

To secure a CIEE job, you must complete this resume (CV). Your new employer will be very excited to learn about you, especially about why you want to participate on the Work & Travel USA program and why you'll be a great employee! The following instructions will walk you through completing your resume online.

IMPORTANT INFORMATION:

A resume (CV) is your first opportunity to highlight a few things about you. What work experience do you have? What skills do you possess? What are you studying?

Provide your international representative with the following information:

- Your full name, gender, and birthdate
- Your email address and phone number
- Your home address

After you have provided your international representative with the above information, you may be asked to log into the CIEE Beacon system to complete your resume. Please follow the instructions below.

Please note, some international representatives will complete this on your behalf. In these cases, be prepared to provide them with the following information.



Starting your Application and Completing Resume Fields

If you are invited to complete your resume, you'll receive an email with your log-in credentials (see left).

Following this link, you'll be prompted to enter an account password before being directed to your application. Click *View Application*.

[View Application](#)

It is important to note that you are now viewing your *full* application which is broken up into two (2) steps: **Your Resume and Your Application**.

To be eligible to interview, you must complete all fields in **Step 1: Your Resume**. Your international representative will be able to advise you on when you should have Step 2: Your Application completed.

Dear James,

Thank you for your interest in CIEE Work & Travel USA! Perfect UAT will be here to help you with the next steps and will be your main point of contact in your home country. CIEE is your J-1 visa sponsor and we will support you while you are on the program in the United States.

In order to begin your application, please log into our participant application portal within **7 days**. Your e-mail address is your username. Once you have created your password, you can log in at any time to complete your application. If your login invite has expired, you can click "Reset your password?" in order to receive a new invite email.

Begin My Application: [Click here to access your account](#).

Application information:
 Your Local Representative: Perfect UAT
 First Name: James
 Last Name: Bond
 Email Address: mollyuat+jamesbond@gmail.com

[Click here](#) for some tips about finding jobs in the United States. If you have any questions about the program or the application process, please contact your local representative above.

Sincerely,
 CIEE Work & Travel USA Team

JAMES BOND

PERFECT UAT
EXCHANGES ID: 1960021032
ATLAS ID: 81715542987C

/ Work & Travel USA 2019

RESUME: INCOMPLETE
APPLICATION: INCOMPLETE



In Progress

Application is in progress
Complete all sections and sign your application

[Sign Application](#)

[Printer-friendly Resume](#)

[Printer-friendly Application](#)

APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME	
Bond	James		
DATE OF BIRTH	GENDER ON PASSPORT		
Apr 01 2000			
EMAIL			
mollyuat+jamesbond@gmail.com			

YOUR APPLICATION PROCESS

Step 1

YOUR RESUME: INCOMPLETE

Your future employer will need this information first.



BASIC INFORMATION

Start



WORK EXPERIENCE AND EDUCATION

Start

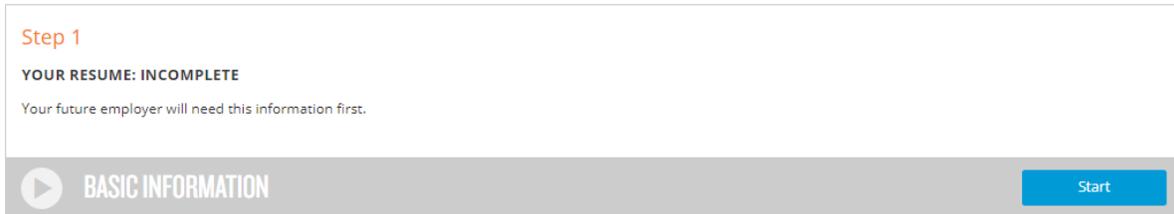


SKILLS

Start

Step 2

Step 1: Your Resume > Basic Information



To open each section, click *Start* or the play button.

The *Basic Information Section* should already be populated with the information you provided your international representative. Double-check all information, add additional information, and upload a professional photo. When you're done, click *Save and Close*.

Move on to the follow sections to add your work experience, education, skills.



Work Experience

Our application allows you to enter multiple work experiences! This section is very important as it tells your employer about your previous experience. This information will help the employer understand your skills and previous knowledge.

If you do not have any previous work experience, that is okay! You can list any clubs, activities, or volunteer work that you have been a part of, especially if they have helped you develop skills and knowledge!

Please include as many details as possible, including job duties, skills learned, and experiences, so that the employer can get to know you!

Education

Select the country, name of your university, and field of study from the drop-down lists here.

Skills

This is your chance to tell your future employer about yourself! They want to know about you, so tell them as much as you can! Please think carefully about your answer and try to write at least 3-4 sentences of good English. Always provide an honest answer here! This section allows you to show the employer your personality and make your resume stand out.

Remember to be professional, polite, and write in full sentences.

Completing Your Resume



Once you complete each section, you notice the play button will change to either a green check mark (left) or a yellow ellipsis (right). A green check means the section is complete! A yellow ellipsis means there is missing information.



Once you've completed all three sections, you should see the following:

Step 1

YOUR RESUME: COMPLETE! ✓

Your future employer will need this information first.

✓ BASIC INFORMATION	Edit
✓ WORK EXPERIENCE AND EDUCATION	Edit
✓ SKILLS	Edit

Congratulations on completing your resume!
Contact your international representative with questions or advice on next steps!