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### Work experience

If you have fulfilled an internship in an architecture practice or other design or construction-related environment, push this higher up the order of your CV. Here, your portfolio can show any drawings you have produced – not those of others or the practice in general. List the software used and the length of time you worked on the drawing. Otherwise, list any paid and voluntary work and be clear about the skills you have learned.

## 5

### Positions of responsibility and skills

Include any roles at school or university that were not specific to your study. E.g whether you were a member of a society or a sports team at university. Also, listing things such as foreign language experience or whether you have a driving licence can add significantly to your application.

## 6

### Hobbies and interests

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

## 7

### References

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

If there are recent gaps in your résumé, give a simple explanation such as 'six months travelling in Eastern Europe' or 'carried out voluntary work while seeking employment'. Unexplained gaps may put off the person 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.



## resentation of your CV

- Use the font simple, clean and readable: black text on a white background. Your portfolio will show your creativity. A good architecture CV is one that is easily read.
- Any visuals included must not be at the expense of the information behind it. If you choose to use graphics to demonstrate your creativity, keep the words clear and legible and explain any symbols used.
- Be consistent in formatting, particularly if using capitalisation or italics, and keep it succinct and focused – bullet points should be short.
- Ideally, your CV should be no longer than two A4 pages.



### Final checks

- Check your grammar and spelling, especially the name of the practice to which you are applying. Spelling mistakes can mean applicants 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 prepared the CV in Word, consider converting it to a PDF, which is fixed and user friendly across platforms and devices.
- Track different versions of your CV and your applications. Once you have completed your CV for a particular job application, make a note of who you submitted it to and when to help you follow them up.



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