



**NYU**

Wasserman Center  
for Career Development

## 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. This review must take place prior to uploading your resume to the online program application. 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:**

Set up a virtual appointment with a Wasserman Career Coach via Handshake.

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 available Handshake times do not meet your scheduling needs, you may email [Global.Wasserman@nyu.edu](mailto:Global.Wasserman@nyu.edu) to request an alternative appointment. **If you have already met with a career coach for a resume review this semester, 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:

#### *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.