ELSA Traineeships

The European Law Students' Association

CV and Upload Guidance

ELSA Traineeships 2026/2027 · for applicants

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Before you upload. Your application — the form, your CV, your motivation letters and the proof of your legal skills — is read by your Local and National Group of ELSA and by the ELSA International ELSA Traineeships Team, and is forwarded in full to the Traineeship Providers you apply to, which can download it. It is stored on the ELSA Traineeships portal, which runs on Base44 with servers in the United States. So: **share what a recruiter needs to assess you, and nothing more.**

1. What to include

- Your name, e-mail address and phone number. City and country are enough as address.
- Education: degrees, university, year of study or (expected) graduation, relevant courses.
- Legal and other work experience: organisation, role, period and what you did.
- Languages, with your level (for example A2, B2, C1), and legal skills that match the traineeship.
- ELSA involvement and other relevant activities, awards and publications.
- References: "available on request", unless the traineeship asks for them.

2. What to leave out

Leave out	Why
Information about your **health** or disability, **racial or ethnic origin**, **religion or beliefs**, **political opinions**, **trade-union membership**, **sex life or sexual orientation**, genetic or biometric data, and **criminal convictions**	These are special categories of personal data under the GDPR (and criminal-conviction data is protected separately). Nobody needs them to assess your application, and they could lead to unfair treatment. If an activity reveals them (for example a party youth wing or a religious society), describe it neutrally ("student association", "volunteer work") or leave it out.
Identity-document numbers, national insurance or tax numbers, copies of your passport or ID card, **bank details**	Not needed to apply, and a risk of identity fraud if a file is lost or misused. If you are selected and ask for help with a visa, the Hosting ELSA Group will tell you what is needed.
Your **full home address**, **marital status**, children, and your **date of birth** in the CV	Not needed in the CV. The application form already asks for your date of birth.
A **photograph**	Not required. If you add one, everyone who reads your CV sees it.
Other people's details: referees' phone numbers, names of clients, case details, confidential information of former employers	You may not share them without their permission, and confidentiality duties from legal work continue.
Student ID numbers and grades on documents that were **not asked for**	Upload transcripts or certificates only when the form or a verifying officer asks for them; black out ID numbers first.

3. What can happen if you share too much

- Your documents are seen by several people in several organisations and countries. Once a Traineeship Provider has downloaded your application, ELSA can no longer take it back; the provider must delete the applications of candidates it does not select, at the latest one year after the selection results.
- Information such as health or religion could influence how you are perceived, even unintentionally.

- Identity numbers and bank details in a lost or misused file can be used for fraud.
- ELSA may ask you to remove such information before your application is verified (Terms and Conditions for Trainees, clause 3.5), which can delay it.

4. Your motivation letters

- Write one letter for each traineeship you apply for, addressed to that Traineeship Provider.
- The same rules apply: no special categories of data and no identity numbers.
- Your CV and letters must be your own work. Under the published evaluation criteria, a motivation letter or CV assessed as entirely generated by artificial intelligence scores zero for that criterion, and the application is then not forwarded.
- If you use an online tool to write or format your CV, remember that you share your data with that tool too.

5. Files

- Upload PDF files. Name them simply, for example "Surname*Name*CV.pdf" — no ID numbers in file names.
- Remove comments, tracked changes and hidden information (in Word: File › Info › Check for Issues › Inspect Document).

6. Uploaded something by mistake?

If the portal still lets you edit your application, replace the file. Otherwise, write to secgen@elsa.org, with a copy to professionaldevelopment@elsa.org or dataprotection@elsa.org, with your application ID, and we will remove it. The same address is for any other request about your personal data.

7. More information

- **Privacy Policy for Trainees** — what we do with your application, who receives it (including Traineeship Providers and Base44), and your rights.
- **Terms and Conditions for Trainees** — clauses 3.3 to 3.5 (what to submit) and 4 (verification, assessment and review).
- **Evaluation criteria** published on the ELSA Traineeships portal for the Cycle.