



IAESTE

NORTHERN IRELAND

WORK. EXPERIENCE. DISCOVER.



- The International Association for the Exchange of Students for Technical Experience
- Paid, international work experience with top employers from 6 – 52 weeks
- In over 80 countries worldwide, with over 3000 students participating each year
- Reciprocal Exchange: each country responsible for raising placements for trainees to come to their country

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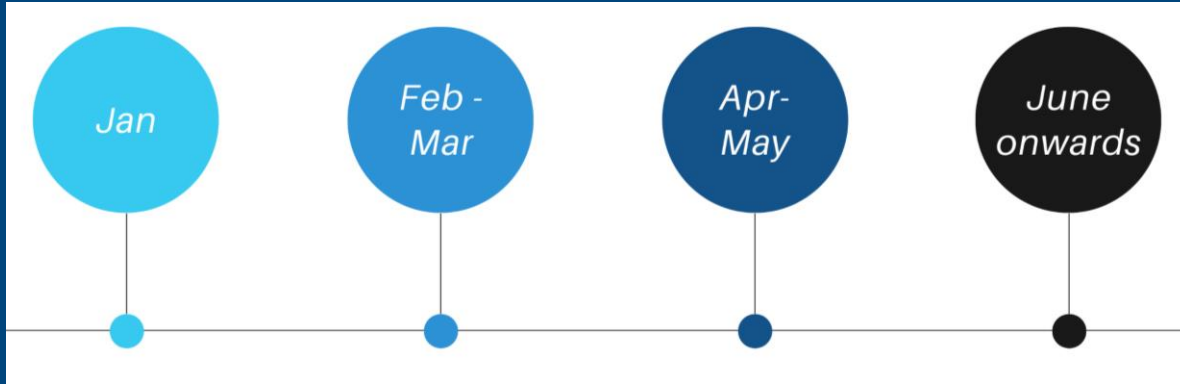
2020/21 TIMELINE

Jan.2021: Full Registration – documents and £10 + vat fee

End of Jan. 2021: Job Exchange – last year 5000+ jobs exchanged

Feb. 2021: ***ROUND 1*** We send offers to students – if assigned to you – you will be the **ONLY** applicant in the world – £200 fee - 90% acceptance rate

Mid – March onwards: *** ROUND 2*** many offers available – you will be the only applicant from the UK – average 6 applicants worldwide – NI high acceptance rate – 1 in 2 - £200 fee when accepted



The key to success is being prepared and moving fast



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**Your NOMINATION
PACK - this is what
the international
employer will
judge you on -
Make It Count!**

Typically 8-9 pages in total

**1
2**

*OFFER FORM &
NOMINATION FORM*

Both available on the Exchange Platform - you just need to sign #2

3

COVER LETTER

Tailor this to the company and the job offer - show you MATCH what they are looking for - see our guidelines for cover letter

4

CV/RESUME

Professional looking - with photo - one page is fine - tailor it- don't include restaurant/retail

**5
6**

*UNIVERSITY
ENROLMENT &
TRANSCRIPT*

Enrolment Letter from Student Guidance Centre - Download your Transcript - stamped

7

*TUTOR
RECOMMENDATION*

Use our template - take the time to explain what you want the recommendation for

- It will be read by a human not a machine
- Professional looking – stand out from the crowd
- Reflect you and your style
- Photo – friendly, no selfies please 😊
- Free of errors

Best advice is to go online and look at different styles, formats, colours and pick one that suits you

Canva is a free online tool for creating graphics



XXXX XXXXX
Masters Student of Chemistry
Belfast, Northern Ireland, United Kingdom

CONTACT
+44 (0) 1234567890
xxxx@qub.ac.uk
XXXXXXX, XXXXXXX, XXXXXXX
United Kingdom
BTXX XXX

SKILLS

- Adept problem-solving
- Highly-motivated
- Methodical and perceptive thinking
- Attention to detail
- Adhering to safety procedures
- Independent and collective work
- Working under pressure
- Time management
- Communication and Leadership

PROFESSIONAL MEMBERSHIPS

Royal Society of Chemistry (RSC)
Aspiring to become a Registered Scientist (RSci), following successful completion of 1 year's professional experience.

