



## **BU Sydney CV Instructions & Sample CV**

When completing the BU Sydney Internship Form, you will be required to upload a copy of your Australian-style CV. Your CV provides your internship advisor with an idea of who you are and your background. It plays an important part in the internship placement process, so please make sure that it is the best possible representation of you and your experience to date.

Please read the below instructions carefully and follow the sample on pages 2 & 3 very closely!

- Before starting, please ensure that your CV is set up on A4 paper size (not U.S. Letter). To do this in Microsoft Word, simply go to: File -> Page Setup -> Paper Size -> A4. If you do not set your document up on A4, your CV will not print properly in Australia.
- All sections (Education, Relevant Coursework, Professional Experience, Activities) should be in reverse chronological order. This means that the most recent course or experience should be first.
- Don't worry about fitting all of the relevant information on one page. We encourage you to make your CV two pages long (max).
- Do not bother putting an objective at the top, or "References available upon request" at the bottom.
- Use one font type throughout the entire document.
- Make sure that your formatting is consistent. Your section headers should all be the same and any indentations should align. If your CV is sloppy and disorganized, your advisor may assume that you are too!
- Proofread, proofread, proofread! Nothing looks worse than a CV containing errors. Check your CV carefully for formatting inconsistencies and grammatical/spelling errors before submitting it to us.
- When your CV is complete, please fill out the Internship Form and upload your CV as a Microsoft Word Document (not a PDF or other version).

## YOUR NAME

Mobile Phone: (0011 + 1) (U.S. area code and number)  
samplestudent@bu.edu  
888 Commonwealth Ave, Boston MA  
www.samplestudent.com (Optional)  
www.linkedin.com/samplestudent (Optional)

## EDUCATION

**2016-Present** **Boston University**, Boston, Massachusetts  
Third year of studies (Do not write "Junior")  
Major: Politics  
Minor: International Relations  
Golden Key Honor Society: Top 15% of class  
Washington D.C. Internship Program Participant (June/July 2017)  
Grade Point Average in Major: 3.58 out of 4.0 (Do not abbreviate to G.P.A.)  
Cumulative Grade Point Average: 3.62 out of 4.0

## RELEVANT COURSEWORK (List subjects relevant to your desired internship direction)

- 2018**
- Australian Social Policy - In Progress**  
Addresses the contributions that have been made by social psychological theory and research to some of the most crucial issues confronting contemporary Australian society. (A 1-2 sentence description for each course is sufficient)
- Mass Media in Australia- In Progress**  
Concentrates on the current contemporary issues associated with Australian Mass Media through film, television, print, advertising, and radio.
- American Foreign Relations - Grade TBA**  
A diplomatic history class studying US foreign relations from the Spanish American War through the Cold War.
- American Political Institutions - A**  
Studies of the American political system with emphasis on topics such as federalism, separation of powers, and checks and balances.
- 2017**
- Introduction to Political Theory - A**  
Studies of such thinkers as Locke, Plato, Hobbes, and Hume as well as selected court decisions.
- The Legislative Process - A-**  
Studies of the process by which laws are passed with emphasis on Congressional procedure as well as executive influence over the lawmaking process.
- Introduction to Public Health - A**  
Studies of public health issues including infectious disease, obesity, premature death from tobacco, HIV/AIDS, and health disparities.
- 2016**
- Political Powers - A-**  
Studies of the history and role of parties in American politics as well as in selected European countries.
- Southeast Asia and World Politics - B+**  
Examines Southeast Asia as an important emerging political, economic, and security region in world politics.

## PROFESSIONAL EXPERIENCE (Add internships, jobs, or significant volunteer work)

### 2017-Present Admissions Ambassador Coordinator

**Boston University Office of Admissions**, Boston, Massachusetts

- Manage campus visitors program of 130+ student tour guides.
- Work on a team of coordinators to train new ambassadors and assist in planning the training program.
- Communicate with prospective students and their parents about admissions processes, academics, and campus life.

### 2015-Present Alumnae Relations Chair (Use present tense for any current roles)

**Alpha Beta Delta Delta**, Boston, Massachusetts

- Oversee all creative content and chapter contact with alumnae through social media, e-mails, and newsletters.
- Maintain accurate and complete alumnae database records.
- Coordinate bi-monthly networking events to connect members and alumnae.

2017

### Campaign Intern (Use past tense for any roles that you have completed)

**Political Office, State Senator**, Washington, D.C.

- Designed and executed social media overhaul, including updating social networks and usage guidelines.
- Compiled detailed ratings reports and research for the campaign team.
- Developed and composed issue-based e-mails in direct response to constituents.

2016

### Communications and Fundraising Intern

**Baltimore Education Foundation**, Baltimore, Maryland

- Created flyers, e-vites, and other marketing materials for events hosted by BEF.
- Managed the Foundation's Facebook, Instagram and Twitter accounts.
- Organized, promoted, and executed 50+ person fundraising event which raised \$4,500 for the Foundation.

2015

### Camp Counselor

**Baltimore East Summer Camp**, Baltimore, Maryland

- Instructed 45 elementary school students in varying levels of tennis skill.
- Facilitated daily reading circles and assisted campers with reading comprehension.

2013-2014

### Server

**Bluewater Restaurant**, Little Falls, Maryland

- Communicated with customers as well as co-workers in order to provide excellent service in a busy family restaurant.
- Trained 6 new employees on how to properly perform duties.

## ACTIVITIES

2017-Present Member, Entrepreneurship Club

2015-2016 Team Captain, BU Intramural Basketball

2015 Member, BU International Affairs Association

## SKILLS

Microsoft Office, FileMaker Pro, PageMaker, Wordpress, Adobe InDesign CS6, Social Media (Facebook, Twitter, Instagram), Fluent in Spanish

## INTERESTS

Politics, local and international affairs, public health, social media, guitar, rock climbing