# How to create a good nomination?

Below you can find recommendations on how to create a good nomination which fits all requirements. Following these tips may help you to make a good first impression on the employer.

## Cover letter:

Formally your letter to the employer should

* not exceed one page in length
* be directed to the employer by using the company’s/institute’s name like an address on the top of the letter
* include the date that the letter was written
* Use proper salutation (like “Dear Sir or Madam” or “To whom it may concern” etc.)
* Include your address on the top right corner or the top left corner
* end with your name and signature at the bottom of the letter

The content of your letter should include

* Reference to the job description (O-Form) and the information you have (or have found on the website) about the company
* Reasons on why you want to work at the specific employer
* Explanation why you think you are a good candidate for the specific offer (refer to the job description and the requirements on the O-Form and put them into relation with courses you have taken or practical experience you have)
* Other points that show your motivation and abilities for the traineeship

## Curriculum Vitae:

There are many ways to design a good CV. Generally, it should always be clearly arranged (it is ideal to cover education and work experience in a tabular form with the latest one on top) and the most relevant information should be found easily (e.g. make them bold – or write your main message/goal/motto in a few words at the top of the page). The CV should not be longer than 2 pages.

The following paragraphs need to be covered in your CV:

* Personal information (Name, Age, Place, Gender, Nationality, Contact information)
* Information about your past and current education: name of university and main fields of study (including start and end date of your degree and current semester/year of study)
* Exact information about work experience (including start and end date)
* Language Skills (specify written and spoken level and explain how you acquired these skills)
* Computer Skills (if possible specify the current level and how you acquired these skills)
* Special activities/experiences/achievements in your life that are relevant to your personality and/or useful for the traineeship
* Maybe personal interests
* Photo (it is not mandatory but it is nice to include it)

## List of subjects studied / transcript of records:

In every country the study programs are slightly different. It’s important to give IAESTE and the employer exact information about the courses you have taken:

* Ideally you should send an official english transcript from your university (If this is not possible, create your own list)
* The list should show not only the names of the different courses but also give an idea on how deep the knowledge is that you gained (e.g. Mention the weekly hours the course took, for how many semesters/hours you studied the subject, was it a major or minor subject. etc.)
* Include grades if available and don’t forget to explain the meaning of your local grade scheme

## Reference Letters, Language Certificates etc.

If you have any relevant reference letters, language certificates or similar documents, include them into your application.