EDUCATION
Queen's University Belfast (2017 - Present)
Chemistry with a Year in Industry (MSci), graduating in 2022 with DegreePlus accreditation and predicted First Class Honours. Top 10% of the cohort.
Coleraine Academical Institution (2010 - 2017)
A-Levels: xxx (Chemistry, Physics, Mathematics)
AS-Level: x (Spanish). **GCSE:** xxxx xxx

EXPERIENCE
Purification Techniques – column chromatography and rotary evaporation.
Utilizing Analytical Software – NMR, HPLC, FT-IR, GC-FID, Raman and UV-VIS spectroscopy.
Software Proficient - Bruker Topspin, ChemDraw and Microsoft Office to report findings.
Experimental Planning – literature reading, COSHH analysis, in-depth understanding of chemical processes and results.

ACIEVEMENTS & INTERESTS

- 6 top-achiever GCSE awards and a school prefect (2015-2017)
- Bronze, Silver, Gold and Diamond Duke of Edinburgh's Awards
- Member of The Boys' Brigade for 13 years
- Trained in Basic First Aid, AED Awareness and Safeguarding Young People.
- IFA Level One Football Coaching Certificate
- Member of the Academy for 6 years, then played recreationally for Portrush Football Club
- Keen interest in travelling, exploring new cultures, languages and meeting new people.

Sherry Selvidge

linkedin.com/in/sherrysevidge

Milwaukee, WI

EXPERIENCE

Fundraising & Sales

Reilly Group

2018 - OngoingMilwaukee, WI

Reilly Group is a start-up providing inexpensive alternative to traditional data warehousing and business intelligence solutions.

- Played key role in generating \$100k sales.
- Achieved 33% (\$100) of Sales Contribution to the Total Sales in 6 Months.
- Overachieved targets by 125% - 150% consistently, peaking at 181%.

Entry-Level Sales Executive at IBM

Heller

2017 - 2018Milwaukee, WI

- Represented the company at 2 exhibitions
- Assisted growing QLD Heller market share by 15%.
- Created \$25K+ in monthly revenue
- achieved higher than average speed of work within 3 months in the company

Sales Trainee & Bike Mechanic

Stretch

2016 - 2017Milwaukee, WI

"Stretch" is an innovative bike renting and repair service.

- Monitored the P&L performance and improved profit with more than 10%.
- Successfully served 30 or more customer on a daily basis
- achieved extremely low monthly error rate (up to 0%) when creating new items in the DB
- Worked in the summer of 2014 as Deliveries Associate
- conducted a minimum of 20 sales calls per day

STRENGTHS

★ Being Honest

Being honest is a capacity not encountered very often.

🎤 Good Presenter

As result of being a technical trainer and a lecturer at NYC State University

EDUCATION

Bachelor Finances and accounting

NYC State University

2011 - 2016

LANGUAGES

English

Native

●●●●●

German

Proficient

●●●●●

Spanish

Advanced

●●●●●

MOST PROUD OF

★ Graduate Scholarship at NYU

awarded \$5000 per year for exceptional scholarly profile

📍 Anchor, Fresher Inc.

Anchorred the event for 5000+ students

Photo

Headshot - Friendly

Personal Information

International audience

Include +44, N.Ireland, UK

Education

University

Queen's University Belfast

Course Title & Dates

Relevant Experience

DIRECTLY related

Skills / Languages

List software and level

Length

1 page

2 maximum

Passport holder

Transcript lists modules and grades

Highlight if in job desc.

