

MANCHESTER
1824

The University of Manchester

CAREERS
SERVICE

Q-STEP INTERNSHIPS CV AND COVER LETTERS FOR Q-STEP DATA FELLOWSHIPS

Anna Doherty



Register your attendance at this event

To receive a copy of the slides with links to useful resources

- Scan the QR code to register your attendance

Date: 11/03/2026

Title: Q-Step CV Workshop



Q-Step Data Fellowships 2026 are now open!

What are they?

Q-Step Data Fellowships are **8-week paid projects** where you'll work with real organisations on real data, building practical skills and experience alongside your studies.

They're open to **SoSS students** and are a great way to boost your CV and confidence.

New opportunities will be added to the **Q-Step website throughout March**, with projects at organisations such as **Manchester City Council, IPPR, Resolve Poverty**, and more.

Want to find out more?

We're running **three friendly training sessions** to help you understand what the Data Fellowships involve and to support you through the application process:

11th March – CV Session with the Careers Service – 12:00-13:00, Arthur Lewis Building G30/31

18th March – Step Up Your Confidence session with Tatjana Kecojevic - 12:00-13:00, ALB G30/31

6th May – Interview Skills Session with the Careers Service - 12:00-13:00, Arthur Lewis Building G30/31



Contact: q-step@manchester.ac.uk



The University of Manchester

Learning objectives

- To **identify key skills** and **articulate them** effectively using the **CARR** technique in your **CV/Cover Letter**
- To **tailor** your CV and cover letter by interpreting role requirement and presenting evidence.
- To explain the **purpose, structure, and expectations** of a strong cover letter
- To recognise and access key **Careers Service resources** to support your applications.

What will we cover?

- 1. Writing a CV – for a Q-Step Internship**
- 2. Writing a Cover Letter for a Q-Step Internship**
- 3. Exploring your skills and experience**
- 4. Careers Support and Resources**

How can we help?

