



INTERNSHIP PLACEMENT COVER SHEET

CIEE Cover Sheet—Required Additional Information. For CIEE use only.
Please note, this CIEE Cover Sheet is required for the consideration of your resume.

Please return this typed and completed document to your Overseas Representative in PDF format, along with your resume.

Name (as it appears on passport) Surname: _____ Given names: _____

Email: _____

Gender: Female Male

Skype name: _____

Phone number(s): _____

Earliest available internship start date Month: _____ Day: _____ Year: _____

Latest available internship start date Month: _____ Day: _____ Year: _____

Desired duration of your internship: (6 months, 12 months, 18 months, flexible)

Degree type/field and expected/actual graduation date: (MM/DD/YYYY)

Ex: Bachelors in Business Administration - graduated 06/20/2010; Masters in International Tourism - expected graduation date 08/15/2012

Languages spoken and degree of fluency:

Ex: English / Fluent

Computer skills and languages spelled out clearly in list format:

Ex: Proficient in C# and C++

Position type you are interested in:

Ex: All Front Desk Positions | Ex: Any Marketing or General Business Positions

CIEE Host Organizations /Positions you are interested in, if applicable:

Ex: Marriott Hunt Valley/Front Desk | Ex: World Compliance/Marketing Assistant

List your long term career goals—five lines maximum: (Please keep in mind you may have the opportunity to be considered for other positions in the future.)