.

Key professional skills for employability (not an exhaustive list...)	How competant am I in this skill	How competant am I in this skill What specific examples / evidence do I have that proves this?
Negotiation	7/10	Discussed alternative approaches to solving case study problem with fellow classmates by highlighting potential risks and proposing a new solution.
Teamwork	8/10	Multiple lab experiences during my course, working in teams of 4 and 5 with my peers. Adapted to different personalities and tried to communicate clearly whilst encouraging everyone to get involved and give their thoughts.
Problem-solving	6/10	Encountered a problem when trying to advertise a new event for my student society. Didn't get enough sign-ups initially so I had to come up with ideas to drive up engagement.
Commercial Awareness	7/10	Attended talks by companies I want to apply to and have researched them on market line advantage as well as on their websites. I've also read news articles relating to their sector to understand current issues.
Planning and organising	8/10	Learnt how to manage my time and prioritise my tasks, especially for independent work in my course. I use a project plan to help keep me on track and to complete things in a helpful order, as well as using outlook and to-do lists to keep track of upcoming tasks.

Additional skills to consider may include: Literacy; Research; Analysis & Decision Making; Leadership; Emotional Intelligence; Project Management; Computer Literacy; Creativity & Innovation; Integrity; Resilience and ability to handle pressure etc.

First year CV tips

Introduction

Many first-year students find writing or updating a CV difficult. Where should you start? What should be included? The example on the opposite page demonstrates lots of the elements that recruiters look for in CVs, so feel free to use this as a starting point to help.

Formatting

Most companies will accept a 2-page CV format, but sometimes a 1-page format is appropriate, for example when applying to some specific industries like banking, or if you feel that you lack enough content for 2 pages. If you are using a 2-page format, you need to make sure you balance the text across the two pages to use all the available space.

Keep your CV structure simple. You do not need to use highly technical programmes like Overleaf or LaTeX to create your CV. There are many benefits to creating a CV in Microsoft Word as you can fully edit line spacing and structure to make quick changes to your document while ensuring it is easy to read by a recruiter or by Artificial Intelligence (AI) that some larger organisations use in recruitment. See pages 8 and 9 for more information on AI use in recruitment processes.

Make sure each section of your CV is easy to identify. You might use a bigger font for your name, bold text for headings, and/or lines to separate sections visually. There is no single right way to format the document, but you should ensure that you are consistent.

Content

The example here is not the only way to structure the content of your CV, but however you decide to organise the information, consider these points:

- How should a recruiter contact you? Provide key contact details. It is unnecessary to write ‘Curriculum Vitae’ but your name should be clear.

- Under Education, put your most recent qualifications first. For a research role, you should usually provide a transcript or full breakdown of subjects and grades achieved so far. Check instructions for each application, and make sure the employer has the information it wants.

- Include student society, charity, community or work shadowing experience under Experience or Extracurricular Activities. It doesn’t necessarily have to be paid experience but can be anything you gained useful skills from.

- Make the CV work for the role you are applying to. Use bullet points to help highlight relevant skills. If specific technical abilities are required, ensure you refer to these.

- Extracurricular activities are an important way to show you have interests outside of your studies. Use them to highlight transferrable skills and demonstrate your personal qualities.

First year CV example

Alex Lee
R. 152 Beit Hall, Beit Quad, Prince Consort Road, London, SW7 2BB
+44(0)7712345678 | alex.lee00@imperial.ac.uk | LinkedIn: Alex Lee

Education

Imperial College London
BEng Electrical and Electronic Engineering 2023 - 2026

- Topics include: circuit design, computer architecture, group design project
- Collaborated in team of 4 to create a robot as part of an assessed module
- Negotiated and agreed tasks to successfully complete group project work
- Evidenced good time management to meet multiple conflicting coursework deadlines
- Gained confidence in preparation and delivery of presentations through seminars, tutorials and lab experiences
- Developed skills in C++, Python, MATLAB and Arduino

Garforth Academy, Leeds 2017 - 2023
A Levels

- Mathematics (A*), Physics (A*), Chemistry (A*)

10 GCSEs grades 9-8

Experience

Imperial College London Careers Service Work Shadowing Scheme Summer 2023

- Shadowed a Fintech Engineering Manager in their day-to-day duties
- Arranged online discussion about engineering in Fintech and working environment
- Discussed skills needed in field, and application process

Thorpe Park Hotel, Leeds 2022 - 2023
Restaurant/Bar Supervisor

- Promoted to supervisor in July 2022 to support new staff training
- Provided exceptional customer service including dealing with complaints
- Responsible for cash handling and banking daily takings

Interests and Courses

EEE First Year Student Rep 2023 - present

- Representing the student body at online academic committee
- Proposed and designed new template to support coursework submission

Women in SET (member) 2023 - present

- Attended weekly seminars and discussion groups
- Currently planning to run for committee position

Online Learning 2021 and 2022

- French speaking skills (Coursera)
- Arduino skills (Udemy)

Example internship advert with student CV: Robert Aske

Data and Analytics Consultant 6-week Internship (London) - Thorogood

As a growing organization in the Data & Analytics industry, we actively seek people with inquisitive minds who challenge the status-quo, are eager to learn, and are ready to dive into a fast-paced, challenging working environment. Successful candidates will be capable of, and motivated by, working across an entire project lifecycle as part of a globally distributed team. A successful candidate will demonstrate the capability to learn novel technologies, strong interpersonal and relationship management skills, and the drive to take on new responsibilities.

Qualified candidates must:

Be in the process of completing a bachelor's degree and have a strong academic record in a related business or STEM discipline.

Be able to:

- Show a keen interest in learning about data and new technology
- Work effectively individually, and as part of a project team
- Show responsibility in their work and deliver with quality
- Develop and nurture relationships (such as with clients, technology partners, and colleagues)
- Manage time and commitments in a fast-paced working environment

How has the CV on page 15 been adapted to this advert?

The student has chosen to use modules which demonstrate computational and analytical ability as these are the most relevant to the job role, rather than listing everything they have done.

- They have mentioned additional training in Excel/VBA to draw attention to their capability to learn and show commitment and responsibility to the project. This should be expanded upon in the cover letter.

- This CV has been tailored for the role – the student has grouped together relevant internship and project experience to show how their responsibilities have developed. This makes it easy for the recruiter to read and score the CV as they are not looking through lots of information before they find what they are looking for.

- Mentioning extracurricular outreach and tutoring skills show an important ability to develop relationships and balance commitments with studying. This is something that the recruiter is looking for.

- Project team experience is mentioned twice in internship and Professional Skills for Employability Horizons course – this shows that the candidate is comfortable delivering work in different environments.

- Their keen interest in learning about data and new technology is shown through the online virtual work experience course and the first year Computing Applications project.

CV tailored to data science internship on page 14

Robert Aske

Email: RAske21@imperial.ac.uk **Tel: +44(0)771234567** **LinkedIn:** RobertAske

EDUCATION

MEng Design Engineering, Imperial College London **2022-2026**

- On track for a 2:1
- *Relevant First-Year modules include:* Introduction to Scientific Computing, Computing Applications, Engineering Mathematics
- Second Year Modules will include: GIZMO project, Working in Organisations and Data Science
- *Extra-Curricular Horizons Course:* Professional Skills for Employability – worked within a multidisciplinary team of five to deliver a business pitch for a new student society

J.P. Morgan Software Engineering Online Virtual Work Experience, Forage **Summer 2023**

- Used Perspective, Python and Typescript to display financial data for an online business case study

INTERNSHIPS AND PROJECTS

Data Analytics Internship at Mobility Tech Start-up, Karfu **Summer 2023**

- Selected for competitive Imperial Exclusive Opportunities SME start up scheme
- Worked with the founding team to design the specific project outcomes and reported in on a weekly basis
- Gathered, verified and sorted environment impact data on the production and disposal of ICE and Electric cars, eBikes and eScooters and their batteries.
- Independently undertook additional training in Excel/VBA to develop skillset in this area
- Developed visualisation of the data to give users a meaningful guide to green choices

First Year Computing Applications Project, Imperial College London **Spring 2023**

- Programmed an interactive web application using client-server architecture, incorporating both functional and asynchronous programming features
- Developed front and back-end elements using JavaScript, HTML and CSS languages
- Implemented an effective debugging strategy to identify, analyse and fix code errors and ensure seamless program flow

ADDITIONAL EXPERIENCE

Student Ambassador Outreach & University Promotion, Imperial College London **March 2022 - Present**

- Discuss university experience and application on panels for prospective students
- Mentor groups of school children on campus tours and tutor on summer outreach schools
- Involved in content creation for university social media posts and the international student brochure

Online Technical Tutor, TechTalk **Summer 2021**

- Online tutor for young students, delivering technical courses including Python, JavaScript, and AR/VR
- Effectively communicated ideas and issues to senior team members resulting in significant changes to one course

SKILLS

- Coding: Python, MATLAB, website development in JavaScript, HTML and CSS
- Adobe Suite: InDesign, Photoshop, Illustrator, Premiere Pro
- 3D Design: SolidWorks and Fusion 360, including Finite Element Analysis and rendering in KeyShot and Blender

Banking job description example

Reading job descriptions

When reading job descriptions, such as the one below, gather as much information as possible to determine the skills and knowledge the position requires. You can then tailor your CV to evidence these skills, giving your application the highest chance of success.

