

[Your Full Name]

[City, State] | [Phone Number] | [Email Address] | [LinkedIn URL] |

[Optional: Work Authorization: F-1 Student Visa | Portfolio (if applicable)]

Professional Summary

- A concise 2–3 sentence introduction highlighting your field, strengths, and career goals.

Example:

Motivated international student pursuing a BBA with strong analytical, research, and multicultural communication skills. Experienced in customer service and administrative support through academic projects and part-time work. Seeking CPT/OPT opportunities in business operations or marketing.

Education

South University – [Campus Location]

Bachelor of [Major], Expected Graduation: Month Year

- GPA: X.X/4.0 (include if 3.0+)
 - Relevant Coursework: [Course 1], [Course 2], [Course 3]
 - Honors or Scholarships (if applicable)
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Skills

Technical Skills:

• [Software 1] • [Software 2] • [Tools/Programs]

Professional Skills:

• Communication • Multilingual: [Languages] • Time Management • Teamwork
• Customer Service • Intercultural Competence

Work Experience

Job Title — Company, City, Country/State

Month Year – Month Year

- Action verb + accomplishment or responsibility
- Action verb + task + measurable outcome (if possible)
- Action verb + project or improvement made

Example bullets:

- Assisted with administrative operations, improving filing accuracy by 30%.
- Provided customer support to 50+ clients weekly, resolving inquiries in English and [Your Language].
- Collaborated with a multicultural team to complete departmental projects ahead of deadlines.

Internship or CPT Experience *(if applicable)*

Intern Title — Organization, City, State

Month Year – Month Year

- Describe contributions using strong action verbs
- Highlight U.S. workplace skills
- Quantify results when possible

Campus Involvement & Leadership

Role, Organization

Month Year – Present

- Led [activity/project], resulting in [impact]
- Organized events for X+ students
- Managed communications, outreach, or logistics

Projects *(optional but highly recommended)*

Project Title – Course or Independent

Month Year

- Brief explanation of the project
- Tools/skills used
- Outcome or accomplishments

Certifications *(optional)*

- Certification Name – Issuing Organization, Year

Languages

- [Language 1] — Native/Fluent
- [Language 2] — Conversational/Intermediate/Advanced

Graduates are required to pass the national certification exam and obtain a state license in order to work in the field. (Exam names vary by program.) Please refer to the State Professional Licensure Determination and National Certification/Licensure section of the University catalog for additional information. South University cannot guarantee each graduate will pass the required licensure examinations. South University does not promise or guarantee licensure, employment, or salary amounts.

