

International Students - Writing a U.S. Style Resume

Developing an effective resume that highlights your relevant qualifications to the position is crucial in a successful job or internship search in the US. It is a marketing tool that highlights your education and relevant skills, experiences and accomplishments for a specific position.

Write a US Style Resume

Start by using the [Resume Guide](#). This guide includes everything you need to help you write your US style resume.

In addition, take note of the following cultural differences in resumes:

A US resume includes:	A US resume DOES NOT include:
<ul style="list-style-type: none">• Personal information such as full name and contact information (cell phone & email)• LinkedIn profile (optional)• Education (highest degree first)• Relevant coursework (optional)• Relevant experiences in addition to formal internships or jobs:<ul style="list-style-type: none">○ research experiences○ course/independent projects○ student leadership○ volunteering○ skills (language, computer, etc.)	<ul style="list-style-type: none">• Personal information such as:<ul style="list-style-type: none">○ age○ gender○ marital status○ race/ethnicity○ home country• Immigration status• Photograph• Religion• English as a language skill• International permanent address• Grammatical or spelling errors• TOEFL or SAT scores• A declaration statement

Tip: Get Feedback!

- After you draft your resume, our staff can provide you with feedback on any changes needed before you share it with employers. You can upload your resume for review in [ChargerLink](#)
- You can also meet with them by [Requesting an Appointment](#) for a resume or cover letter review.

Overseas Experience or Education

If you plan to include overseas experience or education in your resume, it is helpful to provide a frame of reference for the employer. You also may need to spell out acronyms that may not be widely known in the U.S. Here are some examples:

- 2nd largest digital marketing firm in China
- #1 ranked Engineering College in India

Resume vs. Curriculum Vitae (CV)

In the US, a resume is typically 1 page in length and highlights your relevant qualifications for a specific position. A CV, however, is longer than 2 pages and is a detailed overview of your academic background and accomplishments. CVs are typically used when pursuing academic or research positions. If you are not pursuing academic/teaching positions, use a resume.

Writing Support

Every resume you submit should be free of spelling or grammatical errors. In addition to having a Career Advisor review your resume, make sure to seek writing support from the University Writing Center, your friends, classmates and your support network who are native speakers of English. Make an appointment with the [University Writing Center](#).

Ready for a Resume Review at the Career Development Center?

Career Counselors and Peer Career Advisors are available to review your resume. You can [Request An Appointment](#), or upload your resume for Review on [ChargerLink](#)