SPAML - Graduate Trainee – Banking, Risk Management Department

SPAML, one of Europe's largest financial institutions, is excited to offer an exclusive opportunity for graduates to join our renowned 18-month graduate program within the Risk Management Department at our London HQ. This program will provide exceptional individuals with exposure to every aspect of the Risk Management Department, including direct contact with senior management team and the opportunity to develop a broad and holistic understanding of Bank Risk Management.

Some required skills may be clearly stated, whereas for others, you may have to consider what they will be looking for depending on the tasks or work described

Program Overview:

Our prestigious 18-month graduate program within the Risk Management Department will allow you to gain in-depth experience in risk management within a large investment bank. You will work under the Global Head of Market and Operational Risk Division, with daily exposure to other parts of the Risk Department and team, including the Head of Risk Management and CRO.

This program aims to equip you with the skills necessary to analyse, measure, monitor and mitigate, risks facing the bank.

What you will learn and do:

- Assist in the reporting of market, operational, credit and enterprise-wide risks.
- Conduct comprehensive risk analysis to help measure monitor risks the bank faces and contribute to the development of innovative risk mitigation strategies.
- Work with cross-functional teams, including front office, legal and compliance team, to ensure compliance with regulatory requirements and internal policies.
- Stay updated on market trends, industry best practices, and emerging risk management technologies.
- Engage in and actively contribute to various projects aimed at enhancing risk management practices within the organisation.
- Provide support in the development and maintenance of risk-related policies, procedures, and documentation.

Highlighting the required skills described can help you to create a checklist you can work through when tailoring your CV

What we are looking for:

You need to be ambitious, bright, with a strong numerical skillset and the ability to problem-solve with a willingness to learn. In addition:

- A strong academic background with a degree from a leading university.
- Strong analytical and numerical skills with the ability to think critically and solve complex problems.
- Ability to work effectively in a small team in a fast-paced environment.
- Take ownership of assigned tasks and projects, seeking opportunities to learn and grow within the risk management field.

CV tailored to banking job description on page 16

Shi En Cheung

39 James Square, London, SW7 1NN, United Kingdom
+44 07123 456789 | secheung20@sample.imperial.ac.uk | www.linkedin.com/in/shiencheungexample
Eligible for Graduate Worker Route (GWR) visa in UK for two years after graduation

PROFILE

Imperial College London finalist with a proven interest in banking, specifically risk management. Experience gained through three finance internships and Imperial Finance Society membership. Strong analytical and programming (including Python and C++) skills.

EDUCATION

Imperial College London: ***MEng Aeronautical Engineering*** **London, Sept 2020-June 2024**

- Predicted to graduate with First Class Honours – ranked top 5% in first and second year
- Modules include: Mathematics, High Performance Computing, and Innovation Management
- Optional co-curricular course in Global Economics
- Achieved Distinction in Imperial Horizons course: 'Professional Skills for Employability'
- Member of Imperial College London Finance Society

PROFESSIONAL EXPERIENCE

ChinaGold Asset Management: ***Summer Analyst, Investment Division*** **Beijing, July 2023-Aug 2023**

- Part of cross-functional team in a US $3 billion live deal within energy industry
- Took part in face to face and online meetings with key stakeholders
- Designed financial model individually to estimate earnings of a convertible bond, which facilitated the adjustment of transaction structure
- Worked effectively in project team classifying non-performing commodities assets in fast-paced environment
- Proposed solutions on assets recovery and produced business plan as part of a team of five

Blue Sky Securities: ***Summer Analyst, Corporate Finance Division*** **Beijing, June 2022-July 2022**

- Contributed to the IPO of a high-end laser company, conducting research and comparable analysis
- Collaborated in a team of four and composed the industry section of Due Diligence report
- Provided integrated financial advisory services to a medium-sized sports company based in Jiangsu
- Analysed a major competitor's finances and identified potential market in sport industry
- Discussed effectively with clients and amended business plans based on market performance

PwC China: ***Summer Intern, Finance Division*** **Shanghai, June 2021-Aug 2021**

- Analysed 25+ transactions across all industry, 25 million yuan deal with Shanghai Electric
- Researched and identified potential clients for a value stream project, producing a recommendations report
- Liaised regularly with project manager to ascertain client information, and carry out basic audit tasks

LEADERSHIP EXPERIENCE

Imperial Professional Project: ***Project Manager*** **June 2023**

- Successfully pitched for £1400 project funding to increase local engagement for Kew Climate Café charity
- Developed 6-month video campaign promoting charity initiatives through social media targeting locals
- Increased hits to charity website by 500 a week, subsequently improving café footfall by 45%

Global Engineering Challenge: ***Project Leader (team of four)*** **March 2023**

- Led a team of four in a one-month project to design a smart mobile hospital, for use in developing countries
- Identified main stakeholders, such as government and healthcare professionals and designed questionnaire
- Set up goals, liaised with team to distribute workload, promoted discussions and collaboration within the team

SKILLS, ACTIVITIES AND INTERESTS

Languages: Mandarin (Native) and English (Fluent)
IT Skills: Python, MATLAB, C/C++, Excel
Activities and Interests: Volunteered for London Fashion Week (Sept 2022), and cycling

Postgraduate Applications and Academic CVs

Postgraduate applications and academic CVs

An academic CV is the version of your CV you would use when applying for opportunities in the academic sector. You may be using it to apply for UROPs, Master's courses or PhDs. Later in your career you may be using it to apply for postdocs, fellowships or lectureships after your PhD.

Applying to Master's courses and PhDs

For further study applications, the university will be interested in your: education, grades, relevant research projects and relevant modules. You should also include any work experience, extracurricular activities, volunteering, student societies and hobbies/interests as these allow the reader of the CV to get to know you and understand your full range of skills.

If you are applying for a course that includes research (research Master's or PhD), it is very important to give plenty of detail of any research projects you have done. This detail is best presented in the form of bullet points. Make it clear how long each project took, whether you did it on your own or in a team, what the project achieved in terms of the science and what technical and research experience you gained. Think about including evidence of the different aspects of research you have experienced, for example, literature reviewing, coming up with research ideas, planning, problem solving, analysis, writing up and presenting.

Applying for academic jobs for after your PhD

We have a handout called How to write an academic CV [pdf] which gives detailed information on how PhD students can create a strong academic CV.

Typical subheadings you will find on an academic CV include:

- Education
- Research experience/employment
- Technical skills
- Awards and prizes
- Publications
- Funding
- Conferences
- Patents
- Teaching
- Academic service
- Impact activities
- Referees

When applying for an academic job your CV can be a bit longer than the typical 2 page maximum if necessary, however it should be concise, and all content should add value as the people reading it will be busy.

A new type of academic CV has recently been developed for use in applications for funding, called the 'narrative CV'. This type of CV is designed to avoid the use of journal-based metrics in selection processes and allow a broader range of outputs, skills and experiences to be evaluated. It may be a form of CV you are requested to send for funding applications after your PhD. You can learn more about these CVs at Narrative CVs | Research and Innovation | Imperial College London.

For more information

View our handout How to write an academic CV [pdf]
Browse the Academic CV section of the Vitae website for researchers
Read about narrative CVs at Narrative CVs | Research and Innovation | Imperial College London

CV tailored to MRes application

Aarti Chopra

Flat 2, 108 Lakeside Road, Hammersmith, W14 0DZ | British Citizen

Phone: 09985476256 | email: a.chopra34@imperial.ac.uk | www.linkedin.com/in/acph2022

Bachelor of Medical Biosciences student with a strong background in biomedical research looking to build an academic career in a collaborative health related field to help cure illnesses.

Education

2021-2024 BSc Medical Biosciences, Imperial College London, United Kingdom

- Relevant modules: Statistics, Microbiome of Health and Disease, Immunology and Inflammation, Genetics and Genomics, Molecular and Cellular Biology
- Dean's list for Year 2 (Top 10% of cohort), predicted 1st class honours
- Collaborated with a multi-disciplinary team of five students to present an investigation into the professional ethics of the science of genetics in a 2nd year I-Explore module

Laboratory Experience:

2nd year Lab Pod Project

- Collaborated with a group of six to utilise CRISPR-Cas9 technology to generate a *TLR2*-KO monocytic cell line for further investigation. Created a poster presentation for display
- Developed a unique hypothesis, created a research plan and worked through problem solving processes to ensure the project was delivered on time and within budget
- Wrote a mock grant application to apply for resources required to carry out research plan
- Negotiated with other student groups to secure use of limited laboratory resources

1st year Lab Pod Project

- Worked in a team of five to investigate the effect of Bisphenol A treatment on AKT expression on the breast cancer cell line. Completed a full laboratory report
- Followed established protocols for Western Blots, PCR, Cell Cultures and Crystal Violet Assay and accurately recorded results. Ensured all Health and Safety requirements were met
- Delivered a group presentation, defending outcomes to peers and tutors

2017-2021 Central Board of Secondary Education, Delhi Public School, India

- 12th Grade: 92% (Physics, Chemistry, Mathematics, English and Biology)

Research Experience

Oct 2023 – present Research Assistant, Data Science Institute, Imperial College London

- Working in a team of four to conduct a cost-utility analysis of TARGIT-IORT Vs EBRT database for treatment of early breast cancer in the UK using R to analyse large data sets
- Carried out a one-way sensitivity analysis with multiple parameter variations and a budget impact analysis which will form the basis of a presentation to Cancer Research UK at completion of placement

July 2023 – Sep 2023 Research Intern, Imperial College London & Revolo Biotherapeutics

- Collaborative research placement in Imperial College London's Allergy and Immunotherapy Group in collaboration with Revolo Biotherapeutics
- Investigated the immunomodulatory properties of a novel therapeutic agent IRL201104, derived from *M. tuberculosis,* and its ability to establish allergic tolerance

Aarti has expanded her Education section, highlighting her lab experience as having these skills will be important for her MRes

To highlight clearly that she has the skills required, Aarti has used specific titles for her sections and separated out her experiences. This allows the reader to easily find the evidence that she has the key skill sets required

- Recorded all data in alignment with trial protocols, analysed results using FlowJo and reported back to weekly team meetings through a written report and oral presentation
- Liaised between trial coordinators and researchers to ensure operational elements of the project were in place and all timelines were met

Dec 2021 – June 2023 Part-time Research Assistant, Chelsea and Westminster Hospital

- Voluntarily assisted a research project investigating the impact of music on effect of vital signs, anxiety, and pain in the Intensive Care Unit
- Adapted communication style to recruit a range of patients including children and the elderly, administered the music and collected data
- Ran follow up interviews following an approved script and analysed using thematic analysis techniques

Work Experience

July 2022 – Sep 2022 Intern, Directorate of Health Services, Delhi Government, India

- Responsible for monitoring more than 100 patients under home isolation with tuberculosis (TB) through data management and regular telephone contact
- Completed regular reports to meet government mandated information guidelines
- Worked in a team of four to ensure a high standard to all testing conducted on in coming swabs, including PCR and Southern blot techniques to meet ISO 9001 quality standards

Volunteering and Extracurricular Experience

Oct 2023 – present Imperial Lawn Tennis Club coach, Imperial College London, UK

- Cooperated with a team of 30 other coaches to ensure all club members have access to free coaching throughout term time. Implement coaching techniques to all levels of ability

Oct 2018 – Sep 2022 Member, coach and junior social secretary, Delhi Tennis Club, India

- Planned, promoted, and executed, along with the board of ten junior members, social events to ensure club members enjoyed and learnt during their time with the club
- Coordinated feedback and club days to ensure junior members' voices were heard
- Coached small groups of children aged five to seven years old on the basics of tennis

Mar 2019 – Sep 2021 Health Citizen, St Johns Ambulance, India

- Advocated for good health and sanitation practices across Delhi within schools, at public events and through local charities and authorities. Often online due to Covid-19 pandemic

Skills

Computing skills: R Studio, Basic Python coding, MATLAB, Microsoft Office, bespoke database development and usage
Laboratory skills: PCR, DNA sequencing, Southern blot, titration, and basic lab procedures
Languages: Bilingual - Hindi and English, French – Intermediate
Other Certifications: Basic resuscitation, Managing Project Risks and Changes, Maths for artificial intelligence, public speaking, AITA level 3 – tennis coaching

Interests

- Keen tennis player, enjoying playing, watching, coaching and all associated social elements
- Participated in 2022 Careers Mentoring scheme with a Research and Development mentor
- Enjoy trying food from different countries and currently taking a Vietnamese cooking class.
- Member of the Imperial College Origami society 2021 - 2023

CV targeted towards a research role in industry or postdoctoral application

See our guide to How to Write an Academic CV for more information on writing CVs for postdocs or fellowship applications

A CV for an industry research role will often be the same as or very similar to your academic CV

ALAIN MARTIN

15a Devonshire Court, London SE1 7QT, UK
+ 44 7788 234567; amartin@gmail.com; www.researchgate.com/profile/alainmartin

EDUCATION

PhD in silicon nanowires, Department of Materials, Imperial College London 2020-2024

'Pressure-induced structural phase transformations in silicon nanowires'
Supervisor: Professor Samuel Smith
Planned thesis submission: Sept 2024

Research achievements:

- Developed an innovative linear-scaling DFT code UNITEP and co-developed MONOTEP technique with my supervisor
- Applied tools to simulation of behaviour of silicon nanowires after application of pressure, achieved highest accuracy predictions to date, resulting in published paper
- Initiated ongoing collaboration with University of Manchester, Nanomaterials Research Group, UK resulting in submitted paper and funding for new PhD project

Include technical details about your research achievements

MSc in Theory and Simulations of Materials, Imperial College London, UK 2019-2020

- Distinction
- Co-authored linear-scaling code MIS-TEP on group programming project, created code from scratch within 8 weeks, code successfully agreed with prediction from commercially available code to within the target of 0.01 Angstrom (0.2%)

MEng, Materials Science (1st Class), St Catherine's College, University of Oxford, UK 2015-2019

- Final year project (8 months): Computer modelling of carbon nanotube spectra
- Entrepreneurship course (business plans, raising capital, starting a company)

PUBLICATIONS

- **Martin A.**, Montani N., Smith S. *Modelling anomalies in nanowires*, under review at Applied Nanomaterials
- **Martin A.**, Jones P.M., Smith S. 2022, *Iridium anomaly in silicon nanowire and bulk crystal transformation sequence*, Applied Nanomaterials, vol 24, issue 11, p. 132-1388

You can include publications that are 'in preparation', 'submitted' or 'under review'

LANGUAGES AND TECHNICAL SKILLS

- Experimental: High-resolution lithography; chemical etching; laser beam ablation; VLS growth; electron microscopy; X-Ray diffraction
- Computational: DFT; Gaussian; CFD; C; Python; C++
- French (native); English (fluent)

AWARDS

- Poster prize awarded at European Association of Nanomaterials conference 2022
- Prize for top examination result on MSc degree at University of Oxford 2020

Experience relating to winning grant money is great to add to your research or academic CV

In your research area these acronyms will be understood, but not outside your research area

Activities like teaching, policy contributions and outreach are also valued in academia

RESEARCH FUNDING

- Awarded EPSRC Studentship for MSc and PhD — 2019 – 2023
- Obtained £500 travel grant to attend European Silicon Nanowires Union — 2022 and 2023
- Assisted PhD supervisor with a successful collaborative bid for £1 million EU funding: did literature review and wrote first draft of proposed work plan — 2022

CONFERENCES/INVITED TALKS

- European Silicon Nanowires Union — 2022 and 2023
- European Association of Nanomaterials — 2023
- DYF Conference in Vienna — 2022
- EPTHG meeting in Edinburgh — 2022
- ESHG meeting (online) — 2020
- Invited to give a Thomas Giddon Centre lunchtime seminar and posters at CESSNI local orbital conference (best student poster prize) — 2019

