

## CVs for International Development

By their nature CVs are personal documents. We are including a sample CV to give you a suggestion about how you might lay a document out. In particular it demonstrates some important things about CVs

- **What's most important comes first** – Degree and job titles before dates for example.
- **Limited use of special effects.** No underlining, limited use of bold – that kind of thing.
- **Include a profile?** Well, we have in this example. They're good for a quick snapshot of who you are, what you are offering and what you are looking for. This is true even if you are including a covering letter
- **Skills drawn from different life areas.** Skills are important. In this model they are covered comprehensively in a skills section. Evidence that you have these skills can be drawn from your different areas of experience – academic, vocational and extra-curricular.
- **Responsibilities and interests** – do your interests reflect your interest in International Development

### Finally....

The sample CV is a fictional example of someone who is applying for an internship with a UK based NGO. A CV for someone with more experience or someone applying for work in Developing countries would necessarily be different. In the latter case it would be more important to convince the NGO that you have the necessary overseas experience and therefore employment might come first.

In addition your CV might not even be read if the covering letter isn't sufficiently convincing. More material on this aspect of the application process is in the book, 'Getting into International Development' and other material is available on the web site

[www.careers.lon.ac.uk/development](http://www.careers.lon.ac.uk/development)

"It is very broad; perhaps it should be more specific in terms of where in the Development field the candidate would like to go. The main objective 'in the medium term, I aim to become a development professional' could come across as a lack of focus. Development jobs fall within specific categories eg Fundraising, Administration, Project Support, Policy, Advocacy, Field Work, Donor Funding, Corporate Social Responsibility, etc"

CV comments from  
STAND UP FOR  
**AFRICA**

" Overall a great CV for its purpose (getting an internship with an NGO), very well presented, and easy to understand."

**Chris Jooks**  
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Date of Birth: 22<sup>nd</sup> October 1983  
Nationality: British

Currently completing a Masters in Development Studies at the School Of Oriental and African Studies (SOAS), University of London. I am committed, flexible and able. I offer this together with a broad range of previous experience directly and indirectly related to the Development Sector. At this stage I am looking for an organisation an opportunity to use my broad range of skills, develop some new ones and offer a chance to implement them in a practical way in an organisation that is making a real impact. In the medium term I aim to become a Development professional

## Education

**MSc Development Studies** SOAS, University of London 2005-2006  
The course covers the theory, policy and practice of development. The course was interdisciplinary but I was able to emphasize a political analysis. As well as a 10,000 dissertation on the political representation of nomadic peoples the course also included a number of optional practical sessions on such things as funding, audits and project management.

**BSc Computing (2.1)** Royal Holloway, University of London 2002-2005  
This degree provided a broad foundation in IT. The application of technology in providing practical solutions such as handling large volumes of information and communicating reliably over distances. The course also developed a number of general skills such as research, statistical analysis and the production to deadlines of a number of 15,000 word dissertations.

**A Levels** High Winshall College, Rye 1999-2001  
Biology (b), Chemistry (c), Geography (c) and General Studies (d)

## Employment

**Admin Intern** War On Want, London Summer 2005  
I was responsible for maintaining a supporter database, helping on information stands at two festivals and provided some research support for an international campaign about UK construction companies and Palestine.

**Event Support** Book Aid International, London October 2005  
I helped provide administration support for an international conference at SOAS. For example, issuing joining instructions, negotiating hotel room rates and arranging for technical support. Delegates included qualified and trainee librarians from Africa.

**Bar worker** Foster's Oval, Lambeth August - December 2003  
I worked in the bar over the busy Christmas period (including a spell dressed as Santa) and during a test match. On Boxing day I led a group of staff to Birmingham City football ground to work. This job was hectic but being in a small team helped make it fun.

**English Teacher** Chatteris Educational Foundation, Brunei  
Cape Collinson Correctional Institute

June-August 2001  
September 1999-May 2000

Working in a secondary school and a prison during this period in Brunei. Planning and taking lessons, organising events such as ice skating and festival parties. The prison work involved getting inmates ready for exams which was a big challenge. The role required assertiveness, discipline, a sense of humour and adaptability

## **Skills**

**Research** - Undergraduate and Masters level research covered a range of development related areas. Culminating in a 15,000 word dissertation on child soldiers. For War on Want I assisted researchers investigating the role of construction companies in the middle east.

**Data analysis** – As part of my degree I have become adept at handling and interpreting large amounts of data and drawing conclusions from this. I frequently use Microsoft Excel to produce spreadsheets and I can use a wide variety of statistical tests.

**Teamwork** – Several modules were assessed on team cooperation as much as technical competence. I also enjoyed working in the team both at Foster's Oval and in an international environment at the Chatteris school. I find my role in teams is mediation. Preventing confrontations and keeping everyone on friendly terms. This came in especially useful whilst doing the Duke of Edinburgh's Award Bronze and Silver expeditions.

**Organisation** –The Book Aid conference brought together 26 delegates from nine countries for a two day event and I was part of the organising team for this. My role as treasurer required a lot of organisation. I managed to gain a place on the Sports Board which takes decisions about allocating funds. Using this position I successfully lobbied for increased funds for my squash club.

**Communication** – Throughout my degree and year out I have become extremely good at communicating. Often in situations when English wasn't the common language. As a War On Want Intern I worked across several departments and quickly established good working relations. The placement culminated in a report and PowerPoint presentation to WoW staff.

## **Responsibilities and Interests**

**Treasurer** SOAS Africa Society 2002-2003  
Prepared accounts for a professional, external audit. Dealt with a budget of £5000.

I am an active campaigner on Development issues. Most recently with WDM and Amnesty. In addition I am a keen sportsman, enjoying mountain biking, squash and soccer as well as rugby. I get a lot out of travelling and try and go somewhere new once a year.

## **References**

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