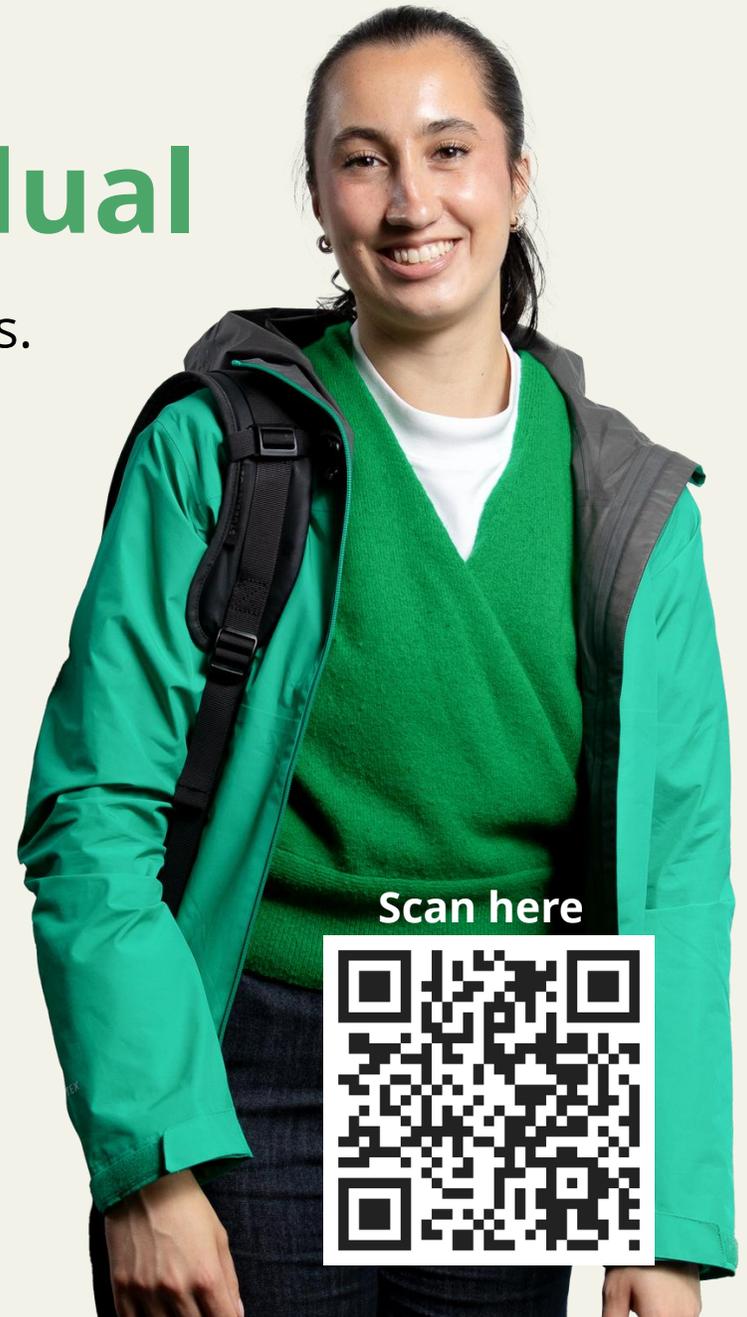
Supporting you as an individual

Everyone has a unique starting point when thinking about careers.

Scan the QR code for advice relating to:

- Age
- Disability, neurodiversity and mental health
- Criminal convictions
- Gender
- Race and ethnicity
- Religion and belief
- LGBTQ+
- Social mobility

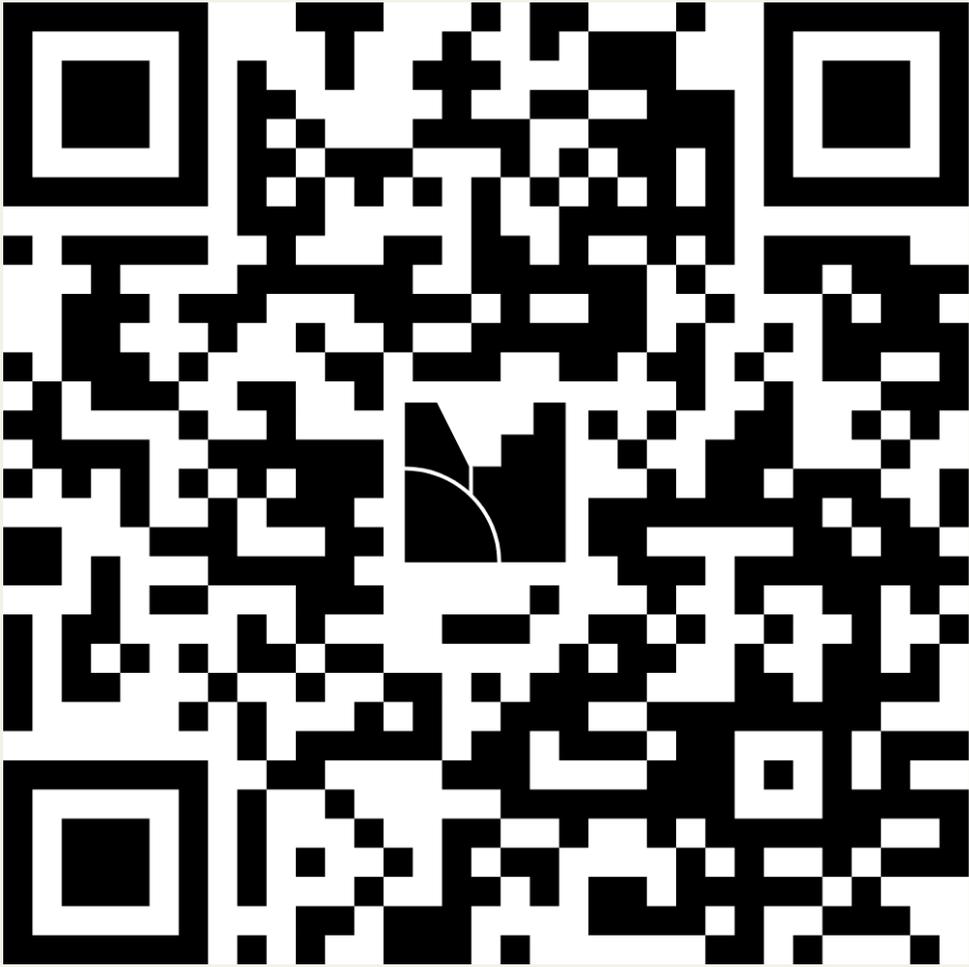
60-minute careers meetings are available for students with a disability or health condition.



