The curriculum vitae, or CV as it is commonly called, is the Irish equivalent of a résumé. Your CV should be complete, up to date and contain no typos or spacing errors. In other words, it should be *perfect*! You will note that it includes some information which is typically omitted from U.S. résumés, such as date of birth. Follow the format of the attached model, paying special attention to the following:

- under File > Page Setup, set paper size to A4, the European size
- center name and address at the top of the page **Please use the EUSA address given on the sample cv, DO NOT use your own address**
- under Education, list any relevant study pertaining to your internship area – it is not necessary to include full course descriptions if the title of the course is self-explanatory.
- begin list of employment from most recent experience -- include internships and significant volunteer work in this category and label it "Professional"
- if you have volunteer experience unrelated to your internship field, include it in the section "Voluntary Experience"
- 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
- *do not include* an "Objectives" section
- 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 <u>interests</u> ("enjoy playing classical music")
- list under "Skills" the computer skills you have, identified by program application or operating system, as well as languages or other technical skills
- if possible, keep your CV to one page, but do not worry if you have to extend to two pages
- Use spell check!

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 dublin@eusa-edu.com.

MARIA WINSTON
c/o EUSA – Academic Internship Programs
The Capel Building, Suite 339
Mary's Abbey, Dublin 7
phone: (01) 894 3184 email: dublin@eusa-edu.com

DATE OF BIRTH 29 December 1981

NATIONALITY U.S. Citizen

EDUCATION

Sample University
Anytown, Pennsylvania

August 2000-Present
Third Year Student, Finance
Grade Point Average 3.46 out of 4.0

Relevant Coursework

Business Communications: A
Practiced public speaking as well as written forms of correspondence for the workplace.
Legal Environment of Business: B
Studied pertinent laws that apply to business owners and employees.
Accounting I & II: B+ (both)
Studied Financial Accounting (I) and Managerial Accounting (II).
Economics I & II: A, B (respectively)
Studied economics on the Micro (I) and Macro (II) levels.

PROFESSIONAL

Sebring Police Department

Sebring, Florida
June-August 2002
Position Held **Clerk**
Answered phones and greeted visitors. Made customer service survey phone calls. Assisted the staff in various ways.

RB Property Development

Cape Clear, Florida
May-August 2002
Position Held **Intern**
Researched and prepared analysis on commercial real estate markets in four cities of equivalent size throughout the U.S. Attended meetings with clients, contractors, and local chamber of commerce.

Kappa Kappa Gamma

New Orleans, Louisiana
January-May 2002
Position Held **Vice President of Finance**
Collected monthly dues from members; wrote checks and made deposits; produced detailed monthly reports of account activity; served on Chapter Management Team.

Department of Residential Life **Sample University**	**Anytown, Pennsylvania** August 2001-May 2002; August 2000-May 2001
Position Held	**Office Assistant** Made interdepartmental deliveries and errands; picked up and sorted mail; maintained resident hall contracts and other miscellaneous files; answered phones, assisted residents, made copies, and sent faxes.
Cape Grill	**Cape Clear, Florida** June-August 2001
Position Held	**Hostess** Greeted and seated guests; took room service and to-go orders; assisted servers when necessary; kept dining room tidy.
Big Bad Telephone Corporation	**Pensacola, Florida** January-July 2000
Position Held	**File Clerk** Maintained vendor and employee files, accounts payable and receivable records, and check records; made copies; stuffed envelopes; performed other various office duties.

VOLUNTARY EXPERIENCE

Junior Achievement	**New Orleans, Louisiana** February-April 2001
Position Held	**Teacher** Taught business concepts to third grade students at a local elementary school.

SKILLS

Proficient in Microsoft Word and Excel, Adobe In Design, and internet navigation.
Typing speed of approximately 50 wpm.
Conversational French.
Experience with fax machines, photocopiers, and switchboards.

INTERESTS

Skiing, needlepoint, Irish dancing.

REFERENCES

Available upon request.