

Resume and CV Tips for International Students

A U.S. RESUME/CV INCLUDES:

CONTACT INFORMATION: Full name, phone, email (optional to add address or professional social media links).

EDUCATION: Degrees obtained/seeking, minors/certificates, university name, city/state, or city/country, graduation date, (optional to add GPA).

WORK AND INTERNSHIP EXPERIENCE: Job title, employer, city/state or city/country location, dates worked, and then bulleted content that details your tasks, strengths and skills.

ACTIVITIES: Dates involved, location, and bulleted content detailing what activity is and how you are involved.

VOLUNTEER EXPERIENCE: Title, organization, dates involved, location, and bullet points detailing your service.

OTHER CUSTOM SECTIONS: Skills (including language skills), honors and awards, summary, research experience, etc.

YOUR VALUE AS AN INTERNATIONAL STUDENT

Consider highlighting these skills and considerations in your resume and cover letter:

- **Diversity:** Research shows that a diversified workforce brings many advantages including innovation and greater productivity. Your cross-cultural experience as well as unique viewpoint, culture and work style will add value to a team.
- **Commitment:** International students are eager to work and typically remain in their positions longer than domestic students.
- **Language Skills:** As an international student, you should highlight your bilingual competency to impress employers. You may specify your skill level and experience in your resume.

Skill Levels:

- Conversational: can speak the language
- Literate: can comfortably read & write the language
- Fluent: can read, write, speak the language with similar skill to a native speaker
- Other levels: Basic, intermediate, “near native”, etc.

e.g., Fluent in Spanish, conversational in Portuguese, native speaker of both Chinese and English

A U.S. RESUME/CV DOES NOT INCLUDE:

PERSONAL INFO: Age, birthdate, gender, marital status, race/ethnicity, religion. Federal labor law prohibits discrimination based on sex, age, race, color, nationality, disability and other protected classes. By disclosing this information most recruiters will not consider your resume.

PERMANENT HOME COUNTRY ADDRESS: This is typically not necessary.

PHOTO: Your resume document should not include a photo; however, you can add a headshot to your Handshake and/or LinkedIn profile.

OTHER: Visa information, TOEFL or GRE scores

HOBBIES: Just include information about your skills, academic background and work experience.