



EUSA

RÉSUMÉ INSTRUCTIONS · PRAGUE

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, date of birth, and nationality at the top of the page
- Do not include an US address or telephone number; please use the EUSA email address given on the sample CV
- 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”
- **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
 - 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 your skills as a separate category – particularly your computer skills, see the sample CV
- **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 prague@eusainternships.org.



E U S A

Maria Winston

Email: prague@eusainternships.org

Born: 1 January 1994

Nationality: U.S. citizen

EDUCATION B.S. in Business with minor in International Relations, World University, Third Year Student

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

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.

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

LANGUAGES English – native, German – intermediate, Spanish – fluent, Japanese – beginner

INTERESTS Skiing, piano playing, blogging