Tips for Student CVs

A student CV does not have to be only one page, but it should not overly long or detailed (6 pages is too long for a young person!). Please work with your students to ensure that their CVs include all necessary information and are error-free.

A good CV should include:
- name, address and contact information (both a university and personal email address)
- high school and university GPA
- field of study in university
- organizations participating in since high school
  - name and purpose of organization
    - For example: NOT something like: "IHRC: organized meetings and designed activities"
      - say what IHRC IS and DOES – what is its mission?
      - WHAT meetings were organized and WHAT activities designed?
      - WHO was the audience?
  - What was the student's responsibility/involvement?
  - dates of participation
  - titles of offices held (if any) and dates these were held
- any professional or paid experience (if someone worked in a restaurant to help support their education and/or their family, this information should be included – it's relevant)
- other extracurricular activities, such as sports or clubs
  - Include a brief description of the activity
  - dates of participation
  - if any positions held (team co-captain, club treasurer, etc)
- any volunteer or community engagement experience (again with details about the organization and the students' involvement and responsibilities)
- all relevant standardized test scores
  - IELTS, TOEFL or equivalent, unless English is the language of instruction. For DiscoverNUS we may consider performance in a university-level English-language course in lieu of a test score (a supporting transcript may be requested). In the absence of either a score or demonstrated performance, NUS may require a Zoom interview and/or written exercise to show English proficiency. As indicated in *Instructions for Home University Coordinators,* our Master's programs all require a valid standardized English language test score.
  - any other test scores that reflect well on the student's abilities and accomplishments
- languages (preferably with level for speaking, reading and writing)
- other skills, such as software, music, art, etc.

Optional items (these are NOT necessary, but are OK to include):
- Personal statement or Objective – this should be concise and individual (ie, not generic)
- Photo of the student (should be small and professional-looking).

A good CV should NOT include:
- Photos other than a small, professional-looking photo of the student
- Images of certificates or awards – these should be listed and described in English in the appropriate place on the CV
- Personal details not relevant to the purpose of the CV