



## 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 document to your Overseas Representative along with your resume.

Name: *(as it appears on passport)*

Email:

Gender:  Female  Male

Skype name:

Phone number(s):

Earliest available internship start date: *(MM/DD/YYYY)*

Latest available internship start date: *(MM/DD/YYYY)*

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.)*