

The résumé should be in English. It should be complete, up to date, and *perfect*, with no typos or spacing errors. Use spell check! You may use the “Elegant Résumé” template in MS Word, or you may follow the format of the attached model, paying special attention to the following:

- set paper to A4, the European size
- center your name, email address and date of birth at the top of the page
- do not include a US address or telephone number; do include an e-mail address you will use during your time abroad. If you do not have one of these, go to hotmail.com or yahoo.com and sign up for one
- list work experience first, education last
- begin list of employment from most recent experience -- include internships and significant volunteer work in this category and label it "Professional"
- bold job or internship title, name of company and city
- unless the city is unknown, do not list country (“Paris, France”); however, if it could be confused with another city, do cite location (“Paris, Texas”)
- use action verbs in describing your duties and responsibilities
- give dates in years only, not months
- *do not include*
  - an “objectives” section
  - reference to fraternity or sorority activity or office held
  - reference to religious affiliation or religious or missionary work
- do not lie, but make the most of your experience -- if you answered phones you may have “handled enquiries from clients and suppliers”
- list activities (“play first oboe in Mudville Symphony Orchestra”) rather than vague interests (“enjoy playing classical music”)
- list as a separate category the *computer skills* you have, identified by program application or operating system -- *this is particularly important*
- under Education, list any relevant study pertaining to your internship area
- if possible, keep résumé to one page

### **Submitting Your CV**

Please be sure that you save the attachment in the following format: LastnameFirstname.doc (e.g. WinstonMaria.doc). You will be asked to upload your CV via EUSA’s online registration system. If you have any difficulty uploading your CV, you may email it as an attachment to [madrid@eusainternships.org](mailto:madrid@eusainternships.org).

**Maria Winston**  
maria.winston@hotmail.com  
Born: 1 January 1994

## **PROFESSIONAL**

2014            **Personal Assistant to the Director, WS Public Relations, Any City, MA**

Maintained communication and organization for director, with special emphasis on the American Airlines and Ford automobile worldwide accounts. Provided creative input for American Express pitch. Coordinated and executed office procedures including correspondence and filing systems.

2013            **Intern, Renata Ruggeri, Comunicación e Imagen, Madrid**

Conducted oral and written communication with clients. Prepared clip reports and maintained and updated clip files. Organized office filing system and organized information library.

2012 - 2013    **Teacher, International University English Academy, Any City, MA**

Provided oral and written English instruction at several levels of proficiency to young adult and professionals. Organized classes, planned lessons, tested and graded students.

2012            **Supervisor, International University Food Services, Any City, MA**

Trained and supervised new food service employees in company policies, methods and procedures. Responsible for maintaining overall levels of productivity and efficiency.

## **COMPUTER SKILLS**

MS Word, Excel and PowerPoint; FileMaker Pro; Pagemaker Pro; HTML; HotDog; Internet search skills. Familiar with Windows, UNIX and Linux operating systems.

## **EDUCATION**

B.S. in Business with minor in International Relations, World University, expected May, 2015.

Relevant courses: International Economics, Introduction to Management, Capital Markets, Financial Accounting, Managerial Accounting, International Marketing.