



### **Preparing a CV/Résumé for an EPA Internship**

The EPA Internship in Europe program requires students to submit a CV as part of the application process. The European CV is very similar to the American résumé. When potential employers review a student's résumé, they want to know whether or not the student has the skills and experience necessary for the internship position.

When you are writing the CV, it's good to step back and look at it from the employer's perspective. Think about the skills and experience that are necessary for the position, and then write your CV to highlight these. If you are applying for a political science internship for instance, the research work you did for a professor, or any political involvement that you've had should definitely be listed. You should also include relevant classes that you have taken and class projects that you have done. The reviewer cares far more about the fact that you have the essential experience than whether or not you've been paid for the experience. We also recommend that the unpaid positions be listed alongside the paid positions. There is no need to differentiate between the two at this point in your career.

#### **When Writing the CV:**

- Change the print format from US Letter size to A4 if possible.
- MacOS: Page Set-Up/Size; Windows: Page Layout/Size
- Save the document in PDF format. (If you cannot figure out how to change the page format to A4, this will at least hold the formatting in place.)
- Order the presentation so that the most significant, goal-directed information comes first.
- Use well-crafted headlines to inform readers of the content presented and to reinforce field and position-focused goals.
- Include a Summary of Qualifications that projects knowledge of self and knowledge of the field of interest using appropriate terminology and field-focused phrases.
- List responsibilities and skills for each position.
- Remember to include volunteer experience and relevant coursework or projects.
- Briefly list selected courses, academic accomplishments, and co-curricular activities.
- Stay away from listing athletic, religious, or social organization unless they are relevant to the position.
- Explain in short notes what certain organizations, awards, and acronyms stand for. Remember that Europeans may not be familiar with the abbreviations and acronyms that Americans use.
  - Instead of "Dean's List" use "Dean's List for Academic Achievement".
  - Refer to Greek Sororities and Fraternities as "Social Organizations".
  - Define Professional Organizations if related to your career.
- Spell out states and other common U.S. abbreviations that are not self-evident abroad.
- Remember to include the descriptions of your most relevant experience in the cover letter as well as the CV. You never know which one the employer is going to read more thoroughly.

**Please use the CV Template or a similar one.**

**Save as a PDF in A4 format.**