Scan here



Your CV and Cover Letter questions



Writing a CV

For a Q-Step internship

The bottom portion of the slide features a series of approximately seven parallel, diagonal lines in a light blue color, extending from the left edge towards the right edge, creating a modern, abstract design element.

Four First Steps

1. **Reflect** on your experiences
2. **Identify** your skills
3. **Research** the skills in the role
4. **Explain** your skills in CV

How to Apply

<https://www.humanities.manchester.ac.uk/q-step/data-fellowships/how-to-apply/>

The Manchester Q-Step Centre / Data Fellowships / How to apply

< The Manchester Q-Step Centre

▼ Data Fellowships

- Data Fellowships 2025
- Data Fellowships 2024
- Data Fellowships 2023
- Data Fellowships 2022
- Data Fellowships 2021
- Data Fellowships 2020
- Data Fellowships 2019

How to apply

Applying for an internship

To check whether you are eligible to apply for a Q-Step summer internship please visit [Who can apply for a Q-Step summer placement.](#)

Application process

- Step 1: Choose a placement that interests you
- Step 2: Submit your application
- Step 3: What happens next

When applying for any opportunity, it's important to look on the company/provider website and job description to check for specific application instructions!

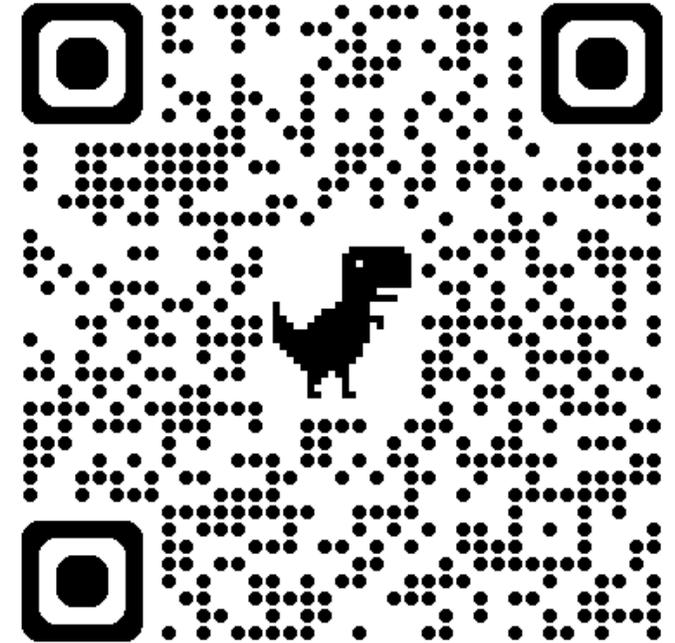
How to apply for Q-Step fellowship

Step 1: Choose a placement that interests you

Step 2: Submit your application

- A CV
- A covering letter

Step 3: Review 'What happens next'



**SCAN HERE FOR
FURTHER DETAILS**

Common CV Questions

Can I use the same CV for every job?

Should education come first?

Should my most recent experience or most relevant experience come first?

How long should a CV be?

Do I need a personal profile?

Do I need to include lists of technical and transferable skills?

The basics - Example CVs

Must haves

Contact Details: name,
telephone, email,
Personalised LinkedIn URL

Education

Relevant Experience including:

Work Experience

Volunteering

Positions of Responsibility

Other Experience including:

Work Experience

Volunteering

Positions of Responsibility

Then

Awards & Achievements

Additional Skills

Interests

Optional

Personal profile

References on request

Contact details

Which one is the best?

Jan Vetter

114a Oxford Road
Manchester M1 11M
mobile: 077 777 777

email: jan.vetter@manchester.ac.uk
www.linkedin.com/in/janvetter

CURRICULUM VITÆ

Jan Ulrich Max Vetter

114a Oxford Road
Manchester M1 11M
077 777 777

psychobabblefish@email.com

Date of birth: 27 October 1963



Sebastian Verlac

Address: 1 Maybrook House, Manchester M2 1PL
Mobile: 07000000000

Email: sebastianverlac@manchester.ac.uk

Linkedin: <https://www.linkedin.com/SebastianVerlac>

D.O.B: 20/11/1976

Sex: Male

Marital Status: Married

NI Number: AA 11 11 11 A

Anita Patel

1 Cedar Road, Manchester, M1 1AB,
Nita_babe@outlook.com, 07123456789

Personal profile?

