



E U S A

CV INSTRUCTIONS · DUBLIN

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, phone and email given on the sample cv, DO NOT use your own details****
- 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 the 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 interests ("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@eusainternships.org.

MARIA WINSTON
c/o EUSA – Academic Internship Programs
The Capel Building, Suite 335,
Mary's Abbey, Dublin 7
phone: (01) 894 3184 email: dublin@eusainternships.org

DATE OF BIRTH 29 December 1991

NATIONALITY U.S. Citizen

EDUCATION

Sample University August 2010–Present
Anytown, Pennsylvania 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 2012

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 2012

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 2012

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.

Dept of Residential Life Sample University

Position Held

Anytown, Pennsylvania

August 2011–May 2012, August 2010–May 2011

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 |
| Position Held | June–August 2011
Hostess
Greeted and seated guests; took room service and to-go orders; assisted servers when necessary; kept dining room tidy. |
| Big Bad Telephone Co | Pensacola, Florida |
| Position Held | January–July 2010
File Clerk
Maintained vendor and employee files, accounts payable and receivable records, and check records; made copies; stuffed envelopes; performed various other office duties. |

VOLUNTARY EXPERIENCE

- | | |
|---------------------------|---|
| Junior Achievement | New Orleans, Louisiana |
| Position Held | February–April 2011
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.
Experience with fax machines, photocopy machines, and switchboards.

INTERESTS

Skiing, needlepoint, Irish dancing.

REFERENCES

Available upon request.