



Greenheart Exchange Career Advancement Programs (CAP) Resume Form

Personal Information: BIO information must match Passport			
First and Middle Name:	Last Name:	Country of Citizenship:	Country of Residence:
Skype:	Phone Number	Email:	
University/College experience: please outline all degrees earned in the past 10 years starting with most recent			
Name of the University/College:			
Major:	Degree:	Graduation date (<i>Must match date on degree</i>)	Date of initial enrollment
Status of the degree: <input type="checkbox"/> Earned <input type="checkbox"/> In progress <input type="checkbox"/> Incomplete <input type="checkbox"/> On Hold			
Name of the University/College:			
Major:	Degree:	Graduation date (<i>Must match date on degree</i>)	Date of initial enrollment
Status of the degree: <input type="checkbox"/> Earned <input type="checkbox"/> In progress <input type="checkbox"/> Incomplete <input type="checkbox"/> On Hold			
Name of the University/College:			
Major:	Degree:	Graduation date (<i>Must match date on degree</i>)	Date of initial enrollment
Status of the degree: <input type="checkbox"/> Earned <input type="checkbox"/> In progress <input type="checkbox"/> Incomplete <input type="checkbox"/> On Hold			
Name of the University/College:			
Major:	Degree:	Graduation date (<i>Must match date on degree</i>)	Date of initial enrollment
Status of the degree: <input type="checkbox"/> Earned <input type="checkbox"/> In progress <input type="checkbox"/> Incomplete <input type="checkbox"/> On Hold			
Name of the University/College:			
Major:	Degree:	Graduation date (<i>Must match date on degree</i>)	Date of initial enrollment
Status of the degree: <input type="checkbox"/> Earned <input type="checkbox"/> In progress <input type="checkbox"/> Incomplete <input type="checkbox"/> On Hold			
Name of the University/College:			
Major:	Degree:	Graduation date (<i>Must match date on degree</i>)	Date of initial enrollment
Status of the degree: <input type="checkbox"/> Earned <input type="checkbox"/> In progress <input type="checkbox"/> Incomplete <input type="checkbox"/> On Hold			
Name of the University/College:			
Professional Certificates			
Name of the school:			
Qualification:	Date earned:	Skills obtained:	
Name of the school:			
Qualification:	Date earned:	Skills obtained:	
Name of the school:			
Qualification:	Date earned:	Skills obtained:	
Name of the school:			
Qualification:	Date earned:	Skills obtained:	
Name of the school:			
Qualification:	Date earned:	Skills obtained:	
Name of the school:			
Qualification:	Date earned:	Skills obtained:	
Name of the school:			
U.S. Experience: You must disclose any time spent in the U.S. Attach a copy of any past U.S. visas. If you were previously on a J-1 Intern/Trainee program, you must provide a copy of your DS-2019 and DS-7002 forms.			
U.S. Visa Type:	Date of admission to U.S.:	Date of Departure:	Purpose of trip to U.S.
U.S. Visa Type:	Date of admission to U.S.:	Date of Departure:	Purpose of trip to U.S.
U.S. Visa Type:	Date of admission to U.S.:	Date of Departure:	Purpose of trip to U.S.



Greenheart Exchange Career Advancement Programs (CAP) Resume Form

Professional Experience: Please enter chronologically (most recent at the top). You must account for ALL gaps in experience. If any experience is in the U.S. you must confirm visa type.

Business Name	Location (Country)	Start Date	End Date	U.S. Visa Type
---------------	--------------------	------------	----------	----------------

Title	Description of duties	Average hours per week
-------	-----------------------	------------------------

Employment status: Full time Part Time Intern Trainee

Business Name	Location (Country)	Start Date	End Date	U.S. Visa Type
---------------	--------------------	------------	----------	----------------

Title	Description of duties	Average hours per week
-------	-----------------------	------------------------

Employment status: Full time Part Time Intern Trainee

Business Name	Location (Country)	Start Date	End Date	U.S. Visa Type
---------------	--------------------	------------	----------	----------------

Title	Description of duties	Average hours per week
-------	-----------------------	------------------------

Employment status: Full time Part Time Intern Trainee

Business Name	Location (Country)	Start Date	End Date	U.S. Visa Type
---------------	--------------------	------------	----------	----------------

Title	Description of duties	Average hours per week
-------	-----------------------	------------------------

Employment status: Full time Part Time Intern Trainee

Business Name	Location (Country)	Start Date	End Date	U.S. Visa Type
---------------	--------------------	------------	----------	----------------

Title	Description of duties	Average hours per week
-------	-----------------------	------------------------

Employment status: Full time Part Time Intern Trainee

Business Name	Location (Country)	Start Date	End Date	U.S. Visa Type
---------------	--------------------	------------	----------	----------------

Title	Description of duties	Average hours per week
-------	-----------------------	------------------------

Employment status: Full time Part Time Intern Trainee

Business Name	Location (Country)	Start Date	End Date	U.S. Visa Type
---------------	--------------------	------------	----------	----------------

Title	Description of duties	Average hours per week
-------	-----------------------	------------------------

Employment status: Full time Part Time Intern Trainee

Business Name	Location (Country)	Start Date	End Date	U.S. Visa Type
---------------	--------------------	------------	----------	----------------

Title	Description of duties	Average hours per week
-------	-----------------------	------------------------

Employment status: Full time Part Time Intern Trainee

Business Name	Location (Country)	Start Date	End Date	U.S. Visa Type
---------------	--------------------	------------	----------	----------------

Title	Description of duties	Average hours per week
-------	-----------------------	------------------------

Employment status: Full time Part Time Intern Trainee

Please provide explanation of any time gaps in your professional experiences listed above:

--



Greenheart Exchange Career Advancement Programs (CAP) Resume Form

Letter of Intent: Please use blank space to answer the questions outlined below

Why do you want to participate in a J-1 Intern/Trainee program with your specific host organization?

How will this J-1 Intern/Trainee program benefit you *differently* from your other work/internship experience both in the U.S. and elsewhere?

How will this J-1 Intern/Trainee program benefit you culturally? If you have already been to the U.S. please explain what new experience you are expecting.

How will your academic experience support you in this J-1 Intern/Trainee program?

What do you want to do immediately after completing your J-1 Intern/Trainee program?

How will this J-1 Intern/Trainee program benefit your long term professional goals?

Blank space for writing answers to the questions.