- ✓ **Specifically relevant to role and employer**
- ✓ **Two sentences**
- ✓ **Present, past, future**

"I am a hardworking, motivated & energetic individual with excellent communication and teamwork skills. I have unparalleled numerical skills and a fierce ambition to succeed."

Vs

"1st year Social Anthropology student with strong written and verbal communication skills gained through extensive social media marketing and events management experience. Looking to secure a Summer internship at Sky to explore a career in digital marketing."

Education

2021 - 2024 **BEng (Hons) Mechanical Engineering (2:1)**
The University of Manchester

- **Applied** core engineering principles to **analyse** and **solve** problems involving electronics, electromagnetism, and digital circuit systems, building a strong technical foundation.
- **Collaborated** with **4** students to design a cost-effective, roof-mounted wind turbine for rural UK homes. **Created** and **managed** a GANTT chart to coordinate tasks and track progress. **Presented** findings to the group of **30** peers and received a first-class mark of **70%**.
- **Designed** mechanical components and assemblies using **SolidWorks**, producing detailed 3D models and technical drawings to support manufacturing and testing.

2011-2018 **City High School, Townshire**

- A Levels: English **A**, Economics **B**, Maths **B**
- GCSEs: **9 (5A* 2A, 2B)** including Maths and English

Work and Volunteer Experience

- Reverse chronological order
- Work/voluntary experience directly relevant to the sector list first
- [Use Active verbs to add impact](#)
- Use bullet points



Top CV Mistakes to Avoid



No
Tailoring

Spelling
Mistakes

Lack of
Evidence

Telling, not
showing

CV Content Top Tips

CARR Technique

- **C** – What was the (brief!) situation? The specific task you needed to accomplish or engage in?
- **A** – What did YOU do? What was your role?
- **R** – Quantify what happened. What was the outcome?
- **R** – What did you learn from the experience?

CARR

Context

Action

Result

Reflection

CV Example

What I did – without CARR

Sept 2024 – Current - BA Linguistics

- Did group presentation about data
- Wrote essays
- Read academic journals and papers

Using CARR

What I REALLY did – with CARR

Context

Sept 2024 – Current

BA Linguistics

Action

- Part of a team of 5 students studying ____ module tasked with presenting our data analysis findings.
- Compiled the groups' findings using Microsoft Excel and created charts and graphs to include in our presentation, to ensure ease of understanding.
- Successful and confident delivery of presentation achieved, received positive feedback from assessing academic about effective communication of data.
- Experience helped to develop my presentation and visual communications skills.

Result

Reflection

Start Now

Get CV Ready

- CV guidance, templates and examples on our **website**
- Follow the **CV Ready Pathway** in CareerConnect for CV advice and resources
- 20 minute **1-1 CV Review appointments** are available to book upon successful completion of the Pathway

<https://www.careers.manchester.ac.uk/applicationsinterviews/cv/>



Writing a Cover Letter

For a Q-Step internship

Cover Letters

What are they?

A Cover Letter is the introduction to your application

It is often sent alongside your CV, and helps to sell your application:

- Your CV contains the facts.
- Your Cover Letter is about your **motivation** and fit for the **organisation** and the **role**.
- You don't know which will be looked at first (or if the employer will read both!)
- Don't write about any skills or experiences in your Cover Letter that aren't featured in your CV, but be careful not to 100% duplicate your CV.
- **Tailor** every Cover Letter for the position you're applying for.

Cover letter example

Q-Step website:

- UK standard Cover Letter is **one side of A4**
- Employers may ask you to do different to this!
- Always check the website/documents you receive for instructions
- There is no word limit

Step 2: Submit your application

Please submit your application [through the Microsoft Form](#).

You can only complete the form **once**, but you will be able to apply for more than one project within the same submission.

For each project, you must upload a **single document** that includes **both** your CV and cover letter.

Please ensure your file is named using the following format:

- PROJECT NUMBER_ORGANISATION NAME_STUDENT NAME (e.g. Project1_Respect_AdamSmith).

