

CV WRITING AND FORMAT GUIDE

PURPOSE

IEU provides an international standard format to ensure that all CVs maintain a professional and consistent look, and reduce the amount of time it takes recruiters to find relevant information about students. This standard format is highly valued by recruiters; therefore, we encourage IEU students to follow it.

FORMATTING

- Keeping uniformity in the format generates a good first impression.
- Recommended Font: Calibri, Cambria or Arial.
- Indentation:
 - The sections and University names, degrees, company names, position titles, and content should be aligned to the left side.
 - Location and dates should be aligned to the right side with dates falling under location.
 - Bullet points are aligned directly below the first letter of the job title/ degree/etc.

EXAMPLE:

EDUCATION	
IE UNIVERSITY (IEU)	Madrid, Spain
Dual Bachelor in Philosophy, Politics, Law & Economics and Data & Business Analytics	Expected: July 2029
• GPA: X.XX/10.00. Ranked X among graduating class • Awarded Fellowship/Academic Excellence Scholarship • Relevant subjects taken include (optional):	
THE AMERICAN SCHOOL IN ENGLAND	Surrey, UK
International Baccalaureate (IB)	Graduated: June 2024

PERSONAL INFORMATION SECTION

- The information in this top section should be centered, with the name capitalized in bold.
- Your current location is the only one that should be indicated (example: Madrid, Spain). You may also add a second location (e.g., Madrid, Spain / Rome, Italy) if you have a residence there and are interested in applying for opportunities in that market as well.
- Students should only list their current (Spanish or other reachable) phone number, always indicating the prefix before the number (example: +34).
- E-mail can either be your IE student email or a personal account, as long as it is professional and you check it regularly.
- Optional:
 - Work Permits (if applicable and advantageous)
 - Eligible to sign internship agreement via IE University

SUMMARY

A Summary is a short paragraph in which students can explain who they are, what they are interested in and from when they are available. [Check for ideas here](#)

EDUCATION SECTION

- The education section is listed before professional experience.
- All degrees must be in internationally recognized formats (i.e., BS= Bachelor of Science, etc).
- The GPA can be listed if it is 3.5 or higher on a 4.0 scale / more than 7.5 on Spanish scale (or comparable, on a different scale). These guidelines are based on feedback provided by recruiters.
- Honors, scholarships, relevant subjects and grade point average (GPA) may be listed underneath the degree title using bullet point formatting in this section. Latin words (example: *Magna Cum Laude*) should be italicized.

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EXPERIENCE SECTION

- All experience should be in reverse chronological order, with the most recent experience listed first.
- If the company-in-question is not well known, you can include the sector next to the company name.
- When you indicate the internship/job, don't just write "Intern" or "Internship", try to put at least a descriptive word (i.e., Marketing Intern or Intern in Marketing department).
- One line space should separate each employment experience. It is not necessary to repeat the company name line when listing multiple positions within the same organization.
- **VERY IMPORTANT:** The IEU CV is **results-driven**. Each bullet point should start with an **action verb and highlight an accomplishment/outcome**. You can see some examples [here](#)
- For experiences that have already finished, the phrases should start with an action verb in the past tense. If the experience is currently taking place, use a verb in the present tense (ie: Organizing events ...).
- Indicate dates of employment in terms of month and year (i.e., May – August 2026). Do not write out dates in numerical format (i.e., 3/2026—8/2026).
- Prioritize and order bullet points to highlight attributes that will be most important to the recruiters you wish to impress.
- Use the third person to describe actions taken. **First person should never be used**. For example, "I led 2 projects..., my company,," The proper way to state this would be "Led 2 projects... the Company"
- Bullet points should be no more than two lines long.

EXAMPLE:

EXPERIENCE

IEU FINANCE CLUB - *Student-led Financial Networking Group*

Madrid, Spain

President and Co-Founder

September 2024 - Present

- Use the WHO Method to write each bullet = What you did/How you did it/Outcome (start with a strong action verb).
- Inviting 6 guest speakers and organizing finance events by coordinating logistics, engaging 100+ students.
- Organizing finance events (Madrid Stock Exchange trip, Financial Modelling workshops, career talks, CV sessions) by securing venues and recruiters, enhancing student career readiness.

INVESTEAM ADVISING - *Mergers and Acquisitions firm*

London, UK

Finance Shadowing Intern

May 2026

- Analyzed asset evaluation and due diligence methods through hands-on training in Bloomberg Terminal, gaining M&A expertise.
- Carried out financial modelling and multiple valuations (trading and comparable transactions) in Excel.

ARCANO GROUP - *Boutique Investment Bank*

Madrid, Spain

Project Collaborator (through IEU Finance Lab)

January - June 2025

- Compiled financial information in order to improve analysis of the percentage of companies invested in Spanish securities and received introduction to Bloomberg.
- Collaborated in the creation process of a future real estate portfolio for the company, along with 5 other group members.

EXTRACURRICULAR ACTIVITIES/ FURTHER EXPERIENCE SECTION

- If you didn't add before this information as a Relevant experience (in previous section), you can include in here any of the following activities: Volunteer work, Clubs, Labs, and other relevant information that is not considered as Professional Experience.
- Information should be organized by subsections.

EXAMPLE:

EXTRACURRICULAR ACTIVITIES

- **Company Name - IEU Young Corporate Program:** Selected among xx other IEU Students to attend company insight activity. Current candidate for mentoring and internship. (Madrid, Spain, March 2025)
- **IE University Brand Ambassador Coordinator:** Coordinating 80 student ambassadors from over 20 countries, who collaborate during school fairs for future students. Presenting to large audiences in both English and Spanish (Madrid, Spain. 2024 – Present).
- **Volunteered for Aid le Monde NGO:** Collaborated in the construction of a library and houses for an indigenous population living close to the jungle (Mexico City, Mexico. July 2023).
- **Representative of Model United Nations:** Participated as a delegate in 8 different MUN Conferences, debating on topics including human rights and refugees (Norway, Belgium, India and Mexico. 2022-2023).
- **English private lessons teaching** (2022-2024).

LANGUAGES

- All languages and their respective levels must be stated, even if only one language is spoken.
- You may use the following language levels to indicate the most appropriate level:
 - Native (at least one native language must be specified).
 - Bilingual (for those who have resided in another country or who were raised in another language).
 - Fluent or Advanced (for those who can work in another language).
 - Intermediate or Conversational (for those who have studied a language but who are not fluent).
 - Beginner or Basic (for those who have minimal knowledge of a language).
- Each language level can be complemented with supporting detail that explains your level: (#) years

academic study, daily professional/personal use since (*year*), TOEFL score, Language certificate from a language institute.

* In the CV template for Early Career Students (junior students), there is a dedicated *Languages* section. In the CV template for Job Market Ready Students (senior students), language skills are included within the *Additional Information* section

ADDITIONAL INFORMATION

- Computer skills must be reflected in this section and any courses or certificates you have regarding these skills.
- Other courses: If there are any additional courses or seminars that you have not included in previous sections, you can include them here. Example: **Other courses:** Creative Marketing (IEU, 2024).
- Interests/ Hobbies: This subsection allows recruiters to get an insight into the personality, interests, and character of the candidate. Highlight hobbies, interests, and experiences that honestly reflect who you are and can serve as interesting conversation starters in an interview situation.

ADDITIONAL INFORMATION

- **Computer Skills:** Advanced user of MS Office and Mac, video editing software, social media networks.
- **Other courses:** Financial Modeling with Excel (IEU, February 2026), Creative Marketing (IEU, 2024).
- **Interests:** Avid chess player (2022 Chess Champion for Madrid).