NO restaurant, bar, retail work

Beginner, Intermediate, Expert

Bar/Dots

Concise – Bite sized

Bullet points

NOT paragraphs of text

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Sample CV – upload as a file to share

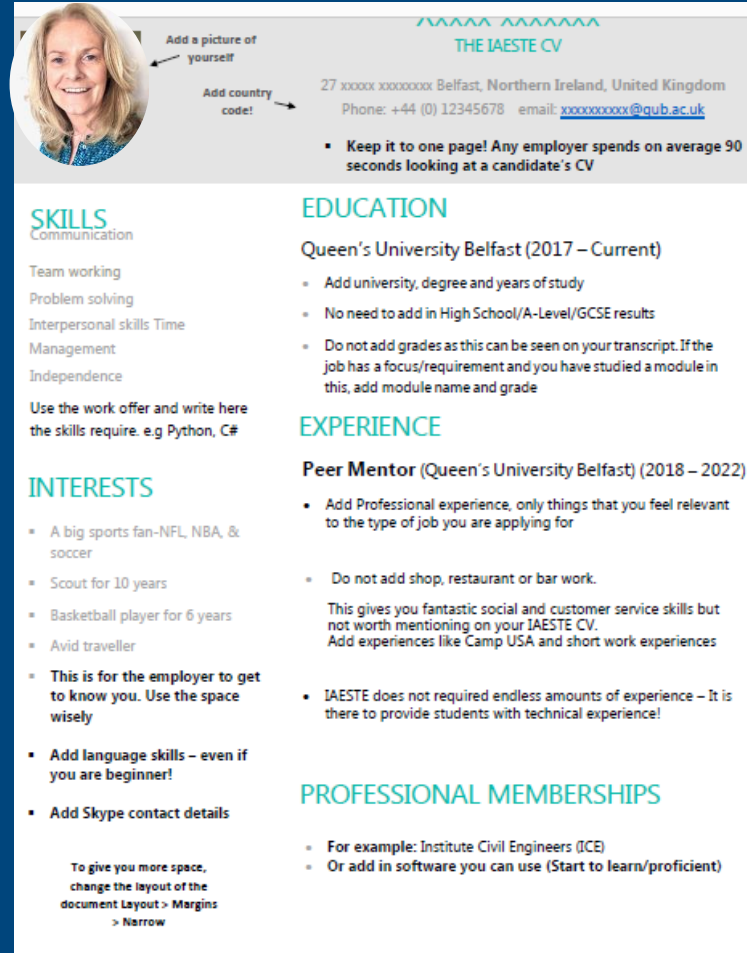
Bite sized

Bullet points

Concise

Professional looking

USE CAPITALS and **bold**



THE IAESTE CV

27 xxxxxx xxxxxxxx Belfast, Northern Ireland, United Kingdom
Phone: +44 (0) 12345678 email: xxxxxxx@gub.ac.uk

- Keep it to one page! Any employer spends on average 90 seconds looking at a candidate's CV

SKILLS
Communication

- Team working
- Problem solving
- Interpersonal skills Time Management
- Independence

Use the work offer and write here the skills require. e.g Python, C#

INTERESTS

- A big sports fan-NFL, NBA, & soccer
- Scout for 10 years
- Basketball player for 6 years
- Avid traveller
- This is for the employer to get to know you. Use the space wisely
- Add language skills – even if you are beginner!
- Add Skype contact details

To give you more space, change the layout of the document Layout > Margins > Narrow

EDUCATION

Queen's University Belfast (2017 – Current)

- Add university, degree and years of study
- No need to add in High School/A-Level/GCSE results
- Do not add grades as this can be seen on your transcript. If the job has a focus/requirement and you have studied a module in this, add module name and grade

EXPERIENCE

Peer Mentor (Queen's University Belfast) (2018 – 2022)

- Add Professional experience, only things that you feel relevant to the type of job you are applying for
- Do not add shop, restaurant or bar work. This gives you fantastic social and customer service skills but not worth mentioning on your IAESTE CV. Add experiences like Camp USA and short work experiences
- IAESTE does not required endless amounts of experience – It is there to provide students with technical experience!

PROFESSIONAL MEMBERSHIPS

- For example: Institute Civil Engineers (ICE)
- Or add in software you can use (Start to learn/proficient)

Does the content of your CV **MATCH** the job offer ?

Generally, you can have your CV 95% ready and then just tweak it to fit an offer

You do this by looking at the job offer and adding/ highlighting any items that you can **MATCH**

You do not need to match them all

Sample CV's online – look around and find a style that suits you.