Applications that do not follow this naming format will not be considered.

Please note that the Careers Service is happy to give guidance and support to Q-Step applicants. In preparing your application you should consult the Careers Service website which includes guidance on writing CVs and covering letters. Please follow these links for more information:

- [Careers Service advice on CVs](#)
- [Careers Service advice on covering letters](#)

General Content

Your Cover Letter should have clear sections:

Every section should have its' own paragraph:

- **Introduction**

Your degree, where you saw the advert, why it initially appealed to you.

- **Why the company/organisation?**

- **Why the role?**

- **Why you?**

- **Conclusion**

Reiterate your interest in the role and indicate your availability for interview. Finish on a positive note, thanking them and write how you're looking forward to receiving a response.

Why the company/sector/organisation?

Look at the organisation website – ‘About Us’ – mission / strategy / values

Ask yourself how your values align, and why:

- What have you done that **demonstrates** this?
- Is your degree closely linked?
- How do your career/life ambitions align with **their goals**?
- Any **exciting projects**? Why?
- Recent achievements, news updates, industry insights, etc.
- Why do you want to be a part of what they're doing?

Why the role?

Look at the job advert/description and what you would be doing day-to-day

Tell them what aspect(s) of the role particularly appeals to you and why:

- Does the role need a **particular skill** (technical or transferable)?
- If so, **how** have you acquired this skill (in uni, work, volunteering, extra-curriculars)?
- How does what you did during your **degree** match up with what you would be doing in the job?
- Will this job fulfil any ambitions you have?

Why you?

Why should they hire you?

Think about the skills and experiences you've had that make you a great candidate for this role, and evidence them:

- What are your Unique Selling Points? Outline how your skills and experience meet those in the job description
- Evidence claims in your Cover Letter/Application Form with real evidence – how have you developed / utilised these skills?
- Be positive about what you have to offer
- What do you have to offer the company?

Cover Letter Content Top Tips

CARR Technique

- **C** – What was the (brief!) situation? The specific task you needed to accomplish or engage in?
- **A** – What did YOU do? What was your role?
- **R** – Quantify what happened. What was the outcome?
- **R** – What did you learn from the experience?

CARR

Context

Action

Result

Reflection

Do's and Don'ts

DO

- Keep Cover Letter to one page; Application to word limit specified
- Proofread thoroughly
- Show the company that you've done your research – tailor to the organisation
- Include specific examples and use CAR model

DON'T

- Use informal language
- Give unnecessary / long explanations about low grades. Mitigating circumstances are fine.
- Draw attention to your lack of experience. Is a particular degree or experience specified? If not, concentrate on what you DO have, i.e. transferable skills, etc.
- List all the awards and accolades of the company/firm

Start Now

Get Application Ready

- Cover letter guidance, templates and examples on our website
- Get Application and Cover Letter Ready
- 20-minute 1-1 Application Review appointments are available to book

