Your Name

**PHOTO
 REQUIRED**

Address: *(Street, City, Country)*

Telephone Number: *(Country code)*

Skype ID:

E-mail:

Date of Birth: *(MM,DD,YYYY)*Place of Birth: *(City, Country)*

Gender:

### Country of Citizenship: Country of Residence:

**OBJECTIVE**

*(Summarize in a sentence or two your current Work and Travel goals. Target this statement to the*

*specific position and industry which you are interested in.)*

Ex. “Creative, innovative and motivated business graduate with strong communication skills,

seeking an 18-month business traineeship within a U.S. company. Seeking to broaden business

expertise, which can be applied to my future career in France.”

**EDUCATION**

*List names of academic institutions, universities, language schools, technical schools attended, both*

##### *past and present, if applicable.*

##### Institution Name:

Location: *(City, Country)* Institution start date: *(MM/YY)*

Graduation/Expected graduation date: *(MM/YY)*

Field of Study:

##### Institution Name:

Location: *(City, Country)* Institution start date: *(MM/YY)*

Graduation/Expected graduation date: *(MM/YY)*

Field of Study:

**Classes Taken at School/University Relevant to Desired Training:**

**EXPERIENCE**

*List your work history or previous internship experience (chronologically beginning with most*

##### *recent experience) that is relevant to your background and the type of internship you are seeking.*

##### Company Name:

Position: Location: *(City, Country)*

Duration: From *(MM/YY)* to *(MM/YY)* Total Number of Months:

Tasks/Responsibilities:

##### Company Name

Position: Location: *(City, Country)*

Duration: From *(MM/YY)* to *(MM/YY)* Total Number of Months:

Tasks/Responsibilities:

##### Company Name

Position: Location: *(City, Country)*

Duration: From *(MM/YY)* to *(MM/YY)* Total Number of Months:

Tasks/Responsibilities:

**SKILLS/QUALIFICATIONS**

*Include all computer/technical skills, language ability, certifications, memberships to professional*

*organizations, international or previous US Work and Travel experience or other skills relevant to*

*the industry in which you are seeking an internship.*

*f.e.*

Languages & Level: *(e.g., Beginner, Intermediate, Fluent, Bi-lingual, Native)*

Computer Skills:

Special Awards/Honors/Certifications:

**ACTIVITIES & INTERESTS**

*List any current hobbies or interests if applicable*