

RESUME (CV) GUIDE

A resume is a marketing tool designed to obtain a job interview. A resume should be clear, readable, and relevant to a specific position and employer. Use reverse chronological order to highlight your most recent experiences.

GETTING STARTED

To begin writing your resume, make a list of all your academic, professional, and community service experiences:

- your work history (paid and unpaid jobs, internships, and volunteer work).
- classroom work, special projects, courses relevant to your career goals
- research
- public speaking and presentations
- honors and awards
- activities (student associations, publications, clubs, etc.)
- sports (particularly team sports, participating in competitions, etc.)
- military experience (focusing primarily on transferable skills: responsibilities and supervisory roles held, training received, and coordination/interpersonal abilities)
- foreign experience
- community service (tutoring, peer counseling, advising, fundraising, etc.)

As an AUP student, you will want the following skills to stand out on your resume:

- language skills
- ability to work with people from different cultures and backgrounds from one's own
- ability to work in a team
- flexibility, adaptability
- ability to take initiative
- strong work ethic
- ability to understand and use modern technology

LAYOUT

- As a student or recent graduate, you should try to keep your resume to a single page.
- Be consistent about which format and font you choose. Standard fonts work best (Arial, Times New Roman, Verdana, etc.).
- Use sizes between 10 pts. and 12 pts. for the body of your text; headings can be up to 14- or 16- point.
- Use good quality white bond paper if you are printing your resume (grey or cream-colored are OK too).
- Use **bold** for emphasis. Avoid *italics* for important information.

THE COMPONENTS OF A STANDARD RESUME

Note: Your resume does not need to say "resume" or "curriculum vitae" on it. This should be obvious.

HEADING OR CONTACT INFORMATION

- Use the address that you wish to be contacted at (a local address if possible in relation to the offer you are responding to). Indicating several addresses is confusing.
- Make sure your email address and answering machine message reflect how professional and serious you are.

OBJECTIVE AND SUMMARY OF QUALIFICATIONS

- Unless your objective is very specific and targeted to a particular position, it is best to omit it.

- A summary of qualifications, on the other hand, is highly advisable in that it explains succinctly what you have to offer. Ideally, it attracts the reader's interest and spurs him or her to read the rest of the document with interest.

ex.:

OBJECTIVE

An internship in the purchasing or sales department of an international food import-export company which will allow me to utilize my business training, international background and strong language skills

SUMMARY OF QUALIFICATIONS

Recent Business and Economics graduate fluent in four languages with strong interpersonal skills, successful experience in working in a team and proven ability to plan, follow through and complete complex projects.

EDUCATION

Present education first if you are a recent graduate, experience first if a more seasoned professional. List any honors and awards here rather than in a separate section.

ex.:

2008-Present	The American University of Paris	Paris, France
	Pursuing Bachelor of Arts in Art History	
	Anticipated graduation date May 2011	
	<ul style="list-style-type: none"> • Visiting student at Columbia University, New York (Fall 2009) • Relevant Courses: The Art Market, Early 20th Century Art 	

Tips:

- "Relevant courses" should be targeted to the position you are applying for.
- As a student with little experience in your sector of interest, you may wish to list relevant coursework: teamwork, simulations, research projects where you consulted primary sources or interviewed industry professionals, or other assignments that required strong writing, analytical, language, or computer skills.
- If you have many course projects to enumerate, consider creating a specific category entitled "Relevant Academic Coursework."

ex.:

- Relevant projects: conducted brand analysis of L'Oréal and Lancôme; global advertising analysis for Chanel perfumes; and analysis of Chanel brand; created advertising campaign for hypothetical company in simulation exercise.

LANGUAGES

- Make sure your language skills are clearly evident. List languages in order of relevance rather than the order of mastery.
- Your proficiency in English should not be mentioned on a resume targeting the US market unless specific written or verbal capacities are listed as actual job requirements.

ex.:

English: Native proficiency
 French: Mother tongue
 German: Fluent (Beruf Zertifikat, Goethe Institut, Munich 2010)
 Spanish: Strong working knowledge
 Italian: Elementary written and spoken
 Russian: Beginner

EXPERIENCE

- This includes paid and unpaid employment, internships, involvement in student organizations, volunteer work, research for professors, etc.

