

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.

A U.S. Resume Includes:	A U.S. Resume DOES NOT Include:
<ul style="list-style-type: none">• Personal information such as full name and contact information (cellphone & address)• Links to personal website, blog, or 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

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. Here are some examples:

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

Resume vs. Curriculum Vitae (CV)

In the US, a resume is typically one page in length and highlights your relevant qualifications for a specific position. A CV, however, is longer than two pages and is a detailed overview of your academic background and accomplishments. CVs are typically used when pursuing academic or research positions.

Writing Support

Every resume you submit should be free of spelling or grammatical errors. In addition to having your resume reviewed by the Career Center, you should seek help from friends and classmates who are native speakers of English.

References and Resources

- Saint Martin's University Career Center
- Office of International Programs and Development