

## Architectural Design CVs

**Interior Architecture and Design** students should produce a design CV to enhance their chance of getting a placement/ job.

**Architecture** and **Architectural Technology** students may choose to create a design CV that demonstrates presentation skills and the ability to use space and layout.

See examples of NTU student's 'design' CVs in the [ADBE CV Gallery NTU](#) on Pinterest

### Design

The layout/ design of your CV needs to reflect your own design style - employers want to see your 'point of difference' as you will be showing the same work as your year group.

A design CV does not need to contain images of your work (this can in some cases make it too busy). Also, remember that you will be submitting the CV along with a few portfolio pages/ examples of your work.

If you include drawings/ sketches/ CADs, these should be of your own work and demonstrate use of skills developed on the course. Images should be annotated (briefly) to provide explanation, be clear and large enough to see- less is more!

### Format

**For electronic submission (via email or uploading to a website such as InPlace):**

PDF (max file size 3mb- use InDesign to reduce file size); Colour; Portrait or landscape; A4 (NOTE: flat, no folds.)

**Paper version:** Format can be more creative.

### Content

Can be written in either 1<sup>st</sup> or 3<sup>rd</sup> person. If writing in 1<sup>st</sup> person, avoid overuse of 'I'. If writing in 3<sup>rd</sup> person, do not refer to yourself using your own name.

#### **1) Personal details** (*home and term time*)

Name; address; telephone contact; *professional* email address; LinkedIn/blog URL (*only if professional/appropriate; only include personal photograph if requested*). Professional membership if you have any.

#### **2) Profile** (*optional section*)

A 3-5 line overview of your key selling points for the position you are applying for. You could include: who you are; what you have to offer, e.g. *experience/ skills/ knowledge/ personal qualities*; what you are looking/ applying for.

- Avoid generic statements- do not write 'a hardworking individual', 'can work well independently or as part of a team' - everyone writes this!
- You could choose the top three achievements from your CV to help you

#### **3-6) Education/ Work Experience/ Employment/ Skills**

*The order of these sections is interchangeable- put in the order of what you feel is most relevant to the role that you're applying to.*

#### **Education:**

- List qualifications in reverse chronological order (most recent first)
- List: full course title; institution name; dates to and from; grades/ results achieved.

- If you are part way through your degree then list the grades you have so far (and/or year predicted grade)
- You can include details of relevant projects/ exhibitions/ dissertation/ areas of interest.

### **Work Experience/ Employment:**

- List your job title, place of work and dates you worked there (MM/YY) in reverse chronological order
- If you have more than one example of relevant work experience then you could have a separate section on your first page (e.g. *'Design Experience'*)
- Concisely outline the responsibilities of the job, your personal achievements/ contribution within the role and relevant industry specific or transferable skills you demonstrated
- Do not just list every duty of the job – make it relevant

### **Skills:**

- **Key Software skills**-list programmes you are competent at using e.g. Sketchup; AutoCAD; Vectorworks; Revit; Photoshop; InDesign; MS Office. Don't say you can do something you can't, or indicate 'poor'. Skills must be evidenced in design work/ other areas of CV.

### **7) Interests/ Achievements/ Extra-curricular**

- List your most relevant, recent, interesting or impressive interests and achievements
- You could include: volunteering; being a course rep; mentoring; being part of a society; going to personal/professional development events; sports; charity work... Do not write 'socialising', 'going to the cinema', 'reading' etc.

### **8) References**

- List the name, job title, company name, address, telephone and email address of one current/previous employer and one university tutor (permanent member of NTU staff, not Hourly Paid Lecturers - they might not be available when you need them).

## **THE KEY TO A SUCCESSFUL DESIGN CV...**

### **Spelling and grammar (the employer's bug bear!):**

- Type content into Word, spell check and then paste into programme/format you are using to 'design' the CV.

### **Layout/ presentation/ images:**

- Concise and clear presentation; good eye for design (don't 'over design'); don't use images that are too small!

### **Tailoring:**

- **Use the job description** to identify the skills, knowledge, experience and personal qualities the employer is looking for
- The **purpose of your CV is to show that you match their requirements** – make sure you include evidence that proves you meet as many of their requirements as possible
- **Use key words** from the job description throughout your application
- **Prioritise your information** according to the job description– the most relevant information should always go first
- If there isn't a detailed job description then **do your research** – have a look at the company website, or similar job roles for ideas

### **Most common CV mistakes:**

- Spelling mistakes; lack of attention to detail; lack of relevant information; skills not evidence based; lack of visual/ presentation skills; images too small/ can't see work.

