



IEE Resume Form for J-1 Internships/Work and Travel

**PHOTO
REQUIRED**

NAME (Surname, First Name) _____
 Permanent Address: _____
 Telephone Number: _____
 Skype ID: _____
 E-mail: _____
 Date of Birth: ____/____/____
 Gender: ____ Male ____ Female
 Program Type: ____ Work & Travel ____ Internship ____ Training ____
 Desired Field of Training: _____
 Date available to start training: ____/____/____
 Length of Program desired: _____ (up to 12 months)
 Agency (if any, in your country): _____

Video Introduction: Insert your video introduction here. You may use SKYPE or U-Tube or any other similar service.

Training Objectives

Education

Institution Name: _____
 Location(city, country): _____ Institution start date: ____/____/____
 Graduation/Expected graduation date: ____/____/____
 Field of Study: _____
 Current Status(1st year, 2nd year, 3rd year, final): _____

Institution Name: _____
 Location(city, country): _____ Institution start date: ____/____/____
 Graduation/Expected graduation date: ____/____/____
 Field of Study: _____
 Current Status(1st year, 2nd year, 3rd year, final): _____

Institution Name: _____
 Location(city, country): _____ Institution start date: ____/____/____
 Graduation/Expected graduation date: ____/____/____
 Field of Study: _____
 Current Status(1st year, 2nd year, 3rd year, final): _____

Classes Taken at School/University Relevant to Desired Training:

Work Experience

Company Name: _____
 Position: _____ Location (city, country): _____
 Dates of Employment: ____/____/____ to ____/____/____
 Tasks/Responsibilities: _____

Company Name: _____
 Position: _____ Location(city, country): _____
 Dates of Employment: ____/____/____ to ____/____/____
 Tasks/Responsibilities: _____

Company Name: _____

Position: _____ Location(city, country): _____

Dates of Employment: ____/____/____ to ____/____/____

Tasks/Responsibilities: _____

Skills/Qualifications

Languages & Level: _____

Computer Skills: _____

Special Awards/Honors/Certifications: _____

Personal Skills: _____

Activities & interests:

Cover Letter: