



## **RESUME RECOMENDATIONS**

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- Keep your resume short to around one page long.
- Mention age, marital status and the date.
- Mention computer and language skills.
- Include the section on professional experience before the section on education.
- Use chronological order starting from the most recent date.
- Keep to the point and do not mention experience which is not relevant to the position sought.

## **SUGGESTED GENERAL OUTLINE FOR YOUR RESUME**

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### **PERSONAL DATA**

*Name and Surname*

*Address*

*Telephone*

*Passport or ID Card Number*

*Birthplace and Date*

*Driver's License*

*Civil Status*

### **EDUCATION**

*Official degrees*

*Other certificates*

*Language spoken*

*Computer skills*

### **EXPERIENCE**

*Professional*

*Non-professional, i.e. NGOs, research, publications, memberships, prizes*

### **PERSONAL STATEMENT**

*Cultural interests, sports, travel, etc.*

### **REFERENCES**

*Name*

*Address*

*Phone*

*E-Mail*

## RESUME SAMPLES

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### LUIS DAVID ARREDO

Friesestraat, 100  
9718 NA  
Amsterdam  
Tel: 0623 42 00 00  
Email: luis@gmail.com

**EDUCATION:** Master in Business Administration (grad. September 05)  
CUNEF Business School, Complutense University, Madrid, Spain

“Profesor Superior de Violín” (grad. June 03)  
Higher Conservatory at El Escorial, Madrid, Spain

Violin Performance Studies (*current*)  
North - Netherlands Conservatory, Groningen, The Netherlands

**LANGUAGES:** Spanish (native), English (native), French (advanced)

**EMPLOYMENT:**<sup>1</sup> September 2003-June 2005  
Representative of BEST Programs in Belgium (securing internships for students, accommodation, general coordination).

March 2004-April 2004  
Telemarketing research assistant.  
Research International S.A., Brussels.

September 2002- September 2003  
Administrative assistant at IEMEVE  
artist management agency, Madrid.

**RELATED SKILLS:** Computer skills: Microsoft Office • Basic web design • Windows 95/98/ME/XP • Internet marketing (Mach5 Mailer)  
Translation skills: Freelance translator English ↔ Spanish; French → English or Spanish. Cambridge Proficiency degree in translation.

**HOBBIES/INTERESTS:** Music, Web research & data-mining, Intellectual Property law, Cycling.

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<sup>1</sup> References available on request.

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## Alicia Deandrelis

Clearview Circle  
Burlington, CT 06609 USA  
401-533-4455  
alicia@providence.edu

**Objective:** A business marketing internship in Barcelona, Spain, in an organization that values enthusiasm and creativity.

**Related Experience:** Summer Internship 2000: Plan it Marketing Inc. Boston, MA;  
-Recorded and Evaluated control group responses to new products/services  
-Performed various office duties

Tutoring/Substitute Teaching 2000-Present: Bridgeport Board of Education, Bridgeport CT  
-Coordinated Bilingual Tutoring Program between Notre Dame High school, Fairfield CT, and Bridgeport bilingual classrooms  
-Specialized in Bilingual Classrooms  
-Taught and tutored various subjects to Portuguese and Hispanic children

**Education:** **Providence College**, Providence, RI  
Bachelor of Arts Degree, May 2004  
Major: Spanish  
Certificate: Business Studies  
GPA: 3.50

**Related Coursework:** Marketing, Microeconomics, Accounting, Finance, Spanish Business, Business Policy and Decision-Making  
10 Spanish Literature and Grammar courses

**Selected Honors  
Achievements:**

Phi Sigma Iota (International Foreign Languages Honor Society)  
Sigma Delta Pi (National Spanish Honor Society)  
Lida B. Arrone-Amnestoy Award  
- Presented to the graduating Spanish major whose academic achievement, intellectual curiosity and spirit of collaboration complement creative talents in the pursuit of justice and understanding among all peoples.

**Computer Skills:** Microsoft Office, Works, and WordPerfect

**Languages:** English: native – Spanish: intermediate – Portuguese: advanced

**References:** Available upon request

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# Michael Hague

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## Permanent Address

5304 Narsoma Ave  
Westwood, Ca 91324  
Michha@csu.edu  
Cell: +39-06-334-578-7799 (Rome, Italy)

**OBJECTIVE** To gain the proper knowledge and experience in Business Administration, in order to achieve future success and credibility

**EDUCATION** **Michigan State University**  
Candidate for Bachelor of Arts Degree with a major in Supply Chain Management/ Possible double major in Economics  
Expected date of graduation: May 2004  
Cumulative/Major GPA: **3.633/3.75**  
Languages: currently enrolled in Italian at John Cabot University, 5 years of Spanish

## WORK EXPERIENCE

September 2002-  
October 2002 **UNIVERSITY BARTENDING CO., PORTLAND, ME**  
**Michigan State Recruiting Representative**  
Advertised to students throughout campus, regarding bartending course; constructed a team of hard-working students to fulfill the position; coordinated a strategy to efficiently promote program

