Global Internship Resume Review Form

In order to be considered for a global internship program, you must first have your resume reviewed by a career coach. <u>This review must take place prior to uploading your resume to the online program application</u>. You will not be able to complete the online program application without the information collected on this form.

Student Name: _____ Study Away Site: _____

STEP 1:

Go to the Wasserman Center (133 E 13th Street, 2nd Floor) during walk-in hours with this form and a copy of your resume. Sign-up for a first-come, first-serve walk-in appointment:

Mondays:	2:30-4:00pm
Tuesdays:	12:00-1:30pm and 2:30-4:00pm
Wednesdays:	2:30-4:00pm and 5:00-6:30pm
Thursdays:	2:30-4:00pm and 5:00-6:30pm
Fridays:	12:00-1:30pm

NYU Shanghai, NYU Abu Dhabi, and visiting students should meet with a career coach at their home career centers. Students currently studying away should email their respective Wasserman email alias (i.e. wasserman.london@nyu.edu, wasserman.madrid@nyu.edu) and request an electronic review.

If the above times do not meet your scheduling needs, you may email global.internships@nyu.edu to request an alternative appointment. **If you have already met with a career coach for a resume review <u>this semester</u>, please move to STEP 3.**

STEP 2:

At the conclusion of your appointment, ask the career coach to complete this section. When completing the online program application, you will be asked to provide the career coach's name and date of the appointment so please make sure you can read what is written:

FOR STAFF:
Please complete the below fields if you have reviewed the above student's resume.

PRINT Career Coach Full Name: _____

Career Coach Signature:_____ Date:_____

STEP 3:

Once a coach has reviewed your resume, please make the required changes and then move forward with completing the online program application. The application will require the information provided in STEP 2 as well as an upload of your newly reviewed resume.

It is recommended that you save this form for your records until you receive notification of your admission status.