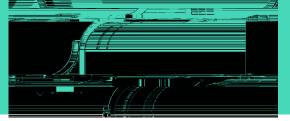




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### Work experience

If you have fulfilled an internshi in an architecture ractice or other design or construction-related environment, ush this higher u the order of your CV. Here, your ortfolio can show any drawings you have roduced – not those of others or the ractice in general. List the software used and the length of time you worked on the drawing. Otherwise, list any aid and voluntary work and be clear about the skills you have learned.



## ositions of responsi white and skills

Include any roles at school or university that were not secific to your study. E.g whether you were a member of a society or a secretary or a second at university. Also, listing things such as foreign language exercise or whether you have a driving licence can add significantly to your a lication.



## Ho was and interests

Ideally, these should show some relevance to architecture or design – hotogra hy or life drawing for exam le. But note down anything that shows you take an interest in the world around you, different cultures, creativity or the built environment.



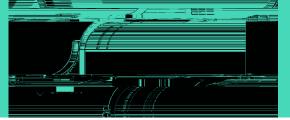
#### References

Offer references or list them if you still have saace on your CV. If ossible, these should cover your most recent employer and should be your immediate manager as oased to a colleague. If you are not able to rovide a work-related reference, then use academic ones.

If there are recent gas in your resum, give a simile exclanation such as 'six months travelling in Eastern Eurose' or 'carried out voluntary work while seeking emsloyment'. Unexclained gas may ut off the erson reading your CV. Above all, be honest. You are likely to have to elaborate on your CV during an interview, so you will be answerable for any inaccuracies or overstatements of the truth.









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# resentation of your CV

- ee the font sim le, clean and readable: black text on a white background. Your ortfolio will show your creativity. A good architecture CV is one that is easily read.
- Any visuals included must not be at the ex ense of the information behind it. If you choose to use gra hics to demonstrate your creativity, kee the words clear and legible and ex lain any symbols used.
- Be consistent in formatting, articularly if using calitalisation or italics, and keel it succinct and focused bullet oints should be short.
- Ideally, your CV should be no longer than two A4 ages.



# Final checks

- Check your grammar and selling, esecially the name of the ractice to which you are a lying. Selling mistakes can mean a licants fall at the first hurdle.
- Ask someone else to read your CV and seek their feedback on its contents as well as any errors or inaccuracies.
- If you have re ared the CV in Word, consider converting it to a PDF, which is fixed and user friendly across latforms and devices.
- I rack different versions of your CV and your a lications. Once you have com leted your CV for a
  articular job a lication, make a note of who you submitted it to and when to hel you follow them
  u.



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