

Writing a Resume for the United States

Sample Resume

Explanation

JANE SMITH

Jane.smith@gmail.com

847-852-0760 - 745 W. Briar Pl. APT 299, Chicago IL, 60657

EDUCATION

DEPAUW UNIVERSITY, Greencastle, IN, August 2011 - May 2015

- Bachelor of Arts in Political Science and French Language

UNIVERSITY OF CHICAGO, Chicago, IL, September 2015 - May 2016

- Master's Degree in Communications

BUSINESS EXPERIENCE

MERRIVILLE MEMORY CARE, Wood Dale, IL, January 2017 - Current

- Accounts Payable Contractor – Serve as a part time AP specialist for a small construction company. Manage loan documents and waivers of lien valued at over \$40,000,000. Facilitate payment process for more than 150 contractors biweekly. Responsible for communicating between loan issuing bank and Chinese investors.

ABC LANGUAGE SOLUTIONS, Indianapolis, IN, 2014 - 2016

- Language Training Coordinator/ Talent Recruiter - Recruited and facilitated the interview process for over 350 potential language instructors. Assisted in program management of more than 50 private language classes throughout the United States, Germany, Japan, Singapore, Belgium, and Brazil. Lead a weekly new-teacher orientation. Worked closely with clients from the FBI, US Navy, relocation companies, and professional sports teams.
- Business Development and Marketing Intern - Created and distributed phone-interpreting marketing materials, which reached more than 80 medical practices in Indianapolis. Maintained LT's Salesforce CRM.

COMMUNICATIONS EXPERIENCE

TORTOISE SUPPER CLUB, Chicago IL, 2017

- Freelance Public Relations Consultant- Developed a strategy for Tortoise Supper Club to attract an increase in diners from Wisconsin and Michigan, including a paid search keyword strategy that was implemented by the restaurant alongside #tortoisetuesday used to educate followers about the historical significance of supper clubs in the Midwest.

BOULDER BRANDS, Boulder, Colorado, 2012 - 2013

- College Marketing Intern- Worked with the Udi's sales team to market products to Greek houses at DePauw.

SKILLS, AWARDS AND COMPETENCIES

- Proficient in Weebly, Infusionsoft, Salesforce, Wistia, Illustrator
- Awarded prestigious US grant to teach English abroad in 2010

→ Only include your name, email address, phone number, and address. **DO NOT include a photo or any additional information.**

→ Highlight every degree you've received. Include a short description of final research if it is relevant to the job you are applying for.

→ This section is for **general work and professional experience**. You are only highlighting responsibilities and **measurable results** from each position. Only include positions that will strengthen your profile. Do not include seasonal jobs such as "life guard" or "waitress."

→ **It is important to explicitly and intentionally highlight past positions that you think are relevant to the job you are applying for. The person reading your resume should not have to do any extra work to analyze your past experience.**

→ The employment descriptions should include numbers and specific examples!

→ Formatting should be clean and info should fit on one page max. Include dates and location for each job. In each section, start with your most recent experience. Your resume should not contain any spelling, formatting, or grammatical mistakes.

→ This section highlights experience in the **specific field that you are applying for**. You can be creative with the heading of this section. This section is after the "Business Experience" section because Jane's most recent employment falls in the "Business Experience" section.

→ Grouping your prior work experience under two themed headings is not required but helps visually break up the page. You want your resume to stand out and be very easy to read.

→ Only include skills that are relevant to the job you are applying for.