Aron Smith

Head of marketing

Summary

Marketing and business development professional with three years of skilled experience focusing on office organisation, marketing management, cost analysis, online marketing, customer relationship management, and planning and execution of the marketing strategy. Additional experience has been gained in the areas of staff responsibility, hiring, leadership, and project management.

Education

Course	2008 – 2009
West Kent University	
Master in Business	2008 – 2009
University of excellence	

Work experience

Head of marketing	2015 – Present
Online marketing Company	
Responsibilities include building the marketing organisation and managing the brand image and marketing for seven countries. Additional duties, negotiation and procurement of radio advertising, project management of the new front-end platform, cost analysis.	
Country manager	2013 – 2013
Walesford	
Tasked with the reorganisation and restructuring of the head office, this included increasing productivity, budgeting, contract negotiation as well as staff management and recruitment.	
Marketing manager	2011 – 2013
The standard	
Marketing manager for the UK markets. Major projects included drafting of the marketing plan, which was heavily focused on ROI, as well as strategising to achieve expansion on a limited budget.	
Operating Officer	2009 – 2011
Springly	
Responsibilities included customer service, cash management, and development of the UK market, as well as trial-and-error marketing, investor relationship management, and customer service.	
Part-time employment	
<ul style="list-style-type: none"> Budgeting – Social company Teamworking roles – Retail sales Administration – Night banking Truck delivery sales – Trucks & staff 	

Projects

Google Adwords certification	2014
Two-week course to become a certified Google Adwords expert.	
Online marketing consultant	2013
A half-year program specialising in online marketing.	

Skills

- Marketing
- Communication
- Project management
- Leadership

Language

English – Native
Spanish – Fluent
French – Basic skills

Links

[f](#)
[in](#)
[+1](#)
[+1](#)

References

William Smith – [william@smithson.com](#)
Marketing expert, CEO



Mark Curry

Buyer

PROFILE

Mark is a talented Buyer who can help a company to diversify its product range. He has a long track record of finding the best products for the best prices, from the most reliable vendors. As a true professional he is fully conversant with modern procurement and purchasing techniques. During his career he has gained extensive buying experience in many relevant fields.

CONTACT

Address
 123 Main St, St Pauls Square
 Birmingham B16 9HF
Phone
 0121 456 7890
Email
mark@markcurry.com
Website
www.markcurry.com

CAREER

Year	Buyer	Company name
2008 – Present	Responsible for improving existing buying processes and systems. Maintaining an effective supplier database to procure various services, equipment and materials. Ensuring that suppliers meet their stated performance expectations.	
2005 – 2008	Supervising the work of Junior Buyers and Merchandising Assistants. Leading negotiations and problem resolution discussions with suppliers. Managing the buying process from start to finish. Ensuring orders are quickly placed.	
2003 – 2005	Maintaining procurement documents in a systematic and auditable fashion. Researching opportunities and proposals from new suppliers. Issuing Purchase Orders with orders.	
2001 – 2003	Building strong relationships with vendors. Assisting with the preparation and implementation of tender bids.	

SKILLS


Experience of sourcing to low cost countries.
Identifying trends and products that represent the client and customer's demands.

ACADEMIC

Year	Course details	University name
2003 – 2005		
2008 – 2011		
2005 – 2008		

REFERENCES

Available on request.



Jane Doe

Junior Architect

A strong believer in the ability of the architecture and research combined with design thinking for strengthening our societies and having a positive effect on the world. Only together can we build a better future, therefore my communication and team working skills.

jane.doe@gmail.com
[+45 111 44 512](tel:+4511144512)
www.linkedin.com/company/jane-doe
www.instagram.com/jane-doe

WORK EXPERIENCE

Intern Architect

Chaudfontaine Architects

01/2016 – 06/2017

- Developed and executed online, social media and print marketing strategies for the new projects.
- Participated in all phases of the design and construction processes on 6 major projects nationally and internationally.
- Produced drawings and layouts and assisted the clients throughout the projects. Clients had a satisfaction rate of over 95%.
- Created 3D models, renderings and video animations.

