

Resume Guide & Template

To make your resume more attractive to employers, please modify the format and style according to the below sample templates. You should follow the guide & template provided upon applying to maximize time during the placement process.

During the pre-placement meeting, you may be requested to make continued revisions specific to your industry and location. Following your acceptance to the program and your pre-placement meeting, you will upload another final revised version of your resume.

Formatting Guidelines & Tips

Format

- Do not use a template, graphics or photos – these can be distracting, and you want your resume to be clear.
- Keep your resume to no longer than **one page** in length. If you are finding it hard to fill one page, elaborate on your volunteer or leadership experiences, academics projects, awards or activities. If you are finding it hard to keep your resume within one page, be sure to remove any experience prior to your college career. Remove duplicative experiences. Focus on the experiences with the strongest transferable skills to your field(s) of interest.
- Use a standard font, such as Times New Roman or Arial, and a font size between 10 and 12
- Be consistent with formatting, layout, and punctuation throughout the document.
- Make your resume easy to read by using bullet points and leaving sufficient white space.
- Provide dates in months and years, e.g. July 2016 – September 2016 (rather than summer 2016)
- For your main header, centre your name in **bold**, and include your professional email address, address in your home country, local address (you can use the CIEE address), Skype ID, and telephone number.
 - Your university email address is likely acceptable to use for your resume, but if it happens to be unprofessional, for example, bostonbabe@bu.edu, please create a more professional Gmail email address
 - Please make sure your voicemail greeting is professional!
- Order the headings in the following way:
 - **Education** (*Required*)
 - **Experience** (*Required*, you may have multiple experience headers, see below)
 - Internship Experience
 - Work Experience
 - Academic Project Experience (only if you have limited or minimal relevant work experience – illustrate transferable skills for your field of internship interest)
 - Research Experience
 - Volunteer Experience
 - **Activities** (*Optional*)
 - **Skills** (*Required*)
 - **Interests** (*Optional*)

Content

- Under **‘Education,’** outline your academic experience, including any relevant courses or projects relating to your internship area. Include your anticipated date of graduation. Include reference to your program!
- Under **‘Experience,’** list both paid and unpaid experience. **Start with your most recent experience first** and then continue in reverse-chronological order. Include company name, job title, location, dates of service, and at least two bullet points explaining your job duties/responsibilities and accomplishments. When possible, **quantify your achievements.**
 - Start each bullet point with an action verb. See page 3 for sample action verbs.
 - If the experience was in the past, use the past tense
 - If the experience is a current experience, use the present tense
 - Avoid using the same verb multiple times - show a diversity of skills
 - Example of quantifying achievements:
 - Not quantified: Organized a photo contest
 - Quantified: Organized a photo contest attracting 3,000 entries in one month
 - If you have many experiences, only include experience that is relevant to your field of internship interest.
- Under **‘Activities,’** list significant membership to organisations/clubs, and school activities. Include organisation name, title/position held, location, dates or service, and duties/accomplishments. If you have held a leadership position within a sorority or fraternity, then please do include this on your resume, but be aware that Greek Life likely does not exist in your program location if you are interning internationally and you will need to provide more information during the interview.
- Under **‘Skills,’** include your computer, technical, and software skills, as well as any languages you speak. For computer/technical skills, please include the programming language or operating system and your level (e.g. Excel – Intermediate proficiency). Please be sure to include social media skills that you have as well!
- Under **‘Interests,’** include any hobbies and interests that you have. Employers like to know if a candidate is well-rounded and this provides an opportunity to share more about yourself.

Do not include...

- Do not include your age/date of birth, religion, or photos.
- References, or the phrase *“references available upon request.”*
- Do not include your High school under education
- Do not include any experience from your high school years. Employers only want to review experience from your university years.

Edit your resume!

- Save the file with as a word.doc with an identifiable file name: First Name_Last Name_Resume_Program Name
- Spell check
- Be concise
- Remove passive voice
 - Hemingway App can help!
- Polish the formatting to be consistent
- Bring your resume to a reviewer
 - University career services
 - Study Abroad or Academic Advisor
 - Professor
 - Peer
 - Global Internship Advisor

Action Verbs

Be sure to use a variety of powerful action verbs to describe your experience and skills.

