

Just as there are cultural differences in education systems and social life, there are cultural differences in what an employer expects to see on a resume. This is designed to help international students at Bradley University to understand what these cultural differences may be and help them to create a U.S. appropriate resume.

The U.S. Resume is a concise, attractive marketing tool that summarizes your relevant academic background, jobs, skills, and accomplishments. The length of the resume is limited to 1-2 pages maximum.

Common Resume Categories

Education Record: List most recent schools attended in reverse chronological order. Make sure you spell out the degree(s) you received, including the month and year received and the university where it was earned. You could provide a short description of the school attended in your home country; for instance, comment if it is an engineering-focused institution.

Employment History: A listing in reverse chronological order of your employment experience. This could include the name and location of employers, dates, job titles, and a brief description of your responsibilities, contributions, and achievements while on the job. Remember, the employer is more concerned with what you did than with what the company does.

Projects or Contests: Two optional sections to consider are Projects you completed or Contests in which you competed. This would be listed in a similar format as your Employment History. Both could be related to coursework or could be independent of your education.

Relevant Coursework: This optional section lists classes in your discipline of study. You could expand to give information about projects completed or information learned in the class, if relevant. Never list more than four or five courses.

Activities: This section provides the opportunity to set yourself apart from the other applicants and to show that you are a well-rounded and accomplishment-oriented individual. It could include extra-curricular activities in which you have been or are currently involved.

Honors and Awards: Although usually considered an optional section, it includes all scholastic or outside recognition received (not more than two to three years old)

Frequently Asked Resume Questions

<p>You should include:</p> <ul style="list-style-type: none"> ● Full name (<i>given name, family name</i>); you could also include an "adopted" name here, if you have one. ● Contact Information in the U.S. (email, phone) ● Education (<i>highest degree, most likely Bradley, first</i>) ● Relevant Experience (<i>most recent experience first; focus on what you did in that position</i>) ● Leadership Experience (<i>optional</i>) ● Honors & Awards (<i>optional</i>) ● Languages (<i>other than English</i>) ● Skills 	<p>You should <u>NOT</u> include:</p> <ul style="list-style-type: none"> ● TOEFL Score ● Photograph ● Immigration Status ● Age or Date of Birth ● Marital Status ● Race/Ethnicity ● Religion ● Parent Information ● Personal Interests or Hobbies ● Information from primary school
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Resume Styles

- **Chronological Format:** This common style is used when seeking a position related to your education and experiences. Information is listed in reverse chronological order within each section and descriptions of responsibilities and achievements listed under each experience.
- **Function Format:** This style is useful if seeking a position not directly related to your degree or work experiences. Information is listed under major skill headings with job titles, employers, and dates listed separately. Speak with your career advisor if you need assistance with this type of resume.

Resume Appearance

- **Length:** Resume length varies with career field and experience. Most current or recent graduates should have a resume no longer than one page.
- **Paper:** Use quality paper and a quality printer. White or off-white paper is best.
- **Font:** Use standard fonts such as Times New Roman or Arial in a readable font size (11- or 12-point). Limit different font styles—bolding and **CAPITALIZING** are the best methods to make information stand out. Avoid underlining and italics in case your resume gets scanned. Use black ink only.
- **Bullets:** Solid dots (•) or squares (■) are best.
- **File Type:** Write your resume in Microsoft Word and save as Last name_First name Resume.doc. *Avoid resume templates. Save the document as an Adobe PDF before sending to an employer.*
- **Proofread:** Your spelling and grammar must be **flawless**. Ask several friends to proofread. Submit to your Career Advisor for a final proof.

Five Things to Ask Yourself Once Your Resume is Complete:

1. Overall, does this resume show how the employer benefits by hiring me?
2. Does it stress my accomplishments and skills, showing how I am qualified for the job sought?
3. Does it have a good layout, adequate white space, error free typing and emphasis on key points, making it inviting to read?
4. Does it contain any negative information?
5. Are all claims supported by convincing examples and measurable results?