

APPLICATION for an IAESTE traineeship

IAESTE Switzerland requires the following documents in English:

Please send all documents if possible as PDF by email **within one week!!** to outgoing@iaeste.ch. (If you apply for an offer in architecture, please do also send us your portfolio.)

Student Nominated Form

This sheet will be sent to you as soon as you have been nominated for a job offer. To be filled in electronically. **Please make sure that your dates are within the timeframe given by the employer and that the total number of weeks meets the employer's requirements.** You can sign it electronically.

CV

Please send us your **English** CV (including your photo) listing your education, language knowledge, work experience, interests, etc.

List of subjects studied (including marks)

It should include **all the courses** you have taken at the university and it has to be in **English**. Please make sure that the subjects required in the job description are well shown in the list! If possible send us an **official transcript** of your courses and marks endorsed by your school. Please don't forget to put an explanation of the Swiss grading scheme too. You find an example on the homepage:

http://www.iaeste.ch/Students/Registration/List_of_subjects_studied.pdf

List of previous practical training (if available)

Please show in detail what you have done for practical training, traineeships or laboratory experience concerning your studies, especially if previous training is required for the placement. You can also include it into your CV.

Certificate of enrolment from your university

It should be in English or include an English transcript. If you have already finished your studies, please send a copy of your diploma instead.

Letter to employer

Express your interest in the job and explain why you are suitable for this traineeship, try to point out your special knowledge for the job and also the interest in the company, the culture, etc. If possible send a scan with your personal signature. Please do not forget to add your address and the employer's name and address too (see o-form). Try to avoid spelling mistakes! **A good motivation letter is very important and increases your chances of being accepted!**

Receipt CHF 400.-

Please send a receipt to show that the participation fee of CHF 400.- has been paid to Postal Giro Account Nr. 87-64373-6, reference: IAESTE Switzerland, Weinbergstr.41, 8006 Zurich. An e-banking payment slip will also be accepted. (If the employer won't accept you, which happens very rarely, you will of course get back the 400.-).

Copy of your passport/ Identity Card

If you don't need a visa or work permit, a copy of the ID is sufficient.

A carefully prepared and complete application increases your chances of being accepted! Only complete applications will be forwarded!

Please note that the total file size for your nomination should NOT exceed 3MB!