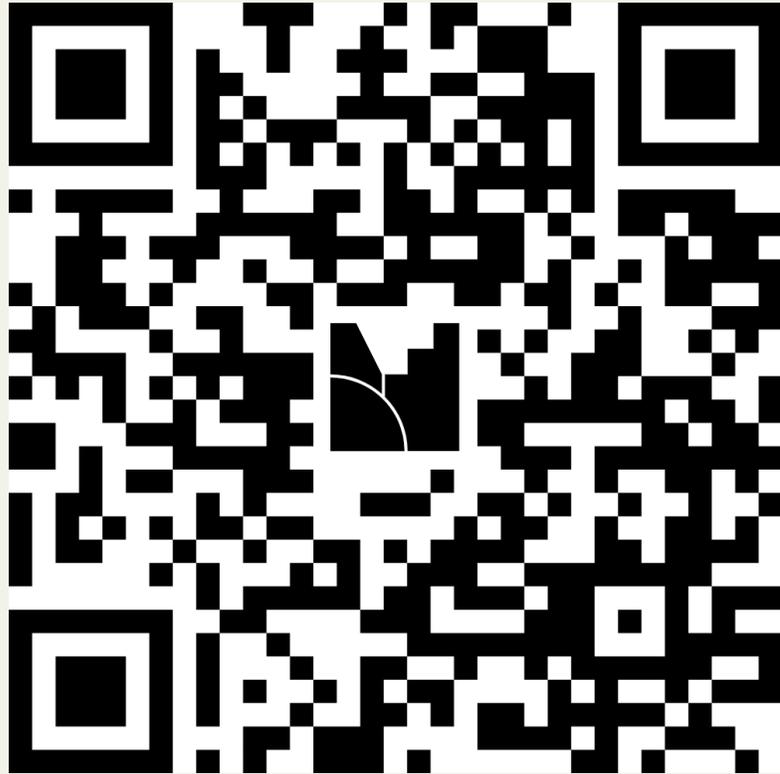


<https://www.careers.manchester.ac.uk/applicationsinterviews/cl/>

EXPLORING YOUR **Skills and Experience**



What are the most desirable skills in the job market at the moment?



Top 10 skills employers want

The World Economic Forum

*Referenced from The World Economic Forum Future of Jobs Report (2025)

1. Analytical thinking
2. Resilience, flexibility and agility
3. Leadership and social influence
4. Creative thinking
5. Motivation and self-awareness
6. Technological literacy
7. Empathy and active listening
8. Curiosity and lifelong learning
9. Talent Management
10. Service orientation and customer service



What transferable skills can you identify?

Example: Data Fellowship Project 2025 – Manchester City Council – Analysis of Education, Health and Social Care plans

Application Criteria Essential:

- Ability to analyse large qualitative and quantitative data sets
- Excellent spoken and written communication and presentational skills to convey findings of work
- Willingness and keenness to learn new skills and understand the context of the work
- Basic proficiency with standard Microsoft Office365 software, but specifically Excel, PowerPoint and Word.

Desirable:

- Experience of presenting data in a visually engaging way
- Knowledge of Data Protection & Data Ethics

What transferable skills can you identify?

Example: Data Fellowship Project 2025 – Manchester City Council – Analysis of Education, Health and Social Care plans

Application Criteria Essential:

- Ability to analyse large qualitative and quantitative data sets
- Excellent spoken and written communication and presentational skills to convey findings of work
- Willingness and keenness to learn new skills and understand the context of the work
- Basic proficiency with standard Microsoft Office365 software, but specifically Excel, PowerPoint and Word.

Desirable:

- Experience of presenting data in a visually engaging way
- Knowledge of Data Protection & Data Ethics

Candidate	Criteria from Job Description & Person Specification										Comments	Score
	Achievement orientation	Adaptability / flexibility	Commercial awareness	Influencing	Life long learning	Planning & organising	Teamwork	Technical knowledge	Tolerance for stress	Writing skills		
Bill Giles	2	1	1	1	4	3	3	2	1	1		19
Barbara Norman	3	2	3	4	3	3	4	3	2	4	Invite to interview	31
Danica Peters	3	2	1	1	2	3	2	1	1	1		17
June Evans	3	2	3	3	3	2	3	3	2	2		26
Jane Humphrey	3	4	3	4	4	3	3	4	2	3	Invite to interview	33
Your name	3	3	2	3	4	3	3	3	4	4	Invite to interview	32
Elizabeth Jones	3	1	1	2	3	3	4	3	1	1		22
Sii Ting	3	3	4	3	2	4	4	2	3	3	Invite to interview	31
Robert James	1	1	1	2	1	1	2	1	1	2		13
Maria Garcia	2	1	2	2	2	4	4	2	2	3		24
John Hall	3	2	4	3	2	2	1	1	1	2		21
Ian Peterson	2	3	2	2	2	2	2	1	1	2		19
Joan Goodall	3	4	4	4	4	2	3	2	1	2	Invite to interview	29
Wendy Roberts	2	2	3	4	4	4	2	2	2	4	Invite to interview	29
Dimitra Lea	1	2	2	1	4	1	2	1	2	1		17

The screenshot displays the website's navigation bar with categories: 'Jobs and work experience', 'Postgraduate study', 'Careers advice', and 'Applying for university'. It also includes 'Log in', 'Register', and a search icon. Below the navigation is a 'Recently Viewed' dropdown menu. The main content area features a large image of a man with a beard looking at a computer screen. Overlaid on this image is the text 'Job profile' and 'Data analyst'. There are two buttons: a pink one labeled 'View all information technology vacancies' and a white one labeled 'Add to favourites' with a heart icon. To the right, a dark sidebar titled 'On this profile' lists several expandable sections: 'Responsibilities', 'Salary', 'Qualifications', 'Skills', 'Work experience', 'Career prospects', and 'Related jobs and courses'. At the bottom right, a yellow box with a lightbulb icon contains the text: 'See how well you match this job profile and over 400 others.'

