

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: 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 Bachelor in Business Administration (BBA) <ul style="list-style-type: none">• GPA: 8.00/10.00. Ranked 1st among graduating class• Awarded Fellowship/Academic Excellence Scholarship	Madrid, Spain Expected: July 2020
THE AMERICAN SCHOOL IN ENGLAND –TASIS International Baccalaureate (IB)	Surrey, UK Graduated: 2016

**While it is acceptable to have a two page CV in some countries, business schools cap the length of the student CVs at one page. Students are encouraged to use the full page, and avoid leaving white space at the bottom.*

NAME/ADDRESS

- 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).
- Students should only list their current (Spanish or other reachable) phone numbers, always indicating the prefix before the number (example: +34).
- E-mail can either be your IE student email or a personal account, so 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

PROFESSIONAL SUMMARY /PROFESSIONAL OBJECTIVE / DESIRED POSITION (SELECT ONE TITLE)

A Professional Summary is a short paragraph in which students can explain who they are, what they are interested in and from when they are available. EXAMPLE:

<p style="text-align: center;">JUAN PEREZ RODRIGUEZ Madrid, Spain (+34) 123456789 name.lastname@student.ie.edu Work Permits (if applicable and advantageous)</p> <hr/> <p>PROFESSIONAL SUMMARY/PROFESSIONAL OBJECTIVE/ DESIRED POSITION (Select one title)</p> <p>Motivated self-starter with experience in Marketing and Customer Relations. Proven ability to work with difficult situations and provide a high level of service to clients. Looking for summer internship. Available from June 2019.</p>

EDUCATION SECTION

- The education section is listed before professional experience.
- All degree titles must be correctly translated into English.
- All degrees must be in internationally recognized formats (i.e., BS= Bachelor of Science, etc).
- Honors, student leadership positions 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.
- 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.

EXAMPLE:

<p>EDUCATION</p> <p>IE UNIVERSITY Bachelor in Business Administration (BBA)</p> <ul style="list-style-type: none">• GPA: 8.00/10.00. Ranked 1st among graduating class• Awarded Fellowship/Academic Excellence Scholarship <p>THE AMERICAN SCHOOL IN ENGLAND –TASIS International Baccalaureate (IB)</p>	<p style="text-align: right;">Madrid, Spain Expected: July 2020</p> <p style="text-align: right;">Surrey, UK Graduated: 2016</p>
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PROFESSIONAL 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).
- **VERY IMPORTANT:** The IEU CV is **results-driven**. Each bullet point should start with an **action verb (see the example list of action verbs below) and highlight an accomplishment.**
<http://career.opcd.wfu.edu/files/2011/05/Action-Verbs-for-Resumes.pdf>
- For experiences that have already finished, the phrases should start with an action verb in the past tense. If the experience is actual, use a noun or a verb in the present tense (ie: Organization of events / Organizing events ...).
- Indicate dates of employment in terms of month and year (i.e., May – August 2018). Do not write out dates in numerical format (i.e., 3/2018–8/2018).
- 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 to three lines long.
- 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.

EXAMPLE:

RELEVANT EXPERIENCE	
IEU Finance Club	Madrid, Spain
President and Co-Founder	September 2016 - Present
<ul style="list-style-type: none"> • Invitation of speakers and organized finance-related talks, events and workshops. • Organization of events such as: Trip to Madrid Stock Exchange, Financial Modelling Workshops, talk “Finance careers in Europe”, CV and Interview session with professional recruiters. 	
Investeam Advising - Mergers and Acquisitions firm	London, UK
Shadowing and Internship	May 2017
<ul style="list-style-type: none"> • Participated in an insight into the principal methods of company asset evaluation and due diligence. • Carried out financial modelling and multiple valuation (trading and comparable transactions). 	
Arcano Group – Boutique Investment Bank	Madrid, Spain
Participant of IEU Finance Lab	December 2016 - June 2016
<ul style="list-style-type: none"> • Put together financial information in order to improve analysis of the percentage companies invested in Spanish securities and received introduction to Bloomberg. • Collaborated in the creation process of a future real estate portfolio for the company. 	

**You can choose to put either professional or relevant experience depending on which sector you will be applying...and which previous experience you’ve had before.*

CO-CURRICULAR 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:

CO-CURRICULAR ACTIVITIES/FURTHER EXPERIENCE (Choose or write another relevant title)
<ul style="list-style-type: none"> • IE University Brand Ambassador Coordinator: Coordination of 80 student ambassadors from over 20 countries, who collaborate during school fairs and workshops for future students. Presentation to large audiences in both English and Spanish (Madrid, Spain. September 2016 – Present). • Volunteer Work: Collaborated in the construction of a library and houses for an indigenous population living close to the jungle, with Aid le monde NGO (Mexico City, Mexico. July 2015). • 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. 2015-2016). • English private lessons teaching (2013-2015).

LANGUAGE LEVELS

- 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.

EXAMPLE:

LANGUAGES

Spanish (Native). **English** (Fluent, 3 years daily use).

*if you don't have enough space, you can move the Language section to "Additional information" in the first bullet point.

ADDITIONAL INFORMATION SECTION

- Computer skills must be reflected in this section and any courses or certificates you have regarding these skills.
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 (2015, 25 hours).
- 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.
- Awards/Accomplishments.

EXAMPLE:

ADDITIONAL INFORMATION

- **Languages:** Spanish (Native). English (Fluent, 3 years daily use).
- **Computer Skills:** Advanced user of MS Office and Mac, video editing software, social media networks.
- **Other courses:** Social Entrepreneurship seminar at IE University (February 2016); Creative Marketing (2015, 25 hours).
- **Hobbies:** Avid chess player (2014 Chess Champion for Madrid).