

The curriculum vitae, or CV as it is commonly called, is the European equivalent of a résumé. The CV 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:

- center name and address at top; please do not list your e-mail address on the CV. If you want an internship in Public Health, please add your date of birth.
- list education first, then work experience
- outline your academic experience; under “Education,” list any class, any relevant study, any relevant paper pertaining to your internship area
- begin list of employment from most recent experience, list as “Work Experience” (list internships too)
- list any volunteer/community service work (including relevant experience from secondary) and label it “Activities.”
- bold months and dates, name of company and city
- give dates in months and years, ex. July 2002-September 2002
- use action verbs in describing your duties and responsibilities
- do not lie, but make the most of your experience – if you answered phones you may have “handled enquiries from clients and suppliers”
- list skills (“play first oboe in Mudville Symphony Orchestra”) rather than vague interests (“enjoy playing classical music”)
- list *computer skills* you have, identified by program application or operating system
- list your language skills – *this is particularly important*
- if needed, a cv can extend to two pages in Geneva

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 geneva@eusa-edu.com.

Maria Winston
123 Market Street
Any City, MA 12345
(336) 555-3456

EDUCATION

1999-PRESENT International University, Any City, MA

Major: Business

Concentration: Marketing

Overall GPA: 3.43/4.0

Relevant Course Work: International Economics, Introduction to Management, Capital Markets, Financial Accounting, Managerial Accounting, International Marketing

Related Projects:

Critiqued management philosophy and company values by interviewing managers within one company within a team to apply operational behavior concepts to real world situations and to practice team dynamics. Analyzed and compared within a team one company's financial statements, accounting methods, and strategies to the industry and its competitors to measure its profitability and liquidity by calculating important ratios

**WORK
EXPERIENCE**

July 2003-PRESENT Staples, Any City, MA

Sales Associate

Handled enquiries from clients and suppliers

Operated cash register and restocked inventory

May 2002-August 2002 Bluewater Leisure Center, Any City, MA

Recruiter, Account Manager, Swim Instructor

Managed company accounts and marketed services to recruit clients and employees

Instructed children from ages 2-13 in swimming skills of various difficulties

May 1999-August 2001 LPS Benefits, Any City, MA

Assistant to President

Brokerage firm selling insurance policies to individuals within corporations and business settings

Converted Excel-based system to Approach-based system increasing efficiency by 50%

ACTIVITIES

March 2001-PRESENT School of Management Honor Society

Served as peer tutor for other students in School of Management in courses taken previously

**INTERESTS
AND SKILLS**

Proficient in Microsoft Windows, Word, Excel, PowerPoint, Access, Basic HTML, UNIX, FTP, MSDOS

Basic French

Red Cross CPR for the Professional Rescuer, Lifeguard, and Community First Aid and Safety

Play first oboe in Any City Symphony Orchestra