Our support and resources

What do we offer?

How can we support you?

Whether you're looking for a part-time job, unsure about your career options, or preparing for an interview, we offer a range of personalised support and services including:

- One-to-one careers support
- CV and application advice
- On-demand resources
- Interview simulation
- Mock assessment centres
- Careers events and fairs
- Exclusive internships for UoM students

**You can even
access services
for two years
after you finish
our course!**



Connect with us

Get the help and support you need

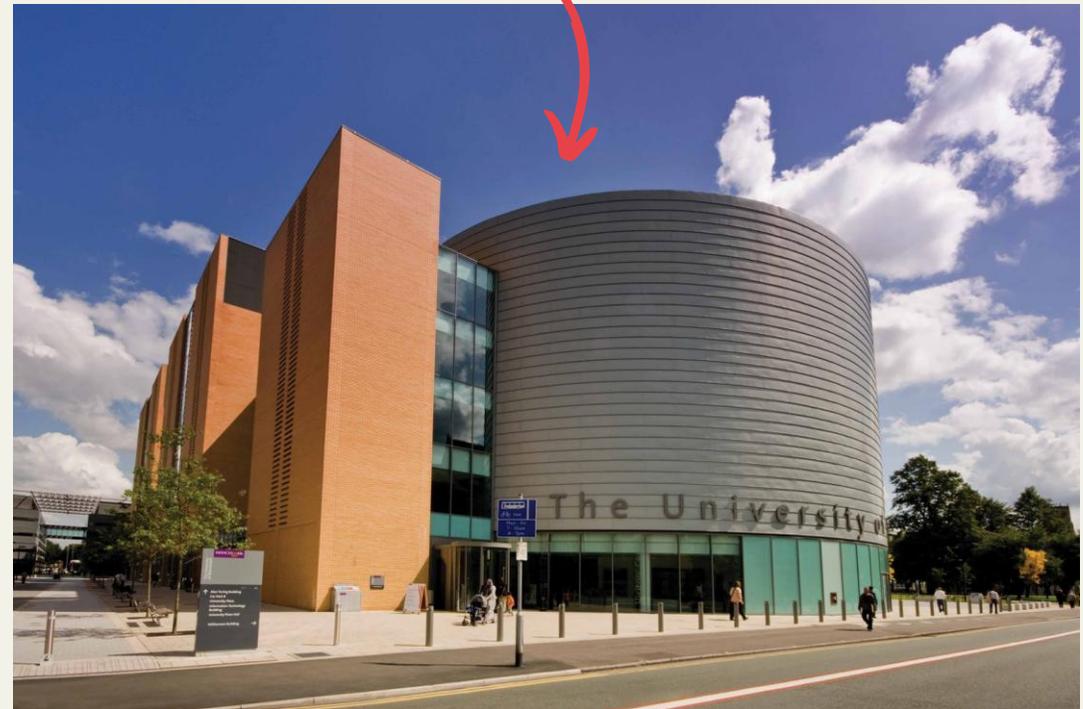
Where is the Careers Service?

📍 The Atrium, First Floor, University Place

You can contact us by:

- Email:
careers.info@manchester.ac.uk
- Booking a careers appointment through CareerConnect
- Visiting careers drop-ins

We're here on
the first floor!



Learn online with Pathways Wherever and whenever

Complete short online modules to help you build your career skills and knowledge in a topic of your choice.

They're available 24/7 on CareerConnect.

What topics do we cover?