- Indicate dates, the company name and location, your job title, and a brief description of your responsibilities. Avoid abbreviations. You may wish to provide a short description of the organization, particularly if it is not well-known in the target country.
- List specific skills and areas of responsibility according to their relevance to the position you are considering. Strive for powerful or active verbs (e.g. initiate, launch, spearhead, create, reorganize, develop, coordinate, lead, run, achieve, increase, communicate, etc.).
- Focus on accomplishments -- the impact of your actions on organizational goals.
- Avoid uninteresting openers like "Responsibilities (or duties) include..." and long blocks of text – find a way to organize/categorize information.
- Make sure the level, scope and environment of your positions(s) are clearly evident. Emphasize both soft (interpersonal) skills and hard (technical) skills.
- Use a concise, telegraphic style (omit or limit use of "the" and "a/an"), and maintain parallel sentence structure ("hire, train and supervise" rather than "hiring, training and supervising").

ex.:

September 2010	The American University of Paris	Paris, France
	Student Advisor, New Student Orientation	
	<ul style="list-style-type: none"> • Assisted incoming students from over 100 countries. • Acted as interpreter between students and French landlords. • Led workshops on academic and everyday issues. • Coordinated with faculty and university administration. 	

COMPUTER SKILLS

- Indicate the software/applications you are familiar with, along with level of proficiency.
- If you have experience in designing websites, utilizing databases, or creating Power Point presentations, include this in the appropriate category as well ("Education" or "Experience," for example).

ACTIVITIES AND INTERESTS

- If you have taken an active role in extracurricular or other activities, and particularly if you have held responsibility or otherwise demonstrated professional skills, it may be more appropriate to list these under "Experience."
- Otherwise, this can be a separate category where you list recreational sports activities, travel, and cultural, artistic, volunteer, or academic interests.

ex.:

Habitat for Humanity, New York City: Assisted in reconstructing homes (Summer 2008)

PERSONAL INFORMATION

- This heading is appropriate for resumes targeting the UK job market.
- If applying for a position in the US, you should not mention age, nationality or marital status on your resume.
- If sending an English-language resume to an employer in France, you may wish to indicate your date of birth, nationality and marital status under your contact information as on a French resume.

Applying Online

- Use relevant keywords tailored to both the organization and the specified position. An application that is not targeted in this way will not get through the filters and will remain in cyber-limbo forever.
- Read instructions several times to ensure that you fully understand the application process and are following directions to the letter.

Thanks to David Bizer, former Lead Recruiter at Google Europe, for his input.

Need help in writing your resume? Contact the Internship/Career Development Office at careers@aup.fr.

Sample Resume

YOUR NAME

CURRENT ADDRESS
PHONE NUMBER • FAX NUMBER • E-MAIL XXX@XXX.COM

SUMMARY OF QUALIFICATIONS

Short, concise list of your professional strengths, approx. 3 lines long. Include languages, a brief summary of relevant professional experience, and other special skills & areas of expertise (web design, research, strong interpersonal skills, etc.).

EDUCATION

- | | | |
|---------------------|---|----------------------|
| 20xx-Present | The American University of Paris | Paris, France |
| | Pursuing Bachelor of Arts/Science or Masters degree in | |
| | <ul style="list-style-type: none">• XXX track; Minor in ...• If relevant, academic achievements/awards• Anticipated graduation: month, year | |
| 20xx | Name of high school or previous institution | City, Country |
| | Name of diploma (with an explanation if necessary) | |
| | <ul style="list-style-type: none">• If relevant, academic achievements/awards | |

ACADEMIC COURSEWORK

- Short description of course or project involving group work, presentation, research, interviews, translation, etc., which is relevant to your target.

RELEVANT EXPERIENCE

- | | | |
|-------------------------|--|----------------------|
| month-month 20xx | Company name | City, Country |
| | <i>Short description of company</i> | |
| | Job Title | |
| | <ul style="list-style-type: none">• Use action verbs to describe tasks, responsibilities, achievements• Indicate who you were coordinating with or assisting: clients, executives (list job titles or functions but not their names), other departments within the organization, etc. | |

LANGUAGES

English: Fluent
XXXX: Level
XXXX: Level

COMPUTER/TECHNICAL SKILLS

List applications you are familiar with and level of proficiency.

OTHER EMPLOYMENT/VOLUNTEER EXPERIENCE

Here you can add other experience which is not immediately relevant to your target: waitressing, au pair work, etc. (with locations and years in parentheses).

INTERESTS AND ACTIVITIES

You may wish to mention travel (specific countries/continents), sports, artistic pursuits, etc.