



CIEE Hospitality and Culinary Placements

A Resume Checklist for Applicants

Congratulations on your decision to apply to one of many CIEE J-1 hospitality and culinary internship opportunities!

This worksheet should help you prepare **the best possible resume** in order to apply to our program. Remember—the resume you submit now may be the only chance you get to sell yourself, so be sure to review the below before submitting for consideration!



General Suggestions:

- Your resume should be one to two pages **maximum**.
- Do not use content from a resume template of any kind. Templates should be used for formatting purposes only.
- Focus on quality, not quantity—you don't have to list everything! Only include those educational or professional experiences that pertain to your internship objectives.
- Formatting—**Word Documents or PDFs only**. Your resume should have standard margins, and should be easy to read.

What should I include in my resume?

- Name as it appears in your passport
- Contact details
- Professional photograph (headshot)
- Earliest available internship start date
- Latest available internship start date
- Desired duration of your internship
- Statement of Purpose—**one to two sentences maximum!**
- Education—university or college name, dates attended, and degree received (if graduated)
- Work experience that is relevant to your hospitality or culinary goals. This can include previous internships or trainings. **Briefly** summarize your role and responsibilities for each—and be as specific as possible!
- Certifications and/or awards
- Languages spoken and degree of fluency
- Hobbies

What should I **not** include in my resume?

- Religion
- Gender
- Civil or marriage status
- Unrelated work experience
- Professional memberships
- Passport numbers or expiration dates
- Emergency contacts
- Signature or date



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An Interview Checklist for Applicants

General Suggestions

Getting ready to interview for your internship in the U.S.? Use the below checklist to help prepare for your interview!

- **Dress professionally.** You should treat this interview like a normal job interview, even though it is over the phone or the Internet.
- **Smile.** If you are conducting a web-based interview, a smile goes a long way in showing enthusiasm and confidence.
- **Speak slowly.** If English is not your first language, it is important to remember to speak slowly. The interviewer will want to know that you can speak clearly in an English-language environment.
- **Research.** Look up the hotel or restaurant on the Internet. Try to imagine yourself in that specific location. Think about what you would look forward to most about living there, and be prepared to speak about specific aspects of the property—number of rooms, name of the restaurants, the brand qualities you most admire.
- **Express yourself with confidence.** This is absolutely essential! Don't be nervous—relax and enjoy the opportunity. Interviews are never easy, but you have made it this far so trust in yourself to succeed.

Before the Interview

Before the interview, think about the below questions. It is more than likely that you will be asked a similar set of questions during your interview, so why not prepare in advance? Write down your thoughts beneath each question.

- Why are you interested in a career in Hospitality and/or Culinary Arts?
- How did you first become interested in the Hospitality and/or Culinary professions?
- Why do you want to complete an internship in the United States?
- Do you have previous work experience? If so, tell me about it. What did you like? What did you dislike?
- How do you handle change? Can you think of any examples in the past where you have had to show flexibility in the workplace?
- What do you consider to be the difference between “Good” and “Excellent” customer service? Can you think of an example from the past where you have displayed excellent customer service?
- What goals do you plan to accomplish by completing an internship or training program in the U.S.?
- What do you plan to do when you return home after your internship?
- Do you have any questions?