<p><u>Management skills</u></p> <p>administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved implemented increased led managed organized oversaw planned prioritized produced recommended reviewed scheduled spearheaded strengthened supervised</p>	<p><u>Communication skills</u></p> <p>addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote</p>	<p><u>Clerical or detailed skills</u></p> <p>approved arranged accelerated catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated</p>
<p><u>Research skills</u></p> <p>clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized</p>	<p><u>Technical skills</u></p> <p>assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed repair solved trained upgraded</p>	<p><u>Teaching skills</u></p> <p>adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated</p>
<p><u>Financial skills</u></p> <p>administered allocated analyzed appraised assessed audited balanced budgeted calculated computed developed engineered forecasted Identified managed marketed modelled planned projected researched</p>	<p><u>Creative skills</u></p> <p>acted authored conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped</p>	<p><u>Helping skills</u></p> <p>assessed assisted clarified coached counselled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented</p>

Example of Resume/CV with more academic experience

Hermione Granger

Email: HJGranger@emailaddress.com

Phone: +1 (408) 555-1234

Skype: HJGranger4589

Home Address

CIEE Location

EDUCATION

International University

Bachelor's Degree – Economics; Minor: Business Administration

Overall GPA 3.31/4.0

City, CA

May 2021

Relevant Courses: Microeconomics, Macroeconomics, European Capital Markets, Economic Policy, Organisational Behaviour, Operations Management, Principles of Management, Statistics for Business and Economics

Academic Project Experience:

Business Plan Group Project, Principles of Management

- Created a business plan for the improvement and expansion of X Company with 4 peers
- Managed the group's communication board, meeting schedule, and group member deliverables
- Researched target markets and identified key audiences for ad & marketing initiatives
- Designed PowerPoint pitch deck and presented five-year plan for X Company to peers and faculty

Applied SPSS Independent Project, Statistics for Business and Economics

- Analyzed data with cross-sectional and time series analysis in SPSS

CIEE Global Internship Program

Student Intern

City, Country

June 15 – August 9, 2020

WORK EXPERIENCE

Coffee shop

Barista & Shop Assistant

City, CA

September 2018 – Present

- Communicate product knowledge while managing the cash register in a fast paced environment
- Trained 3 new employees on product knowledge, transaction procedures and policies, and shop cleanliness standards and organization

ACTIVITIES

International University Economics Association

Treasurer

September 2017 – Present

- Responsible for all club finances and accounting of club events and fund raisers
- Maintain financial records, prepare budget/allocation requests and liaise with faculty advisor

International University Women in Business

Member

September 2017- Present

SKILLS

Languages: English (fluent), Spanish (conversational), Arabic (basic)

Technical: Proficient in MS Word, Excel, PowerPoint, and Outlook; Mac OS; Visual Basic Application; SPSS statistical analysis software; Social media platforms including Facebook, Twitter, Tumblr, Instagram, WordPress, and Hootsuite

INTERESTS

Astronomy, Shakespeare, Bowling, Billiards, Golfing, Chess

Example of Resume/CV with more practical experience

Neville Longbottom

Phone: +1 (408) 555-1234

Email: NLongbottom@emailaddress.com

Skype: NLonbottom4589

Home Address

CIEE Location

EDUCATION

International University

Bachelor's Degree – Economics; Minor: Business Administration

Overall GPA 3.31/4.0

Relevant Courses: European Capital Markets, Economic Policy, International Business, Wealth Management

City, CA

May 2022

CIEE Global Internship Program

Student Intern

City, Country

June 15 – August 9, 2020

INTERNSHIP EXPERIENCE

Merrill Lynch

Wealth Management Intern

City, CA

May - August 2019

- Compiled data mapping compliance project on 365 funds under management for over five years
- Created master fund information spreadsheet, gathering data of funds and benchmarks

City World Trade Centre

Trade Services Intern

City, CA

September – December 2018

- Researched and analyzed foreign export market data
- Participated in marketing campaign for Port of City by leading interns in a comprehensive research project detailing data on non-containerized imports into California ports
- Assisted in the development of an E-Commerce export promotion proposal to the U.S. Department of Commerce

WORK EXPERIENCE

Coffee shop

Barista & Shop Assistant

City, CA

September 2018 – Present

- Communicate knowledge of products and promotions while greeting customers and managing the cash register in a fast paced environment
- Trained 3 new employees on product knowledge, transaction procedures and policies, and shop cleanliness standards and organization

ACTIVITIES

International University Economics Association

Treasurer

September 2016 – Present

- Responsible for all club finances and accounting of club events and fundraisers.
- Maintain all financial records, notify the Association Officers of financial issues, prepare budget/allocation requests and liaise with faculty advisor

SKILLS

Languages: English (fluent), Spanish (conversational), Arabic (basic)

Technical: Proficient in MS Word, Excel, PowerPoint, and Outlook; Mac OS; Visual Basic Application; SPSS statistical analysis software; Social media platforms including Facebook, Twitter, Tumblr, Instagram, WordPress

INTERESTS

Astronomy, Shakespeare, Bowling, Billiards, Golfing, Chess