TOP 10 TIPS FOR YOUR INTERNATIONAL RESUME

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1) **Include your degrees in your name line at the top of your resume.**
   E.g. Mary White, M.S. By including your degrees with your name, you get very important information across to the reviewer right from the start. That way, your education section may come later in your resume, as the most important information about your education -your degrees – is included with your name.

2) **Include a professional or qualifications summary at the top of your resume.** The term "above the fold" refers to locating the most important or relevant information in the top half of a document or publication's first page – such as the front page of a newspaper. The same principle applies to your resume – the most relevant information to get you the position you are applying for should be reflected in this summary.

3) **Tailor your professional summary to the position to which you are applying.** Using the same principles behind active listening, tailoring your professional summary to the requirements of the position demonstrates to the reviewer that you understand what they are looking for – and more importantly, you have the skills and experience they need. If the position to which you are applying requires French, project design and evaluation skills, and you have all three, be sure to highlight these qualifications in your professional summary.

4) **Length doesn't matter – content does.** Your resume should include all information related to your experience and qualifications that will get you an interview. There are lots of opinions regarding the appropriate length of a resume – one page per ten years' experience, no more than two pages, one page per higher degree. These 'rules of thumb' miss a critical element considering how long a resume should be: relevance. Your resume should include all relevant information to get you the job – nothing more, nothing less. A well written, concise two page resume will have a much greater impact than a five page, everything but the kitchen sink resume. Similarly, if you have lots of relevant experience, include it – even if that does exceed your notion of 'appropriate' resume length.

5) **Articulate your value added with accomplishments and contributions.** PSR means "what was the problem, what solution did you come up with to fix it, and what was the result." Resumes that stand out from the crowd do not simply list job activities, but rather the value-added of the individual – and articulating accomplishments and contributions does this. Crafting your resume with this principle in mind will make your resume stand out from the crowd and show the impact your work had on your previous organizations/projects.

6) **Carefully review and professional present your resume.** Spell check is a useful tool, but does not replace a thorough, careful review of your resume for grammatical errors, including wrong word-spelled-right issues. Nothing speaks louder to a recruiter than sloppy mistakes in grammar and spelling on a resume. Your resume is your ticket to the interview and as such should be the absolute cleanest document from a copy edit perspective. Many recruiters will not give a second look to a resume that has copy edit errors, as these errors can signal that the candidate's attention to detail and writing skills are not up to professional standards.

7) **You've matured; so should your resume.** Periodically review your resume for items that are outdated and remove them (or as one fellow put it, prune your resume!). Keeping your resume fresh is important and maintains the relevance of your experience and skills. When first starting out, many folks include GPA, school awards, honor societies, classes taken, etc. in their resume's education section. As we mature, these bits of information become less relevant and can date you (and your resume). Similarly, if your language and computer skills were fresh right out of school and you are now five years from graduation – and haven't used those skills since – either brush up on them to ensure their continued effectiveness or remove from your resume.

8) **Don't include references in your resume.** Including references on your resume opens up the opportunity for the reviewer to contact them whether or not you are invited for an interview, and your references may not appreciate a premature contact. You don't want your references contacted until you are being seriously considered for the job. Including references on your resume also allows any recipient access to this information. Rather, have references available as a separate attachment to send when requested.

9) **Include professional affiliations** – BUT not personal affiliations. Including professional affiliations shows your commitment to your field and your ability to network – a skill that many employers value. Personal affiliations are not as effective and can, in certain circumstances, work against you.

10) **Don't add personal data to your resume** – that includes photos, social security number, demographic information (family, religion, marital status, nationality, date of birth). Don't give someone an opportunity to unintentionally discriminate against you as an individual. One way to increase the likelihood this may happen is by including unnecessary personal data. You have no way of knowing the personal unconscious or conscious biases of the person reviewing your resume and you don't want to give them data that might touch on these biases. This includes describing extracurricular activities or personal affiliations that are not directly relevant to the position to which you are applying. When in doubt, leave it off your resume – if it is a bit of data a potential employer needs, they will be sure to ask for it during the review stage.