

Sample Business International Resume Format

0.75"-1" even margin on all sides (you can also use a temporary and permanent address)	Name Address Telephone E-mail (make sure it is conservative)	(for name and all major categories use font size 14 bold for everything else use font size 12 regular)
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***Double Space between each major category**

Objective (optional)- States the position you are looking for. It must be job specific.

OR

Profile (optional)- Powerful statement that sums up your education and related experiences. It must be concise and specific to your chosen field.

*Also, you may choose to leave off the objective or profile, and target each cover letter to the position opening. You can also include an objective and a profile that relates to the position you are applying for.

Education

List Degree Program, College, Location, Graduation month and year, GPA (is optional if it is 3.0 or higher). If you have additional degrees, double-space and list with the same format.

Thesis or Research Project can go under degree or keep as a separate heading. List title of thesis or research project. Single spaced and font size 12 bold.

Honors/Scholarships (optional)

(Double Space between each major category and the category's text)

List the honor and year you received it. Lead with the most recent first.

Fieldwork Experience or Professional Experience (Bold 14 Font)

Relevant to your position goals

Sub-categorize all of your professional and fieldwork experience before you begin this section

Consolidate all related experience first and single-space this section. You can change according to the type of work setting and responsibilities you had or have.

Languages Bold 14 Font (optional)

You may include before your experience if it's applicable to your job target.

e.g. Fluent in Spanish, French and German

International Experience or Professional Experience (Bold 14 Font)

If your fieldwork experience is applicable to your career goal it can be included under either of the above sections that you decide to lead with. You can also use your fieldwork as the lead category.

There is no right or wrong way to lead this section. It depends on your unique background and experience.

e.g.

International Fieldwork (Bold 14 Font)

Management Intern, (Bold 12 Font) Name of organization, location, dates

- Shadowed an assistant director with international operations including responsibility of consumer outreach project

- Observed board meetings and strategic planning meetings
- Attended professional and development seminars on international trade
- Learned the importance of cultural sensitivity in the work place

Professional Experience (Bold 14 Font)

Administrative Assistant, Name of organization, location, dates

- Handled customer service requests and completed projects as requested in a timely manner
- Supervised and evaluated support staff and provided professional development opportunities to all staff

*See **Related Experience** or **Community Involvement** sections and include here if it's applicable to your job target.

Work Experience

Include part-time and full-time positions not directly related to your major/job target

- **Please note that the suggested length is no longer than 2 pages for a resume. There are few exceptions to this rule, however, they do exist. This sample resume has more information than 2 pages in order to give a better overview of possible categories and descriptions.**

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OPTIONAL CATEGORIES

*Select the ORDER you believe is most important

*Double space between major categories

Professional Experience

***Related Experience** (paid or unpaid)

Relevant to your major.

Leadership Experience (paid or unpaid)

Certifications

Include all relevant certifications Name of Certification, Year(s) (eg. 1999-present)

Campus Involvement

List the name of the club or activity and the year(s) you were participating.

***Community Involvement**

Volunteer, organization and the year(s) you volunteered. Unpaid experience is as valuable as paid, and this section can be used at work or related experience if it shows you have hands-on experience

International Experience

Languages

List the name of the language(s)

Computer Skills

List programs, _____ , _____

Professional Development

e.g. workshops, seminars, in-service presentations.

Professional Affiliations

List membership and include year(s)

Special Interests

Related to your career field.

References available upon request (optional)