

Requisitos generales y que son importantes de recordar para el proceso de postulación:

- **Todos los documentos deben ser diligenciados a computador, ningún documento diligenciado a mano será aceptado.**
- **La carta de motivación/presentación - debe ser dirigida al empleador.**
- **No es permitido entrar en contacto con los Empleadores antes de la aceptación.**

Switzerland

Document	Is it needed?	
Form 0 (copy of the offer)	no	
Student Nominated	yes	
CV	yes	
Cover Letter	yes	
List of subjects	yes	
Transcript of Records	yes	
Language Certificate	yes	
Certificate of Enrollment (CoE)	For the nomination process	yes
	For all the internship period	yes
Reference letter(s)	If possible	
Scan of the Passport	yes	
Photography	yes, Best within CV	
Health Certificate	no	
Others: 1. Compulsory internship letter for non-European passport holders (including RO, HR, BG) 2. 3.		
Hard copy	no	
Address to send hard copies (if needed): -	Number of hard copies required (if needed) -	

Croatia

Document		Is it needed?
Form 0 (copy of the offer) (1)		yes
Student Nominated (2)		yes
CV (4)		yes
Cover Letter (5)		yes
List of subjects		no
Transcript of Records (7)		yes
Language Certificate (8)		yes.
Certificate of Enrollment (CoE) (6)	For the nomination process	
	For all the internship period	Yes
Reference letter(s) (9)		(Recomended)
Scan of the Passport (in color, both sides) (3)		yes
Photography		no
Health Certificate		no
Others: 1. Student nominated form as a separate file in word 2		yes
Hard copy		
Address to send hard copies (if needed):		Number of hard copies required (if needed)

IAESTE – CV Guidelines

Purpose: These are general guidelines concerning the structure and the content for CV to IAESTE Employers. They are recommended in order to standardise the content and quality of CV across IAESTE.

General things for a student to think about:

- The purpose of a CV is to allow an employer to gain an insight of who you are: your achievements, skills, qualifications and work history to date.
- To establish if you will be of benefit to the company and to the position you are applying for.
- Always check your spelling and grammar when you finish!

Always check if the country where you apply has any specific requirements for CV!

YOUR NAME (bold/font size 16)

Your full address and postcode (you can put it on one line to save space)

Tel: 01111111 333 222 (mobile) 01294 123456 (home)

Email: use a professional sounding email address

PERSONAL PROFILE or CAREER OBJECTIVE (optional)

Only 4 to 5 lines (maximum). When these work, they can be highly effective but when they don't, they can be indecisive and vague, without meaning and a waste of space! If you want to include one, make sure it is effective and sells you successfully. Include personal qualities, skills and personal strengths and make sure your claims are specific and substantiated. If using "Career Objective" then be sure it's targeted to the job and to the company.

EDUCATION AND QUALIFICATIONS (in reverse chronological order)

University of Bradford

Year – Year

Your exact course title e.g. Bachelor of Science, Electrical Engineering

Final Year Project:

"Telecommunication networks R&D" – You may use up to 4/5 lines if relevant.

Modules included: – Average 68%

Name of Module, Name of Module, etc but try to put in order of importance and no need to list all.

You can add in individual results if you think it helpful

Awarded the "Name of Prize/Award" for best overall student?

Name of School, Town or City (and Country if applying overseas)

Year – Year

GCE A Levels: Subject (Grade), Subject (Grade), Subject (Grade) and Subject (Grade)

GCE AS Levels: Subject (Grade) and Subject (Grade) (if grades are poor then leave out)

Name of School, Town or City (and Country if applying overseas)

Year – Year

GCSEs: 9 subjects (3As, 4Bs and 2Cs) including Mathematics, English and French

EMPLOYMENT HISTORY or WORK EXPERIENCE (in reverse chronological order)

Name of Company/Organisation, Town or City (Country?)

Month Year – Month Year

Job Title

- Be specific – tell them what you did, roles and responsibilities and the skills you have developed. Avoid writing vague statements that may sound good but provide no specific information.
- Use action verbs and quantify and qualify your statements – see examples below.
- “Handling and resolving up to 100 customer queries per day which enhanced and improved my communication skills, particularly the ability to professionally handle difficult customers.”
- “Responsible for a project worth £10K and led and managed a team of 10 staff.”
- Keep checking that what you’ve written is fully targeted to the job and to the company
- If you have any particular achievements then do mention them. If several then you could have a separate section on your CV. Employers like specifics.

Name of Company/Organisation, Town or City (Country?)

Month Year – Month Year

Job Title

- The bullet points above are still applicable but try to highlight different skills and don’t repeat the same ones as above.
- Use the correct tense – past tense for previous jobs and present tense for current jobs.
- If the job is relevant to the one you are applying, give more details on responsibilities, however if it’s not that relevant, you may want to concentrate on the skills gained.