SUPERVISION & TEACHING

- Lunchtime seminar for new PhD students on X-ray diffraction techniques — 2023
- Day to day supervision of two master's students' projects — 2023
- Graduate Teaching Assistant, MSc, numerical methods for materials science — 2021 - now
- Science Tutor at King's Academy, Leeds: weekly after school science lessons — 2021 - 2022
- Volunteer Maths Tutor on Pimlico Connection scheme, taught Maths to small groups of pupils in secondary schools in London, assisted with marking — 2019

POLICY AND OUTREACH EXPERIENCE

- Contributed to Government policy paper on nanomaterials and the environment written by PhD supervisor — 2021
- Wrote and presented 3-hour interactive Royal Institute master class on Nanowires to 5 groups of school students aged 12-14 — 2021
- Won 3rd prize for Three Minute Thesis Competition at Imperial College London — 2021
- Gave a Café Scientifique talk and answered questions from audience with wide ranging backgrounds and ages and invited to talk at 'careers in materials research' event at University of Oxford — 2019

INTERESTS

- Member of the Imperial College Energy Society, attended regular talks on energy-related topics including geothermal and storage technology
- Member of Imperial 600, the Imperial LGBT+ staff and postgraduate student network
- Participate in wide range of sport activities such as athletics, basketball, yoga and Pilates

REFERENCES

- Professor Samuel Smith (PhD supervisor), Department of Materials, Imperial College London s.smith@imperial.ac.uk Tel: +44 (0)207 594 1234
- Dr Nicos Montani (project collaborator), University of Manchester n.montani@manchester.ac.uk Tel: +44 (0)312345 6789

CV targeted to STEM consulting roles

ALAIN MARTIN

15a Devonshire Court, London SE1 7QT, UK
+ 44 7788 234567; amartin@gmail.com

Materials PhD with strong analytical skills from completing a PhD and communication skills developed through consultancy, policy and outreach experience. High level of interest in the energy sector and keen to have a direct impact on the energy transition in a consultancy role.

EDUCATION

PhD in silicon nanowires, Department of Materials, Imperial College London 2020-2024
Planned thesis submission: Sept 2024

Achievements:

- Developed an innovative method to predict behaviour of silicon nanowires under pressure, resulted in highest accuracy predictions to date, work published in an international peer reviewed journal
- Reviewed expert literature in fields related to project
- Wrote code in C and Python to run simulations of proposed model, code now being used by research groups in Manchester and Durham
- Initiated a new project with researchers in University of Manchester, work resulted in funding for a new PhD project, paper has been submitted for publication
- Confidently presented my work at 6 conferences in the UK and Europe, to audiences of experts in the field, took questions

Less technical than on an academic CV, but still conveying the achievements

MSc in Theory and Simulations of Materials, Imperial College London, UK 2019-2020

- Distinction
- Group programming project, in team of 5 created code from scratch within 8 weeks, code successfully agreed with prediction from commercially available code to within the target of 0.2%, featured in student newspaper

MEng, Materials Science (1st Class), St Catherine's College, University of Oxford, UK 2015-2019

- Final year project: Rapidly learned new research field and how to use technical commercial software packages, wrote report, awarded mark of 83%
- Entrepreneurship course (business plans, raising capital, starting a company)

CONSULTANCY EXPERIENCE

Highlighting relevant work experience for this role on the first page by using a relevant heading

Infotec Consulting, Summer Intern 2019
Analytics-based consultancy specialising in the retail sector

Achievements:

- Analysed raw data and identified promising trends that could be implemented by major online retailer in the future, ideas used in final presentation to client
- Improved search engine optimization, resulting in 10% higher conversion rate to online sales
- Worked on 2 concurrent projects, providing data analytics, online research, written briefings and graphics for presentations

COMMUNICATION AND LEADERSHIP SKILLS

Use of a skills-based heading to highlight relevant skills for the role

Policy Paper 2021

- Contributed to Government policy paper on nanomaterials and the environment written by PhD supervisor
- Developed knowledge of areas of science unrelated to PhD and how they could impact society; improved ability to write for a non-technical audience

Science Outreach 2019-2021

- Wrote and presented 3-hour interactive Royal Institute master class on nanowires to 5 groups of school students aged 12-14
- Gave a Café Scientifique talk and answered questions from audience with wide ranging backgrounds and ages and invited to talk at 'careers in materials research' event at University of Oxford
- Volunteer Maths Tutor on Pimlico Connection scheme, taught Maths to small groups of pupils in secondary schools in London, assisted with marking

Supervisor 2020

- Supervised 2 MSc student projects, developed mentoring and communication skills
- Worked with the students to develop interesting project ideas achievable within their timeframe
- Organised regular meetings to discuss and track their progress

LANGUAGE AND IT SKILLS

- Programming languages: C, Python (expert); C++ (intermediate)
- Proficient in Microsoft Office (Word, Excel and PowerPoint)
- French (native); English (fluent)

AWARDS AND PRIZES

- Assisted PhD supervisor with a successful collaborative bid for £1 million EU funding: did literature review and wrote first draft of proposed work plan 2022
- Prize for top examination result on MSc degree at University of Oxford 2020

INTERESTS 2020-present

- Member of the Imperial College Energy Society, attended regular talks on energy-related topics including geothermal and storage technology
- Member of Imperial 600, the Imperial LGBT+ staff and postgraduate student network
- Active member Acapella Society performing in shows
- Participate in wide range of sport activities such as athletics, basketball, yoga and Pilates

References available on request

Employers are interested in what you do outside of research because it lets them get a better understanding of you

Personal Statements

If you apply for a Master's or PhD, you are likely to need a personal statement – although it might also be called a "statement of purpose" or a "motivation statement".

Before you begin:

- Check instructions – are there any specific areas you've been asked to cover in your statement?
- Research the programme – especially details like course requirements, module options you might have and assessment modes.
- Reflect on your motivation – why do you want to study this particular course, at this particular institution?

Structure

Your statement should have a clear structure, with each paragraph addressing a different topic. You could cover the following areas:

- Current studies – how do your current studies relate to the course you are applying to? What topics, projects or technical skills have you done that will form a foundation for the future course?
- Motivation – why is this course the right one for you and why that university? How could it help your career aspirations?
- Work and research experience – talk about previous experiences that you have had during internships, employment or in research projects. Highlight what you did successfully and the successful outcomes of your work.
- Extracurricular activities and interests – use these to show your personality and demonstrate transferable skills such as confidence, time-management and teamwork.

For more information on personal statements for further study, see our personal statements webpage.

Aarti Chopra personal statement example: Personal statement for MRes Biomedical Research, General Stream

I would like to apply for the MRes Biomedical Research, general stream at Imperial College London. During my time studying the BSc Medical Biosciences I have experienced a wide range of medically related research and laboratory skills, and this has helped me to understand the impact more knowledge in this area can have on the health of people. I have enjoyed many elements of my study and internships and while I know I wish to continue onto do a PhD in this area, I have not been able to narrow down the specific area I would like to create new knowledge in. The general stream of the research programme, where I can undertake two five-month projects would allow me to do this.

Originally from Delhi, India, I have been involved in health-related projects in both the UK and at home. This has helped me to understand that while the specific problems faced by these two countries are different, research is the answer to many of the issues. For example, during my first internship at the Directorate of Health in Delhi, I helped support patients who were suffering from Tuberculosis and were isolated at home. Through weekly phone calls, I built relationships with my patients, which allowed me to help them to understand what they were going through by explaining complex research findings in different ways. It was the research that gave these patients hope and from this experience I learnt that I want to be part of those research teams to help deliver new cures and treatments to suffering patients.

While studying in the UK I experienced research from the other side of the bench, undertaking an undergraduate research opportunity (UROP) in a collaborative trial between Imperials Allergy and Immunotherapy Group and Revolo Biotherapeutics. In the laboratory I was part of team that investigated the link between allergy tolerance and the novel therapeutic agent IRL201104 which is derived from *M. tuberculosis*. Whilst frustrating at times as we worked to develop a standard protocol, the challenge of troubleshooting why our experiments were not always working was exciting to me. The discovery that the inconsistencies were due to inaccuracies during sample collection was very satisfying and the resulting liaison work that I was able to be part of to help patients and healthcare workers understand the new process again helped to reiterate to me how important research is. This experience also allowed me to build on the laboratory techniques I was able to develop during my BSc as part of our extended laboratory projects (LabPod 1, in my first year, and LabPod 2 in my second year).