SKILLS

Presentation & Public Speaking ■ ■ ■ ■ ■
Active Listening ■ ■ ■ ■ ■
Persuasion ■ ■ ■ ■ ■
Teamwork ■ ■ ■ ■ ■
Written & Oral Communication ■ ■ ■ ■ ■
Creativity & Problem Solving ■ ■ ■ ■ ■

TECHNICAL (IT) SKILLS

Graphics
 Hand Drafting, Sketching, Autodesk AutoCAD, AutoCAD LT, Adobe Creative Cloud Suite
3D & 2D Modeling
 SketchUp Pro, SU Podium, Autodesk Revit
Platforms
 Windows & OSX Operating systems, Microsoft Office, Google Drive/Docs
Other
 Basic Web Development, Model Building, Darkroom Techniques, Professional level Digital + Film Photography

PERSONAL PROJECTS

NOTBLOX Affordable Housing Project: Assembling Sustainable Communities with Insulating Concrete Forms (06/2016)

"The jury called this design 'handsome and sophisticated' and commended it on its demonstration of the ease of its construction. The project also demonstrated many options for the use of clay."

The 5 House: A Passive House (09/2015) OF

- The form, structure and mechanical features of the building are integrated into a single shell. For example, the houses also act as a screen along the facade of the building.

LANGUAGES

English ■ ■ ■ ■ ■
 Danish ■ ■ ■ ■ ■
 German ■ ■ ■ ■ ■
 Spanish ■ ■ ■ ■ ■

INTERESTS

Artificial Intelligence ☐ Virtual Reality ☐ Chess ☐
 Travelling ☐ Painting ☐ Marathons ☐

Annadale Fairfax

Secondary Social Studies Teacher

Hard working and passionate Secondary Social Studies Teacher focused on creating positive experiences in which students can learn and grow. Incorporates interdisciplinary knowledge into classroom to engage students of all learning orientations.

annadalefairfax@gmail.com
 510.333.5333
 Rochester
www.linkedin.com/company/annadale-fairfax

TEACHING EXPERIENCE

Social Studies, Secondary

Genesee High School

01/2017 – 06/2018

- Developed lesson plans for 11th grade Social Studies classes.
- Incorporated Reading and Science skills into curriculum for well-rounded learning.
- Established reward system to manage behavior, resulting in marked decrease in detentions.
- Provided enrichment conducive to learning.

SKILLS

Effective Classroom Management ■ ■ ■ ■ ■
Classroom Organization ■ ■ ■ ■ ■
Scheduling ■ ■ ■ ■ ■
Class Management ■ ■ ■ ■ ■
Organization ■ ■ ■ ■ ■
Verbal & Written Communication ■ ■ ■ ■ ■

LANGUAGES

English ■ ■ ■ ■ ■
 French ■ ■ ■ ■ ■
 Spanish ■ ■ ■ ■ ■

INTERESTS

Artificial Intelligence ☐ Geometry ☐ Chemistry ☐
 Telling ☐ Reading ☐

VOLUNTEER EXPERIENCE

Tutor

Independent

06/2015 – Present

- Created lesson plans responsive to individual students' needs in relation to their Social Studies classes.
- Directed learning to achieve student engagement with material.

EDUCATION

Master of Education

University of Rochester

08/2016 – 06/2017

Bachelor's in Education, Minor in History

State University of New York at Genesee

08/2011 – 05/2015

CERTIFICATES

Content Specialty Test in Social Studies (2017)
 Score of 140 out of 150
 Educating All Students Test (2017)
 Score of 100 out of 100
 Secondary Assessment of Teaching Skills - Written (2017)
 Score of 140 out of 150
 ePTA (Teacher Performance Assessment Portfolio) (2014)
 Score of 98 out of 100



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Final Tips

Format – Narrow Margins will give you more space

Remember – no restaurant, bar, retails or part-time jobs unless DIRECTLY related to the internship



Make a headshot from your photo

Format Crop – Aspect ratio 1-1; then Format Crop to shape – oval



Casual, friendly photo of you at the end of your Nomination pack – you want to be remembered 😊



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LOCAL COMMITTEE
@iaesteni



If you give your CV a make over...
You are welcome to email the before and after for
feedback if you wish...

mary.mallon@britishcouncil.org

Upload the PDF of IAESTE Process and Nomination Pack