VOLUNTARY WORK EXPERIENCE (in reverse chronological order and only if relevant)

Organisation/Company Name, Town or City (Country?)

Month Year – Month Year

Job Title

- Same notes as above; keep checking that what you’ve written is fully targeted to the job and to the company
- “Raised £1K for Cancer Research by organising . . .”

IT / COMPUTING SKILLS OR TECHNICAL SKILLS

- Can be useful as a separate section or you can include in the additional skills section below
- Name the specific packages that you can use and indicate the level of competency. The following are examples only.
- “Highly competent with Microsoft Office 2007/XP (Word, Access, Excel & PowerPoint)”
- “Competent user of the Internet and use extensively for project research and information gathering.”

ADDITIONAL SKILLS

Key Competencies/Skills Profile

- Choose the skills that most closely match the career area or the job applied for e.g. teamwork, problem solving, analytical skills, customer service, planning and organising.
- e.g. Teamwork – From your education, work experience and leisure pursuits, pick out the best examples of when you have demonstrated team working skills. Get down to specifics rather than writing at a general level. Pick a key aspect or incident within each scenario that demonstrates the skill, rather than trying to tell the whole story.
- e.g. Communication - Be specific as there are several ways you can communicate! e.g. from one-to-one telephone calls to group or individual presentations to audiences of over 100 people!

Languages

- Depends on the job and your competency, useful to add but do state the level of your skills

ACTIVITIES AND INTERESTS

Positions of Responsibility (could also go into sections above or even as a separate section)

- President of the Economics Society – write down what you do/did and the skills gained
- Class/Year Representative - write down what you do/did and the skills gained

Voluntary Work (you may want to put it here if more appropriate than above)

Leisure Interests

- Society memberships, outside interests, sports (a section on its own if you are very active in sports and take part at competitive levels but useful to say how often you do something and with whom (county/university/local league).
- Keep brief but show a balance between the active and passive, group and individual pursuits.

REFERENCES

It is acceptable to put “Names and addresses of 2 referees will be made available upon request”. If you have space, give name, title, full address, telephone and email contacts (usually one academic and one employer – ideally not GPs, friends or family!)

IAESTE – recommended format for Covering Letter

Purpose: These are guidelines for a structure and content for covering letters to IAESTE Employers. They are recommended in order to standardise the content and quality of covering letters across IAESTE.

General things for student to think about:

- This is the only personalised part of your application, so, make it specific to the employer you are applying to.
- View the covering letter as an electronic interview. Remember that this is your opportunity to convince your supervisor that you are able to do the work and that you will be the best candidate – really sell yourself by highlighting your best experience/qualifications.
- Always check your spelling and grammar when you finish!

** Indicates that the paragraph is essential to the letter.*

Student Address (if possible)

Employer Address (if possible)

Dear Name of person in charge if known OR Sir or Madam (*NB. be careful to use both unless you are certain that the person is male or female*)

** Paragraph 1:* Introduce self, and what you study, e.g. I am a fourth year student at the University of Edinburgh, studying Mechanical Engineering Msc.

** Paragraph 2:* Say why you are interested in this position, show that you have done some research into the employer's background and work; highlight things that interested you in the work offered and anything else that you would be particularly interested in working on whilst you are on placement. Show a genuine interest and enthusiasm for the position for which you are applying.

** Paragraph 3:* Why are you perfect for this position? Give examples of your specific experience which prove that you are qualified to do the work offered. What relevant courses have you studied? Have you worked on any projects that are relevant? Describe any relevant work experience and link the skills gained from this to the placement you are interested in.

** Paragraph 4:* If there are any other requirements or languages necessary, make sure that you mention what you can offer in relation to these things and clearly state the level you are at in each requirement. Also state your level/experience of technical English. *NB. If there is a requirement on the Offer form that you cannot fulfill, tell the employer what you can offer instead or tell them what you are willing to learn in advance of the placement.*

Paragraph 5: Tell the employer how this relates to future plans for study or work and/or your interests.

Paragraph 6: Tell the employer what appeals to you about the country/city you will be working in and why you are interested in going there. Show that you have done research into the country and area. *NB. It is best not to mention any politically sensitive history.*

Paragraph 7: Give any other examples of experience or skills that you feel are important to mention or that also prove that you are qualified for the work offered. Describe extra-curricular activities e.g. sports or awards. Always explain what you have developed from each activity e.g. time management skills, teamwork, initiative, commitment, independence.

** Paragraph 8:* Finish the letter with a paragraph saying that you are looking forward to hearing from the employer soon and would like to thank them for reading the letter.

Yours sincerely /Yours faithfully,

NB. If you started with the person's name, you should use "Yours sincerely" and if you started with "Sir or Madam", you should use "Yours faithfully".

Student's name, Student's contact details