I am currently undertaking a six-month project as part of my BSc. This project is data science focused and is helping to me to learn another side to research which involves analysing large data sets to find patterns that could support diagnosis. This is quite different from my previous research experiences. My dataset is of breast cancer patients, and it is exciting to see yet another way research supports new treatment development. I have only been working on this project for a few weeks at present but am enjoying learning new analysis tools, like R, and working with a multidisciplinary group which help me to see problems differently and consider challenges from a range of angles.

My broad background within biomedical research is what attracts me to the general stream of this MRes. I chose the programme after talking to past students about the range of projects they were working on, including cancer, bioinformatics, molecular and circulatory medicine. I would like to undertake multidisciplinary projects that allow me to build my laboratory techniques and my analysis skills and after talking to Dr Wake, who was my mentor from the Careers Services mentoring programme that I was part of, she suggested this programme would allow me to do this. I also realise to advance within academia, I have to learn how to be a professional researcher. The grant writing project and having access to the Attributes and Aspirations online course will support my professional development and are unique to this MRes programme. Having been at Imperial for my undergraduate degree I understand and enjoy the university setting.

The quality of the researchers that I have been lucky enough to work with, including Dr Hall who was our LabPod 2 supervisor, has challenged me to become a better student and the multinational nature of Imperial's students (everyone was from a different country in my LabPod 2 group) makes me feel very comfortable and confident to speak out. By continuing my study at Imperial not only will I be able to take advantage of these things, it will also allow me to focus on my research studies from day one. To help balance my studies I have recently joined Imperial Tennis club as both a player and a coach and I look forward to continuing this during my Master's study.

I hope the MRes Biomedical Science will begin my journey to becoming a respected researcher in the field and help me to build an international career where I can help patients from across the world improve their prospects through better health.

Application form advice

Introduction

Application forms are common in employment sectors like education and the public sector, although they can be used in any sector. You may be asked to write a personal statement as part of your application form, or you might see a series of smaller questions requesting short answers (for example, 300 words on "what challenges do you see for our sector over the next five years?").

It's important to note as well that personal statements are often requested when applying for further study; please see our web pages on personal statements for more information.

Planning your answers

It takes quite a bit of time to complete an application form. Some questions will require factual answers, such as your personal details, while others will explore your motivations and skills which require you to talk about your experiences in more depth.

Before you begin, read any instructions carefully and make sure you understand the requirements.

You might be asked to complete biographical information first, like modules studied on your undergraduate programme, previous employment, date of birth etc. It's a good idea to have key details prepared in advance, for example your National Insurance number or a transcript with your individual module titles.

It's also a good idea to research the company and role you're applying to. Read the job description carefully for keywords about what kind of candidate they're looking for, as well as researching information about their values, culture, products or services, and recent news or developments. Use this knowledge to tailor your answers so they can see how you align with their needs and goals. For more help, see our reading job advertisements webpage.

You should make clear connections between what you have to offer and the skills and attributes the employer is looking for.

- Emphasise relevant skills, experiences and accomplishments. Provide specific examples to demonstrate your abilities and how they relate to the role.
- Recent examples are more impressive. Don't go back too far – certainly not prior to the last couple of years at school unless it is for a truly stellar achievement.
- You need a good range in your answers. Aim to draw upon experiences in all three areas of your life – study, previous work experience and extracurricular activities.

It is important to tailor your answers to each individual role you're applying for, to make sure you are evidencing you meet the criteria for that specific role. See pages 10-11 in this guide about understanding your skills, or our skills webpage.

Before you submit:

Proofread and edit your application form thoroughly. Check for spelling, grammar, and punctuation. Consider asking someone you trust to review your application before you submit it. Also, make sure you submit on time. Pay close attention to any deadlines because late applications may not be considered. If possible, submit before the cut-off date, in case last-minute technical problems cause issues with your submission.

Save your completed application form and all related documents (such as the role description) so you have this ready for review if you make it through to the interview stage. It can be hard to remember exactly what you wrote if you have made several applications and the opportunity or course may no longer be advertised.

Application form personal statement

Here is an example personal statement from Shi En Cheung's CV from page 17, used for applying to a slightly different role as a Graduate Data Analyst at an NHS Hospital Foundation. Personal statements may be longer than a page, so this example does not include the ending but gives an indication of what kinds of language and content you might include.

I am a final year engineering student at Imperial College with a keen interest in healthcare, writing to apply for the Graduate Data Analyst position within the Information Services team at Chelsea & Westminster Hospital NHS Foundation Trust (C&WH). With my proven data analysis skills, and experience of communicating complex information to a range of audiences, I am confident I can contribute to the delivery of high-quality and timely information to support the operational needs and the Trust's mission.

I became interested in the potential effective data can have on a community's healthcare, when I worked on a Co-curricular Engineering Project Challenge, designing a theoretical mobile hospital programme for use in developing countries. Being able to use various sources of data to anticipate patient need and to plan provision, and how this can really maximise the impact of the medical support available was extremely compelling to me. To explore how data is used in the NHS, I attended a recent networking event where I was able to speak to a Senior Analyst at C&WH. I was fascinated with how data-led insights play such a vital role in the Trust to ensuring resources are optimally used to treat increasing patient demand, brought on partly by the challenges an ageing population brings. I am keen to start a career where I can contribute to society and would love the opportunity to improve lives by using my technical skills in the role of Data Analyst at C&WH.

'Improving lives' is an NHS value. Incorporating this into the statement shows research and understanding of the organisation

Data Analysis Experience

Throughout my degree, I have gained experience in data extraction, analysis, and visualization on a range of aeronautical projects. In my third year, I worked on a 2-month group project and used Python to analyse a large complex dataset to assess the stability of a hypersonic aircraft design. I was able to ensure the design met an assigned target and was subsequently awarded a project mark of A. Building on this, as an Intern Analyst at ChinaGold, a finance company, I used advanced Excel techniques to process large commercial data sets, and produced a report of investment recommendations, containing explanatory graphs. The report contributed to a client making a substantial new investment, following which I was commended by a Senior Manager. The role of Graduate Data Analyst would give me the opportunity to use my skills of producing reports, dashboards, and datasets, to feed into organisational decision making and business strategy at C&WH.

Communication & Teamwork skills

In addition to my technical expertise, I possess excellent communication and interpersonal skills. On top of my studies, I opted to work in a small team of students for a Design Competition for the Royal Aeronautical Society, where we were tasked to deliver a design for a small electric aircraft. Having put myself forward to model the wing aerodynamics to optimise performance, I ensured I regularly updated my teammates with my results at team meetings and also through a WhatsApp group I created. This allowed them to progress efficiently with the remaining vehicle design, ensuring that we delivered this complex project within the tight deadline. I prepared and delivered a 15-minute presentation of the work ensuring it was accessible to an audience of both technical and lay-people, achieving a prize for 3rd place. My ability to explain complex information tailored to different people would be useful at C&WH when reporting analyses of service and patient date to an audience of varied stakeholders, including clinicians and senior management.

Cover Letters

Cover letters

What is a cover letter?

A cover letter is usually sent with your CV as part of your application. The purpose of a cover letter is to complement your CV by showing that you understand the role and organisation you are applying for, have a strong motivation and will be a good fit for them. Your CV focuses on your skills and experience, but it doesn't explain why you are applying for the opportunity, so the cover letter is your chance to do this.

Layout

Your cover letter should typically be no more than one page for student and graduate level opportunities; however, it can often be up to two pages for other roles above this level. It should be laid out as a professional letter and you should be sure to check for spelling or grammatical errors, including double checking that you have spelt the name of the company correctly.

It is important to follow the business etiquette for the layout of a professional letter. This reassures the recruiter that, when you work for them, you will represent them professionally. The typical professional layout for a UK letter* is:

Their address Your address

Date

Dear Mr Smith

I am writing to apply for.....

There is no need to start by stating your name because this is written at the end of the letter. Instead, start your letter with a few sentences clearly stating what you are applying for, where you saw it advertised and what your degree programme/stage is.

CONTENT OF LETTER

Organise your content into two or three paragraphs. Each paragraph should have its own clear message for the reader e.g., a paragraph on your motivation for the role, showing off what you know and like about the organisation, and a paragraph or two linking your experience to the technical and non-technical skills required. You can use experiences from inside and outside of university to provide examples.