- CV Essentials / CV checker
- Applications and Cover Letters
- Video Interview simulation with Shortlist.Me
- Visas and the UK job market for international students
- Postgraduate Study
- Psychometric Tests with GraduatesFirst



Scan here



Using AI

Guidance for Q-Step Applications

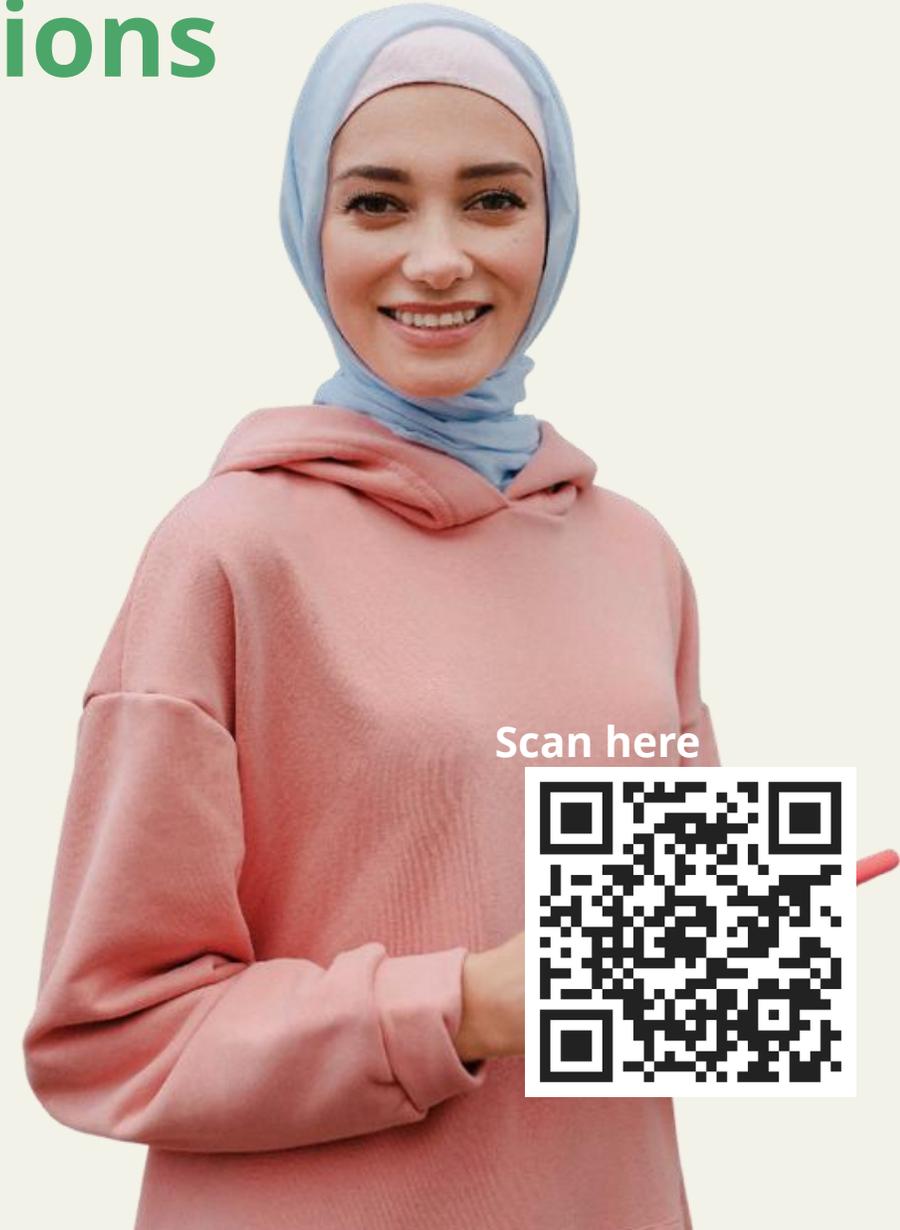
Artificial intelligence (AI) is increasingly being used in job hunting both by applicants and those hiring.

We have guidance on our website to help you:

- Use AI more effectively in your own job applications
- Explore how employers are using it in their recruitment processes

Use our free AI tools:

- CareerSet – AI CV and cover letter checker
- Shortlist.me - AI interview simulation



Scan here



Q-Step Information

Mailing List



Website



Instagram



Humanities Careers Session

Feedback

Session Name:

Q-Step CV Workshop

Presenter's Name:

Anna



THANK YOU
FOR LISTENING

Anna.Doherty@manchester.ac.uk

The bottom right portion of the slide features several parallel, diagonal lines in a light blue color, extending from the bottom left towards the top right.