

# Berkeley Summer Abroad

*As part of your Global Entrepreneurship and Innovation Program you will submit a recent resume. Scroll down for top tips and a sample template to help you prepare this key document based on a project-based placement with a global start-up organization.*

*The two most important elements of your resume for a global start-up organization will be a compelling summary statement and comprehensive listing of relevant skills.*

*Entrepreneurial supervisors value candidates who demonstrate creativity and curiosity as well as the ability to work independently and show initiative. The summary statement on your resume is an ideal opportunity to highlight these attributes.*

*Showcase the range of your capabilities through a comprehensive listing of relevant skills with proficiency level. Include computer programs, software experience, and language levels. For languages, Europeans often define their language proficiency according to the Common European Framework of Reference for Languages (CEFR). CEFR describes foreign language proficiency at six levels (A1 – C2). Note that many Europeans are fluent in at least two languages. If you claim to be fluent in Spanish, they will expect you to work in Spanish.*

## **TOP TIPS FOR YOUR GLOBAL START-UP RESUME**

- *Begin each statement with an action verb*
- *Demonstrate skills with specific examples*
- *Show results with numbers, deliverables, or impact*
- *Limit the document to one page, particularly if you are an early career candidate*
- *Avoid formatting distractions: document should be consistent, simple and organized*
- *Proofread, proofread, proofread...then have friends & family proofread again!*
- *Bonus Tip: Keep your LinkedIn updated and consistent with your resume. Upload projects or work samples to your profile and post articles or comments thoughtfully.*

*Early in your program and its placement process, the team from Global Career Center (GCC) will provide feedback to help further refine and revise your resume. Look forward to continuing to iterate this key document as you prepare for and then incorporate the experience from your Global Entrepreneurship and Innovation Program!*

# [Name]

[Phone Number] | [Email Address]

Overview to summarize your background, attributes and potential contribution. Two separate examples follow:

- (1) Organized and enthusiastic engineering student seeks a project during Global Entrepreneurship and Innovation Program to learn and contribute to all aspects of a product launch.
- (2) I am seeking a project as part of the Global Entrepreneurship and Innovation Program and can apply my excellent research and communication skills to a real-world client relationship.

## EDUCATION

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[University Name]

[City], [State/Country]

Bachelor of [Arts/Science] in [Major]

Expected [Grad Date]

- **Relevant Coursework:** [Economics, Accounting, Finance classes; Design, IT, Engineering classes]

## ACADEMIC PROJECT EXPERIENCE

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[Class Name], [University]

[City], [State/Country]

[Position Title], [Group Name]

[Start Date] – [End Date]

- [Summary sentence describing project]
- [Implemented new marketing strategies including xxx which led to xxx]

## WORK & VOLUNTEER EXPERIENCE

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[Company Name]

[City], [State/Country]

[Position Title], [Group Name]

[Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- Selected [Client / Project / Transaction] Experience:
  - [Project #1]
    - [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]
  - [Project #2]
    - [Analyzed xx and concluded that key factor was xx, which made project viable / not viable; resulted in company proceeding with project]
  - [Project #3]
    - [Created xx new method for doing xx; led to increased efficiency / sales]

[Company Name]

[City], [State/Country]

[Position Title], [Group Name]

[Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- [Led team's efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings]

[Student Club Name]

[City], [State/Country]

[Position Title]

[Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- [Recruited over xx members to club with promotional campaign]

## SKILLS, ACTIVITIES & INTERESTS

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**Languages:** Fluent in [xx]; Conversational Proficiency in [xx]

**Technical Skills:** [List any programming languages, CRMs, design programs, advanced Excel skills]

**Activities:** [Student Clubs, Volunteer Work, Independent Activities]