Yours sincerely,

Your name

If you know the name of the recipient of your letter, address it to them and sign off 'Yours sincerely'. If you do not know the name, address it to 'Dear Sir/Madam' and sign off 'Yours faithfully'.

*If you are applying in another country, find out what a professional letter looks like there by using GoinGlobal (available on the Careers Service website)

Content

The content of your letter will be two to three paragraphs of prose. It is best to avoid bullet points and subheadings in your final version. Each paragraph should have a clear message. You can choose the messages and the order of your paragraphs.

For example:

Technical role relating to your degree subject:

Paragraph one: motivation (why this role and company)
Paragraph two: subject specific technical skills and abilities
Paragraph three: transferable/non-technical skills mentioned in the job advert e.g. teamwork, customer
service

1. Motivation

Usually, you will have at least one paragraph describing your motivation. Recruiters are very keen to understand why you are applying for their role and want to see evidence for your interest in them. It is important to them because if they hire you, but you don't really want to be there, you are unlikely to do the job well or to stay very long. You can choose how best to organise this content. You might have a paragraph on 'why this role' and another paragraph on 'why this company'. Alternatively, you could merge these into one or combine a particular aspect of your motivation with related evidence of your skills.

Overall, you should show the reader that you understand both the role and company/ organisation you are applying to and how you fit with them. You should link your interest in the role and the company to yourself, rather than just stating facts you have learned about them. Telling the story of how you became interested in the role or company and what you have done to deepen your knowledge of them can work well. If you are applying to an internship, show that you will value the opportunity they are giving you by linking it to your future career plans.
Here are some ideas of how to develop your understanding of a job and a company/ organisation:

- Read their website to understand what you are applying for, how it fits within the organisation and their values. Useful sections include 'About us', company values, their mission statement, the careers pages, 'News'. See more advice on our 'reading advertisements' webpage.
- Connect to their social media to keep up with their latest news.
- Do research using resources in the Imperial Library to understand the sector and the organisation you are applying to. Useful resources can be found on the Imperial Library website under the section for 'Subject support, Business'.
- Attend careers events and talk to companies and recruiters to understand the role better and what the recruiters will be looking for in applications. See JobsLive for upcoming fairs, events, and presentations.
- Do your own networking through LinkedIn or other contacts.
- Work shadowing and internships.
- Join in with relevant student societies and extracurricular activities.
- Choose relevant modules in your course.

See some examples of how to write about your motivation in the sample cover letters on the following pages.

2.Skills

The rest of your letter could be organised into one or two paragraphs showing that you have the skills and knowledge to be effective in the role you are applying to. Start organising this part of your letter by finding out what they are looking for in candidates (e.g., by reviewing the job advert, using networking opportunities) and thinking about how you match. Decide what evidence you can use to show that you have the skills and personal attributes they are looking for. You can use evidence from your academic achievements, extracurricular activities, work experience, volunteering, or sports. Include specific and interesting examples to convince the reader of what you can do. Where you can, include results and the impact of your work.

It's OK for this part of your letter to have some overlap with your CV.

Writing tips

- It really helps your reader if your content is structured in a logical and organised way. Before you start to write, think through the structure of your letter, and decide what message you would like the reader to take away from each paragraph.
- It can help to give yourself subheadings while you are writing to keep yourself 'on message'. You can take these out before you send the letter.
- Recruiters will read your letter very quickly so keep your sentences simple and short. This will make your letter easier to follow.
- After writing the letter leave it to one side and then come back with fresh eyes to check it.
- Get a friend to check it for spelling and grammar.
- For speculative applications (which is where you apply to a company who are not currently advertising an opportunity), you will need to grab the attention of your reader immediately. Ideally direct the letter to a named person rather than Sir/Madam. Make it clear who you are and what the letter is about in the first paragraph e.g., state clearly that you are looking for a summer internship, in which team and the dates you would be available. For more advice see our speculative applications webpage.

Avoid

Unprofessional language. Your letter should be formal in style but keep to language that you would use in your day-to-day speech. Try to avoid the use of large and complex word structure as this can become pretentious and can lose focus on your meaning. The overuse of words like moreover, henceforth, hitherto, notwithstanding and incomparable should be avoided.

Being negative. Stay positive throughout. Sometimes it's tempting to mention some gaps in your experience or something you don't know. However, you don't need to highlight this in your letter.

Being vague. Including specific information will make your letter more persuasive. For example, if you worked in a team, say how many people were in it. If you raised money, say how much. Avoid words like 'various' as this is ambiguous.

Data Analyst job description and student cover letter: Robert Aske

Data and Analytics Consultant 6-week Internship (London) - Thorogood

As a growing organization in the Data & Analytics industry, we actively seek people with inquisitive minds who challenge the status-quo, are eager to learn, and are ready to dive into a fast-paced, challenging working environment. Successful candidates will be capable of, and motivated by, working across an entire project lifecycle as part of a globally distributed team. A successful candidate will
demonstrate the capability to learn novel technologies, strong interpersonal and relationship management skills, and the drive to take on new responsibilities.

Qualified candidates must:
Be in the process of completing a bachelor's degree and have a strong academic record in a related business or STEM discipline.

Be able to:

- Show a keen interest in learning about data and new technology
- Work effectively individually, and as part of a project team
- Show responsibility in their work and deliver with quality
- Develop and nurture relationships (such as with clients, technology partners, and colleagues)
- Manage time and commitments in a fast-paced working environment

How has the Cover Letter on page 35 been adapted to the advert?

- The student demonstrates clear motivation for working at Thorogood and genuine interest for undertaking a data and analytics internship.

- Whilst it would be good to send this to a named person, often this is not possible so in this instance they have written this to the most appropriate job title.

- Describes working individually as part of their startup company experience and links this project to other key requirements such as developing relationships with colleagues and managing time effectively.

- This cover letter also includes a group work example to show how the student is able to perform collaboratively – there are more examples of this in the CV but this one has been reflected upon and linked back to the job role.

- The student signs off with their name and Imperial Course to give a professional finish.

Robert Aske cover letter

Thorogood HR Department
245 Hammersmith Road
2nd Floor
London
W6 8PW

Robert Aske
36 Pilgrims Square
London
SWZ 8HT

14th March 2024

Dear Thorogood HR Manager,

Re: Data and Analytics Consultant 6-week Internship (London)

I am a second year MEng Design Engineering student at Imperial College London with an interest in working in the data and analytics area after I graduate. Working at Thorogood as an independent consultancy company specialising in data management and trends will allow me to apply my data visualisation and analytical skills across an entire project and build my skills in areas such as Agile working, machine learning and data mining. I am particularly interested in how you focus on sustainability across all areas of the business including cloud adoption and learning more about the bespoke client data solutions developed to maximise their sustainability journey. An internship at Thorogood will allow me to work across a range of sectors with a variety of clients, from global pharmaceutical organisations to insurance companies; I have watched your 'Future of Data – Warehousing' webcast to broaden my knowledge of current industry issues and saw that Thorogood has worked with exciting clients such as SAP, IBM, Amazon and Databricks.

I have always enjoyed the data aspects of my studies, and this led me to undertake a first year Data Analytics internship at a start-up company. I was responsible for individually gathering, cleaning and analysing environmental impact data and producing it in an appealing format for use in company presentations and reports. As part of this I had to work closely with the start-up founders and report back my findings weekly to my supervisor. I also supported other projects and learnt quickly how to manage my time to meet a range of conflicting deadlines and expectations. To support my work in this role I undertook further courses in Excel/VBA to improve my skills and believe strongly in developing myself to deliver my best work.

The need to collaborate and work effectively in a small team has been an important part of my degree as the majority of my course work is group work based. During my first-year computer applications project I worked in a small team of four to develop an interactive web application. In addition to developing my skills in JavaScript and HTML I needed to consider the user experience and report back to the team on ways to make our app more streamlined in this respect. Acting as the user's 'champion' in the process allowed me to consider our project from a novice end user perspective as well as a design angle and how to build this into the project from the beginning. Considering the client's viewpoint and how to utilise their data to give meaningful business insights will be an important aspect of this internship and something I am looking forward to working on.

I am a UK citizen with the right to work in the UK and am based in London for my degree. Undertaking the Data and Analytics internship with Thorogood would be a fantastic opportunity to work in a varied environment, spending time with professional data analysts as well as contributing to the work you do.

Yours faithfully,

Robert Aske
MEng Design Engineering – Imperial College London

Why is this a good cover letter?