June 2002-  
August 2002 **SCHLITTERBAHN WATERPARK INC., NEW BRAUNFELS, TX**  
**Lifeguard**  
Proactively scanned swimming area to prevent dangerous situations; certified in adult and infant Cardiopulmonary Resuscitation (CPR); qualified to perform the Heimlich manoeuvre; prepared to perform proper safety procedures in case of an emergency; grounds-keeping and equipment maintenance

May 2002-  
August 2002 **GAP, INC., SAN MARCOS, TX**  
**Sales Associate**  
Sales, clerical, and stock; mark-downs/inventory; assisted customers in finding merchandise; maintained store appearance; provided a friendly and comfortable environment

**ACHIEVEMENTS**

- Dean's List- Four semesters
- R. A. Kennedy Memorial Book Scholarship Recipient, Fall 2003
- Recipient of Daimler-Chrysler Study Abroad Scholarship, Spring 2003
- National Society of Collegiate Scholars
- National Association of Purchasing Management
- Michigan State University Multi-Cultural Business Program
- Study abroad, John Cabot University; Rome, Italy; Spring 2003
- P.U.S.H. America Volunteer
- MEAP Scholarship Award Recipient

**INTERESTS** Snowboarding, skiing, soccer, running, basketball, swimming, fishing, reading, music, and experiencing different cultures and lifestyles through travel

**REFERENCES** Available upon request

## Ana Sophie Baker

117 28<sup>th</sup> Street

New-York, NY 11105

+ 1 (347) 4XX-XXXX

[anasophie@hotmail.com](mailto:anasophie@hotmail.com)

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- Objectif :** Obtenir un stage dans une organisation non-gouvernementale à Bruxelles dans le but d'enrichir mon expérience dans le domaine des relations internationales et d'étendre mes connaissances de la langue française
- Profile :**
- Motivée, organisée et efficace, avec un sens aigu de l'éthique dans le travail
  - Ingénieuse, indépendante, souple et d'adaptation facile
  - Experte en Microsoft Word, Outlook, Excel, Power Point, Windows XP, et Internet
  - Parle couramment anglais et bulgare ; niveau moyen en français ; niveau de base en russe
- Expérience professionnelle :**
- Millbrook Capital Management Inc.**  
New -York  
2004 à ce jour
- Diverses tâches administratives et tenue à jour de la base de données des investisseurs
  - Préparation de présentations, coordination de multiples projets et logistique des échéances
- 2003 – 2004  
**Spartanburg, Caroline du Sud**
- D&H Simid, Inc.**
- Traduction de divers documents de l'entreprise et mission d'interaction quotidienne avec les employés non anglophones
- 2002 – 2003  
**Spartanburg, Caroline du Sud**
- Département des Admissions à l'Université**
- Assistance au développement du plan quinquennal de stratégie pour l'expansion du campus
  - Soutien aux nouveaux étudiants internationaux, afin d'assurer leur bonne adaptation culturelle dans un environnement étranger
- Formation :**
- Université de Caroline du Sud - Upstate**  
Licence en Administration des Affaires, avec spécialisation en Économie et Finances  
Mai 2002, GPA 3.4  
Distinctions et activités : Liste du Recteur, Liste du Doyen, Club International, Modèle Nations Unies
- Université de New -York**  
Certificat en Langues Étrangères - Français  
Mai 2006, GPA 4.0  
Membre des compagnons de l'Université
- Information supplémentaire :**
- Bénévolat : Équipe de Réponse au Désastre de la Croix Rouge américaine – Été 2005
  - Membre : Amnesty International, Forum sur la Politique globale, Alliance française de l'Institut français
  - Entre autres centres d'intérêts : langues étrangères, lecture, musique, tennis, marche à pied et voyages
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## Blake Major

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### Objetivo

Mi objetivo es encontrar empleo con una empresa privada o gubernamental donde puedo proveer y contribuir mis capacidades y experiencias a la compañía y a la vez continuar formando la base de una carrera en relaciones internacionales.

### Experiencia profesional

Oct, 2004 - Presente  
Roseville, MN

**Barnes & Noble**

#### **Asociado de ventas**

- Servicio y ayudante al cliente
- Organización e implementación de proyectos diarios
- Cajero

### Educación

2002 - 2005  
Minneapolis, MN

**Universidad de Minnesota**

- Licenciatura en relaciones internacionales y filología española
- Graduado en mayo de 2005

Enero – Mayo, 2004  
Alcalá de Henares, ESP

**Universidad de Alcalá**

- Estudiaba como estudiante de intercambio con el programa de CIEE
- Estudios de la política, el arte y el cine de España (12 créditos)

### Experiencia voluntaria

En la primavera de 2002, me fui a un orfanato en Juárez, México para ofrecer ayuda en la construcción de un edificio nuevo para los niños con el Ministerio Cristiano Universitario. Construimos aceros, instalamos cables eléctricos y pintamos. También, enseñamos a los niños el inglés.

### Idiomas

Inglés y castellano. Hace más de diez años que estudio el castellano en la universidad y el colegio. Además, aprendí mucho español cuando vivía y estudiaba en Alcalá de Henares en 2004.