



# GLOBAL LEADER INTERNSHIP

## A Resume Checklist for Applicants

cíee

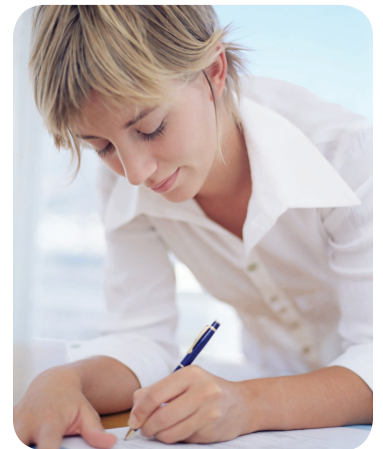


Congratulations on your decision to apply to one of the many CIEE J-1 Global Leader Internship opportunities! This worksheet should help you prepare the best possible resume for applying for a J-1 Global Leader Internship. Remember—the resume you submit now may be the only chance you get to present your qualifications, so be sure to carefully review these recommendations before submitting your application!

*Please note, the CIEE Cover Sheet is required for the consideration of your application.*

### General Suggestions

- Please submit an American style resume. Do not submit a CV.
- Your resume should be one to two pages maximum. Do not use a resume template of any kind.
- If appropriate, you should include a portfolio of your work.
- Focus on quality not quantity—your resume should be a brief summary of your skills, experience, and education.
- Formatting—PDFs or word documents are preferred. Your resume should have standard margins, and should be easy to read and understand.



### What should I **NOT** include in my resume?

- Religion
- Civil or Marriage status
- Passport numbers or expiration dates
- Emergency contacts
- Signature or date

### What should I include in my resume?

- Name as it appears in your passport
- Contact details—email, phone, skype name, address
- Statement of Purpose/Objectives—one to two sentences maximum!
- Education and Certification(s) in sequential order—university, college, or program name; dates attended; and degree/certification received
- Work experience, including previous internships or trainings that are relevant to your career goals. Briefly summarize your role and responsibilities for each—be as specific as possible!
- Languages spoken and degree of fluency
- Computer skills and languages spelled out clearly in list format
- Other hobbies and interests