The letter across the page (page 37) has been written for an energy analyst role at an imaginary company called FC Ltd. The job description lists the following key skills:

- Demonstrable interest in energy
- Excellent written and oral communication skills, for a variety of audiences
- High numerical and analytical accuracy
- Keen attention to detail
- Strong inter-personal and team working skills
- Adaptable, creative, enthusiastic
- Curious, eager to learn, and constantly looking for improvements

Role

When writing your letter, spend some time trying to understand the role you are applying for and convince the reader of your letter that you really want to do that.

As you can see, in the letter across the page, Alain has been able to highlight his match with many of the key skills in the job description. He starts with demonstrating an interest in both the energy sector and the company itself. He then goes on to provide evidence for as many of the key skills listed as possible such as communication skills, attention to detail, inter-personal skills and curiosity. An example of this is where Alain has been able to evidence attention to detail using his coding experience. He has understood that the reader of this letter may not have experience of coding, and so he has drawn the connection for the reader.

Company

To write a strong letter, you will need to spend some time researching the company you are applying for, and their website is a good place to start. When researching a company, try looking out for their 'Careers' or 'Work for Us sections'. In this case, these sections of the company's website included some useful information about how the company supports their early career employees to develop their careers and form a network with experts from a range of areas. Alain was able to use this to show he would be a good fit for the company because he is ambitious.

Alain has also spent some time on other parts of the company's website. Engaging with the work that the company you are applying to does and then writing about that in the letter can help convince the reader that you are motivated to join them. In this case, Alain has listened to their podcasts and read some of their published content. Be aware that anything you say in your application can be discussed at interview, so be ready to discuss what you learn about them then as well.

Cover letter tailored to energy analyst description on page 36

FC Ltd
18 Break Street
Bristol, BR5 15H

15a Devonshire Court
London
SE1 7QT

16th November 2023

Dear Sir/Madam,

I am a final year PhD candidate at Imperial College London, expecting to complete my PhD in September 2024. I am writing to apply for the energy analyst role at FC Ltd as advertised on Imperial JobsLive.

One of my greatest strengths is curiosity and I have been learning about the energy sector over the past three years as part of the Imperial College Energy Society. I am enthusiastic to bring my scientific skills to the role of energy analyst, which would enable me to deepen my knowledge in this important and challenging sector. FC Ltd would be the ideal company for the next step in my career because of its technical depth and commitment to having a positive impact on clients and society. I would enjoy working alongside professionals with strong backgrounds in topics such as economics and sustainability. I regularly listen to your podcasts on new energy technologies and find your *Online Insights* series to be essential reading.

During my PhD I have developed my ability to learn about new technical developments quickly and have developed strong writing and presentation skills. I am confident in presenting my work to technical experts, having presented at six research conferences during my PhD. This required confidence and an expert handle on the technical details of a problem. To complement this, I have also developed the ability to communicate with non-specialist audiences, including policy experts and the general public. I have learned to retain technical accuracy, while making the material accessible and interesting. As a materials scientist, I enjoy keeping up to date with new developments in my field through regular reading of the technical literature and attendance at conferences. Coding, which has been a large part of my PhD, requires precision and careful attention to detail to be successful. It has been rewarding to see that the code that I have written is now being used by research groups in Manchester and Durham and I know that both speed and accuracy will be important to be successful as an energy analyst.

As a researcher, I am constantly looking for ways to improve what we do and take the initiative. I work well with others and have successfully collaborated with researchers in other universities and supervised more junior researchers. Before starting my PhD, I spent the summer completing a consulting internship. Despite only being there for 2 months, I was able to create work that had a real impact on a client. I took this focus on impact into my PhD, where a project I initiated was led to funding for another PhD student and publication. I am ambitious and keen to take on responsibility, which attracts me to the position in FC Ltd, where I know there will be opportunities to grow and develop my career.

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

Yours faithfully,
Alain Martin
Final year PhD Student
Imperial College London

Speculative applications

What is a speculative application?

Not all opportunities are advertised. Many small to medium enterprises (SMEs), not-for-profit organisations and research groups encourage candidates to speculatively apply to fill their roles. You may find that you need to do this to arrange an official placement or year abroad opportunity if that is part of your course.

A speculative application is an application made to a company or research group where there is no suitable opportunity currently being advertised but you are still interested in working for them. It is a chance to enquire about any potential suitable opportunities or discuss a possible project with them. Applying speculatively is a good way to develop your network and gather information about opportunities.

Speculative applications are often written as emails, to which you can also attach your CV and (depending on the circumstances) a more formal written cover letter.

In some cases, your email will act as an alternative to a cover letter, but it will be shorter. Your email should be short (approximately 300 words maximum) and it should include the following information:

- A brief introduction of yourself and why you are contacting them. If your application relates to a placement or year abroad that is part of your course, let them know and include any appropriate details such as the timescale and whether you have been selected as an exchange student already through the exchange programme between your universities.
- What attracted you to this organisation or research group. Highlight the role or area of the organisation you would like to work in. Show that you have engaged with the research interests of the academic you are contacting if you want to join their research group.
- Briefly highlight skills that you have already gained that could be useful to them e.g., lab skills, programming skills etc.
- Your availability, contact details and the next steps (e.g., propose an online call to discuss the idea in more detail, suggest times you will be available for it).

Note that if you make a speculative application, you could get a response quite quickly so you should be ready for any follow-up discussion. You may also never hear back from them, so it's important to remain resilient, and choosing to write a professional follow up email to pursue your enquiry could be useful, but don't persist indefinitely as you may cause annoyance.

Alternatively, you can write a standard cover letter, focusing on the role you would like in the company, and attach it as a PDF to a very short introductory email. Your email should be very short (150-200 words) in this situation.

On the following pages you will find a speculative cover letter, CV and email examples.
You can read more about speculative application advice on our webpage.

Speculative cover letter example

When sending a speculative cover letter, the recipient is, by their very nature, not expecting to receive applications as they are not advertising. These letters need to show insight into the organisation and the work, highlight your relevant skills and experience, and are likely to be more concise than a standard cover letter to maintain the reader's attention

Ravi Nelliboro
Inter-Tec
Riverside Business Park
Middlesbrough
TS1 2GS

Shi En Cheung
39 James Square
London
SW7 1NN

Dear Ravi,

I am a final year Aeronautical Engineering student at Imperial College London who will be graduating in June. I am contacting you today to enquire whether you have any graduate level engineering opportunities at Inter-Tec.

Inter-Tec appeals to me because you offer a comprehensive maintenance and repair service for fixed wing aircraft. These planes are the reason I undertook my degree, during which I have built my technical knowledge in related areas such as mechatronics, lightweight structures, and flight mechanics.

Through a range of technical team projects, such as conducting a dynamic stability analysis of a passenger aircraft at Imperial and designing a 2-seater electric aerobatic plane for an RAeS competition, I have good experience of delivering working with planes like those of your clients. Through these experiences, I have also enhanced my ability to plan and organise a complex workload, which I feel would help me to contribute effectively to the varied workload at Inter-tec.

The focus of your work very much appeals to me, as does your aim to position Inter-Tec as the most reliable and technologically practical service provider for aircraft. I would love to hear of any opportunities you may have.

I am eligible for the Graduate Worker Route visa which enables me to work in the UK for two years after the completion of my studies. Attached is my CV, and I would be more than happy to send through a more detailed cover letter. Thank you for taking the time to read this email. I look forward to hearing from you.

Yours sincerely,
Shi En Cheung

Shows knowledge of the company and motivation for their work

Shows soft skills commonly required in engineering jobs

Highlights relevant technical knowledge gained from his studies and other experiences

Speculative CV example

Shi En Cheung

39 James Square, London, SW7 1NN, United Kingdom
+44 07123 456789 | secheung20@sample.imperial.ac.uk | www.linkedin.com/in/shienheungexample
Eligible for Graduate Worker Route (GWR) visa in UK for two years after graduation

Profile highlights a few key selling points, and is tailored to the relevant sector

PROFILE

Imperial College London aeronautics student with strong analytical and design skills gained through engineering projects, and experience of working in multidisciplinary environments in both engineering teams and commercial organisations. Looking for a graduate position within the aeronautics sector.

