



## Resume Sample: International Students

The process of creating a resume as an international student may be a bit confusing. Trying to figure out what information to include, and how to present yourself may be difficult. While it should be written with the same goal in mind as that of any college student, which is to show an employer the experience you have that is relevant to the position for which they are recruiting, the tips below address the questions that international students typically have when preparing a resume to share with a U.S. employer. Refer to page 2 for an example of how the tips listed can be applied. Once you have a draft ready, you can stop by the Arts and Sciences Career Services Office during walk-in hours to have it reviewed or submit it electronically. Details about resume reviews are found at [ascareerservices.osu.edu](http://ascareerservices.osu.edu).

### Wai Kwong (Charles) Lee's Resume - Construction Notes

- 1 Your name is usually the first thing that jumps out to recruiters due to its larger font size. It is important to list your name as it looks on legal documents, but if you have "adopted" an American first name, indicate this in parenthesis at the top of your resume. If you feel that your name is difficult to pronounce in English, you might include the phonetic spelling beneath your name.
- 2 The Personal Summary is an optional section. Use this section to highlight your language and cultural fluency, as well as any qualifications that relate directly to the position you are seeking. You may also choose to mention your visa status. If you do, be sure to make the most positive statement that you can truthfully make. For example, "Visa allows 12 months U.S. work authorization" or "Permanent residency to be awarded within the next four months." If you are already a permanent resident, be sure that your resume says "U.S. permanent resident" in a spot where it cannot be overlooked.
- 3 Generally speaking, there are major differences between U.S. resumes and resume formats from other countries. Notice that items in the Education section on the following sample are listed in reverse chronological order. Start with your degree in progress. If you've received degrees from other higher education institutions, you can list those after your Ohio State degree information.  
  
If you list degrees from foreign institutions, provide a frame of reference (e.g. "equivalent to a 2-year college") when possible. This will help recruiters understand the type of institution from which you received your degree. If you decide to include a GPA from a foreign institution, make sure to convert the number to be consistent with the 4.0 GPA scale commonly used in the U.S.

- 4 Often your resume is the first impression an employer has of your skills and experience when considering you for an internship or other type of career opportunity. Employers determine what you will bring to the workplace by evaluating the skills and qualifications on your resume as they relate to the position for which you are applying. Account for the variety of ways in which you've learned about the American workplace by detailing your experiences working and/or volunteering at U.S. organizations.
- 5 Throughout each section of your resume, highlight your ability to communicate in English and display how you are actively practicing your English skills to improve your verbal and written communications. Check for grammatical and spelling errors.

### Resources/Websites for International Students

#### GoingGlobal

(Accessible from your FutureLink homepage: [futurelink.osu.edu](http://futurelink.osu.edu))

Explore world-wide internship opportunities, job listings and industry and employment trends. Review country-specific information including resume writing and interviewing guidelines, professional networking groups and work permit and visa regulations. Gain information about some of the largest cities across North America including cultural advice about office protocol, communication styles, business practices for conducting meetings and presentations. **Use to gain access to the Department of Labor's (DOL) most recent listing from of all companies who have submitted H1B visa applications on behalf of employment candidates for the prior 12 months, from September to October.**

**Office of International Affairs (OIA)**

<http://oia.osu.edu>

Refer to OIA for questions or concerns about Curricular Practical Training (CPT) or Optional Practical Training (OPT). OIA offers workshops to help international students understand eligibility and application procedures.

*English Conversation Partners Program (ECP)*

OIA offers this program as an opportunity for international students to practice English communication skills and learn about U.S. culture. Participation in this program is a good way to enhance your resume.

**American Chamber of Commerce Abroad**

<https://www.uschamber.com/amcham-directory>

Directory of American companies and individuals doing business in a particular country, as well as firms from that country that operate in the United States.

**H-1B Visa Jobs and Sponsorship Portal**

<http://www.H1Bvisajobs.com>

**U.S. Work Visas for International Students**

<https://youtu.be/B7ogwR10sHI>

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**PERSONAL SUMMARY**

- Proven communication skills as demonstrated through campus leadership, delivering multiple class presentations, and participation in the English Conversation Partners Program
- Fluent in Chinese (Mandarin). Proficient in English
- Traveled extensively throughout Asia and U.S. and developed an understanding of American culture
- Experience developing dynamic and interactive databases
- Secured work authorization card from United States Citizenship and Immigration Services (USCIS)

**EDUCATION**

The Ohio State University	Columbus, OH
Seeking a B.A., majoring in Computer and Information Science	Expected Graduation: May 2016
GPA: 3.5	

The University of Hong Kong	Pokfulam, Hong Kong
B.S., major in Chemistry	Graduation: May 2011
• Globally recognized and ranked as the #1 university in Asia and 36th in the world in Arts and Humanities	

**RELEVANT EXPERIENCE**

Arts and Sciences Technology Services Office – The Ohio State University	Columbus, OH
<i>Service Desk Student Assistant</i>	Jan 2015-Present
• Perform troubleshooting, communicate with staff and faculty across campus	
• Install software and upgrades, communicate with technology staff via walkie talkie	

AirWaves, Inc.	Lewis Center, OH
<i>IT Intern</i>	Summer 2014
• Installed anti-virus/spyware software for better protection and to optimize firewall	
• Developed company website. Managed two store websites as well as company site	
• Installed/upgraded computer hardware and software; performed data backup/server maintenance	

**ADDITIONAL EXPERIENCE**

North Commons Dining Hall – The Ohio State University	Columbus, OH
<i>Cashier and Student Worker</i>	Sept 2014-Present
• Operate cash register and balance register according to policy and procedures	
• Interact with customers in a friendly, professional manner	
• Accuracy checks for register range between 97-100%; top rank among part-time staff	

**VOLUNTEER AND LEADERSHIP EXPERIENCE**

English Conversation Partners Program (ECP), June 2012 - present

- Actively engage with ECP to maximize English communication skills and to enhance knowledge of the U.S. culture

Vice President of International Students Association, April 2012 – June 2014

- Collaborated with other campus organizations to increase awareness of cultural events on campus by distributing flyers, social media and speaking during club meetings
- Learned strategies for communicating effectively when project goals were unclear

**HONORS AND ACTIVITIES**

Dean's List – 6 terms  
Denman Undergraduate Research Forum, Fall 2014  
Habitat for Humanity – Volunteer, May 2014-August 2014

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