

CV Proof Reading Service for International Students



The Careers and Employment Centre has been awarded a small grant to run a project in Semester 2 2010 for international students. Students from the English department are providing a service to check the English language in international students' CVs. Findings from any feedback provided by the international students who use the service or Student Proof Readers will be used to try to improve and develop career information, advice and guidance services to international students.

FAQs

Who can use the service?

International students (ie all non-UK students) studying on undergraduate or postgraduate degrees who have already seen a Careers Counsellor in a Careers and Employment Centre 'drop-in session' about the CONTENT, LAYOUT and DESIGN of their CV.

The Student Proof Reader will ONLY be helping you to improve the ENGLISH SPELLING, GRAMMAR and PUNCTUATION in your CV; they will not be checking anything else.

When is the service running?

2009/10 Semester 2 (running from Week 4 to Week 11)
Tuesday and Thursday afternoons 14.00 – 17.00

Do I have to book an appointment?

No. You just have to turn up during the times above and wait your turn. It will be run on a strictly 'first come first served' basis. Sessions last up to a maximum of 20 minutes. If you have not finished working through the whole CV, you will have to return another time for another session. Remember, **you have to see a Careers Counsellor about the content and design of your CV before you can see a Student Proof Reader**, so you may have to see a Careers Counsellor for a 'Drop-in' session on one day and the Student Proof Reader on another day.

Where is the service located?

The Careers and Employment Centre, on the 1st floor of the Helena Kennedy Centre (the Students' Union building), Headington Hill site. See www.brookes.ac.uk/careers

Do I have to pay for the service?

No, it is completely FREE!

Can I leave my CV at the Careers and Employment Centre for a Student Proof Reader to look at and return at a later date to pick it up?

No. This project is about working with the Student Proof Reader face-to-face.

What do I need to bring to a CV Proof Reading Service session?

- a. A **hard copy** of your current CV, which the Student Proof Reader can write on.
- b. A pen and paper, which you can use to make your own notes.

DISCLAIMER: Student Proof Readers are working in good faith and will try at all times to be as accurate as possible. However, international students must understand that neither the Student Proof Reader or the Careers and Employment Centre can take any responsibility for any errors made.

Can I ask the Student Proof Reader to check my covering letter or any other documents?

No. This is a proof reading service for CVs only.

How many times can I see a Student Proof Reader?

We will be monitoring the number of sessions per person. Students can use the proof reading service to a maximum of three times during the whole semester to allow as many international students to see a Student Proof Reader as possible. If it is noticed that you are using the service excessively, your ability to use the service may be withdrawn.

What will happen in the CV Proof Reading Service session?

1. When you first come into the Careers and Employment Centre the Reception staff will ask you if you have already shown a Careers Counsellor your CV in a 'Drop-in session'. If you have already been to a 'Drop-in session', you can sign up to use the CV Proof Reading Service and work with a Student Proof Reader. You will be asked to complete a pale green CV Proof Reading Service Form. This form does not ask for your name; it is anonymous.

If you have not yet seen a Careers Counsellor, you will be told the procedure for 'Drop-in'.

NB. To be able to use this CV Proof Reading Service you must have already shown your CV to a Careers Counsellor from the Careers and Employment Centre.

2. When it is your turn to see a Student Proof Reader, your name will be called. You will then give the Student Proof Reader the green form and your CV. You will be asked a couple of questions including if there are any particular aspects of the English language in your CV that you are concerned about.

3. The Student Proof Reader will then take a couple of minutes to read through your CV to themselves, highlighting on the CV any errors and aspects of the language you have used that they wish to discuss with you. You will then be expected to work with the Student Proof Reader. The aim is that during the discussion you will understand what errors and mistakes you have made and how to correct them. This is your chance to ask questions, to learn and to improve your English language skills.

4. The Student Proof Reader will then record on the green form the different aspects of English language that you worked on together or talked about. This information will be collected at the end of the project. We are looking to see what particular language errors or aspects of writing English CVs seem to particular difficulties. This will be shared with careers and employment staff in order to develop and improve services for international students.

5. Finally, at the end of the session, the Student Proof Reader gives you a blue feedback form to complete. We want to know your thoughts on the session. Please post the blue form in the 'PLEASE RETURN CV SERVICE FEEDBACK FORM' box on the Careers and Employment Reception desk before you leave the Centre. This form is also anonymous; you do not write your name on the form.