EDUCATION

Imperial College London, UK **London, 2020-2024**

MEng Aeronautical Engineering

- Predicted to graduate with First Class Honours – ranked top 5% in first and second year
- Modules include: Aerodynamics, Thermodynamics, Advanced Fluid Dynamics, Flight Dynamics & Control, Control Systems, Lightweight Structures, Computing & Numerical Methods, AI for Aerospace Engineers, Materials, Mathematics, Mechatronics and High Performance Computing, and Innovation Management
- Achieved Distinction in Imperial Horizons course: 'Professional Skills for Employability'

ENGINEERING PROJECTS

Present Individual project – Imperial College London **2023**

- Simulating airflow and heat transfer in unmanned electric drone taxis.
- Applying CFD scheme to optimise airflow, reducing oscillations by 85%.
- Presenting progress through fortnightly meetings with supervisor and PhD students.

Aerodynamicist – RAeS International Light Aircraft Design Team Competition **2022**

- Designed prototype aeroshell in a team of 3 for 2-seater electric aerobatic aircraft to a criterion.
- Modelled aerodynamics using CFD software to develop a better understanding of the flow separation for wings, fins, and fuselage.
- Coordinated work through continual communication with team-members successfully ensuring project was delivered within timescales.
- Presented design to panel of industry experts, successfully placing in 3rd place out of 15 teams.

Flight Mechanics of Suborbital People Carrier – Imperial College London / London **2022**

- Conducted a static and dynamic stability analysis of a hypersonic passenger aircraft within vehicle design sub-team, as part of a group of 25.
- Discussed technical details at group meetings and updated supervisors at progress at weekly progress meetings, including a final 1.5h long presentation and a 5-minute pitch to an industrial panel.
- Awarded best Teamwork and Communication Prize by industrial panel.

2021 – 2022 **Concept design of Airliner – Imperial College London** **2021-2022**

- Completed design of a long-haul passenger aircraft using CAD, including structural components and the detailed design of a rudder.
- Claimed 1st place in best part performance (load/mass metric).
- Produced a 35-page technical group report and a pitch presentation.

Has expanded on their Engineering Projects to showcase where they have applied their technical skills, whilst also demonstrating soft skills often sought after in engineering roles

Has tailored non-engineering work experience to focus on relevant soft skills

EXPERIENCE

ChinaGold Asset Management: ***Summer Intern*** **Beijing, July 2023-Aug 2023**

- Part of multi-disciplinary team working on a large energy industry investment
- Took part in face to face and online meetings with key stakeholders
- Modelled estimated earnings of bonds using Python, contributing to design of a financial product
- Worked simultaneously on several projects, prioritising and organising workload, and ensuring delivery within tight time constraints

Blue Sky Securities: ***Summer Analyst*** **Beijing, June 2022-July 2022**

- Conducted research and comparable analysis, contributing to the IPO of a high-end laser company
- Collaborated in a team of four and composed the industry section of Due Diligence report
- Analysed a major competitor's financed and identified potential market in sport industry
- Discussed effectively with clients and amended business reports

PwC China: ***Summer Intern*** **Shanghai, June 2021-Aug 2021**

- Analysed data of recent large financial transactions using Excel, for weekly update reports
- Liaised regularly with project manager to ascertain client information
- Researched and identified potential clients for a value stream project, producing a recommendations report

LEADERSHIP EXPERIENCE

Imperial Professional Project: ***Project Manager*** **June 2023**

- Successfully pitched for £1400 project funding to increase local engagement for Kew Climate Café charity
- Developed a 6-month video campaign promoting charity initiatives through social media channels targeting locals
- Increased hits to charity website by 500 a week, subsequently improving café footfall by 45%

Global Engineering Challenge: ***Project Leader (team of four)*** **March 2023**

- Led a team of four in a one-month project to design a smart mobile hospital programme, for use in developing countries
- Identified the main stakeholders such as government, healthcare professionals and patients and designed a feasibility questionnaire
- Set up goals, liaised with team to distribute workload, promoted discussions and collaboration within the team

PROFESSIONAL AFFILIATIONS

- Royal Aeronautical Society – Student Affiliate Membership

SKILLS, ACTIVITIES AND INTERESTS

Languages: Mandarin (Native) and English (Fluent)
IT Skills: SOLIDWORKS, AutoCAD, MATLAB, C/C++, Python, PHP, HTML/CSS, SQL.
Activities and Interests: Volunteered for London Fashion Week (Sept 2022), and cycling

Speculative email examples

Example 1: Subject line: MEng Electrical and Electronic Engineering student seeking six-month placement.

Dear Mr Lindenburg,

I am in my third year of study at Imperial, part of which requires me to undertake a six-month work placement. I am ideally looking for a placement involving renewable energy and wondered if it would be possible to arrange a call to discuss opportunities available at Vattenfall for a start in early summer 2024. I have attended one of the Vattenfall talks that took place at my university as part of an environment week and I enjoyed learning about your CO2 roadmap where your organisation tracks its own emissions over time and the net zero goal by 2040.

I have attached a CV and cover letter which highlight my skills, experiences and motivation for your organisation. Thank you for your time, I look forward to hearing from you.

Best wishes,
Jeroen Kuyper

Example 2: Subject line: Enquiry about the potential for a UROP

Dear Professor Smith,

I am writing to ask about the possibility of doing a PhD in your research group, potentially starting in summer 2024. I am currently in my third year of study towards an MSci Chemistry degree at Imperial College London (see attached CV). I have achieved a 2:1 in both my first and second years and will be doing a research project this summer with Professor Jones on cathode development and optimization.

During my Chemistry degree I have become very interested in battery technology. While reading into this area, I discovered that you are working on the latest developments of sodium batteries. I know that these have the potential to replace lithium-ion batteries, but would be cheaper and could have better performance, and I would be keen to work on developing this technology. I read a profile piece on your work in Chemistry World, and this led me to read several of your recent research papers. I know that in 2021 the first battery maker for electric vehicles launched a sodium-ion battery, but that a lot of development is still needed to make the most of this technology.

I have chosen a third-year project which will enable me to learn experimental techniques that are used in battery research, including X-ray and neutron diffraction and electrochemical techniques. I have already started a literature review in preparation for beginning the project next month.

Would it be possible to arrange a short video call with you or a visit to your lab so that I could learn more about your research group and discuss potential future PhD projects?

Best wishes,
Arijit Acharya

Further Resources

Resources

There's a lot more to our Careers Service than CVs, cover letters and personal statements. We offer a wide range of support services to help you with every step of the application process and to enhance your employment prospects.

Creating an international CV

Use our GoinGlobal resource to find out how CVs are different in every country for non-UK applications.

Creating an international CV with GoinGlobal

JobsLive

Our online platform gives you access to our events and one-to-one appointments and we post thousands of jobs and internships each year from organisations keen to attract Imperial students and graduates.

JobsLive

Applications and interviews resources

CVs and cover letters are only part of the process to secure an opportunity. You may face a series of selection activities including psychometric tests, assessment centres and interviews. We've created webpages and resources to help you with each stage of the process.

Applications and interviews

Student Circus

You can use Student Circus to browse sponsored opportunities in the UK.

Advice on working abroad
Student Circus

Advice on working abroad

With a degree from Imperial the world is your oyster! Many of our graduates seek employment outside of the UK. Use GoinGlobal and our support pages to internationalise your career.

Advice on working abroad

Seminars, workshops and events

We host a series of events throughout the year from short introduction talks to more immersive practical workshops covering a variety of career related topics. We also host several sector specific careers fairs and discussion forums.

What's on

Careers video library

You can view recordings of various employer talks and events on our careers video library. This can help you to learn more about organisations and different career opportunities. On this webpage you can also view our '10 minutes with' series of short conversations with recruiters from different sectors.

Careers video library

LinkedIn Learning

It can be hard to know what you'd like to do after you graduate. Check out our subject-specific webpages to explore career options possible from your degree programme.

What can I do with my degree?

What you can do with your degree

It can be hard to know what you'd like to do after you graduate. Check out our subject-specific webpages to explore career options possible from your degree programme.

What you can do with your degree

Starting a buisness

Entrepreneurship gives you the freedom to become your own boss, but it takes dedication and hard work. Fortunately, Imperial is a great place to help test ideas and seek support to pursue your business ideas. Get in touch with the Enterprise and Innovation Lab for more in-depth advice

Starting a business

This is just a small selection of what we offer. Check out the Careers Service website for further details or get in touch with us on careers@imperial.ac.uk if you have a question. You can also follow us on social media to keep up-to-date with news, events and competitions @imperialcareers (X), @ic_careers (Instagram) or imperialcollegecareers (Facebook).


Sara Josephine