



Resumes

Resume Sample: International Students

International students often question what information to include on the resume they will share with American employers. Keep in mind, your resume should be written with the same goal in mind as that of any college student, which is to highlight 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 their resumes. Refer to the attached resume sample for an example of how the tips are applied. Once you have a draft ready, you can have it reviewed by scheduling an appointment with a Career Coach in the Arts and Sciences Center for Career and Professional Success. Or, you can stop by Career Success during walk-in hours.

Applicable Career Communities:



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 American 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 you attend. 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

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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.

Resources/Websites for International Students

GoingGlobal (*Accessible from handshake.osu.edu; click on the Career Center tab and navigate to 'resources'*)

Explore world-wide internship opportunities, job listings and industry and employment trends. Review country-specific information including resume samples, interviewing guidelines, professional networking groups, and work permit and visa regulations. Gain information about major cities across North America including listings of the largest employers. View listings of companies that 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)

<https://oia.osu.edu/global-engagement/programs/english-conversation-program.html>

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/B7ogwR10sHl>

Learn about the work visa process and options available for international students.

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WAI KWONG (CHARLES) LEE

#1

#2

(way-kong)

Columbus, OH 43220 | 614-353-5555 | lee.517@osu.edu

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. Developed an understanding of American culture by living with a host family and participating in intramural soccer with students from multiple U.S. cities
- Experience developing dynamic and interactive databases
- Secured work authorization card from United States Citizenship and Immigration Services (USCIS)

EDUCATION

#3

The Ohio State University, Columbus, OH Expected Graduation: May 2020
Bachelor of Arts, majoring in Computer and Information Science GPA: 3.5/4.0

The University of Hong Kong Pokfulam, Hong Kong Graduated: May 2015
Bachelor of Science, major in Chemistry

- Globally recognized and ranked as the #1 university in Asia and 36th in the world in Arts and Humanities

RELEVANT EXPERIENCE

#4

Arts and Sciences Technology Services Office – The Ohio State University Columbus, OH
Service Desk Student Assistant January 2017 - Present

- Perform troubleshooting, communicate with staff and faculty across campus
- Install software and upgrades, communicate with technology staff via Skype for Business

AirWaves, Inc. Lewis Center, OH Summer 2018
IT Intern

- 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 September 2018 - Present
Cashier and Student Worker

- 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 2017 - Present
• Maximize English communication skills and enhance knowledge of U.S. culture by participating in 2-3 chats each week of the semester

#5

Vice President of International Students Association April 2017 – June 2018

- Collaborated with other campus organizations to increase awareness of campus cultural events by making class announcements, creating social media, and staffing info tables in residence halls
- Learned strategies for communicating effectively when project goals were unclear

HONORS AND ACTIVITIES

- Dean's List – 6 terms
- Denman Undergraduate Research Forum, August 2018 – December 2018
- Habitat for Humanity – Volunteer, May 2018 - August 2018