



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.

Student Name: _____ Study Away Site: _____

STEP 1(Preparation & Virtual Review):

Optional: The [Violet Ready Career Toolbox](#) is a series of three self-paced, interactive career development lessons. One of the lessons focuses on resume creation. To access the course, which is housed in NYU Classes, please register [here](#) in Handshake. You will receive an email with a link to the course within 2 business days.

Required: Upload your current resume to [Vmock](#) that can be found on [Handshake](#). This is a 24-7 online resume review tool, that leverages data science, machine learning, and natural language processing to provide instant personalized feedback in less than 30 seconds. Use this to start thinking about the state of your resume or make early changes.

STEP 2 (Wasserman Review):

Set up a virtual resume review appointment with a Wasserman Career Coach via Handshake. If the available Handshake times do not meet your scheduling needs, you may email Global.Wasserman@nyu.edu to request an alternative appointment.

NYU Shanghai, NYU Abu Dhabi, and visiting students should meet with a career coach at their home career centers.

STEP 3(Final Update & Wasserman Signature):

Please make the requested changes and then resubmit to a career coach for a final review through email or another handshake meeting. Your career coach can determine how the final review takes place and if they prefer that you reconnect with them.

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 AFTER their changes.

PRINT Career Coach Full Name: _____

Career Coach Signature: _____ Date: _____

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