



# Résumé Recommendations for Internship Applications

## Introduction

As you begin to prepare for a CEA Internship Abroad, it is important to collect and submit the documents our team will use to place you at a local company in your program destination. We require a résumé composed in your host country's local format that portrays who you are and what you have to offer as an intern.

Please take a careful look at the following information before creating your résumé.

## General Information

- Keep your résumé general in the overview of your skills, abilities, and previous experience
- Focus on what you've learned from prior experience, not the tasks you want to perform in your internship
- Do not use abbreviations such as BFA, BS degree, or GPA, as these are not universal outside the U.S. Make sure to spell out the abbreviations instead.
- Avoid using the Times New Roman font. Pick a font that fits your field and personality.

# Résumé

## Contact Information

- **Addresses:** include only your name, city, state, and country. Do not use your street address or zip code. Spell out the name of your state in full. Capitalize all letters in your last name and only the first letter of your first name. Use either "Mr." or "Ms." as a title preceding your name.
- **Phone Number:** Include the international call prefix in your phone number. For the U.S., the prefix should be +1.
- **Email:** Include an email address where you can be easily contacted. We strongly encourage that you also list your skype username or LinkedIn account. Any other online profiles, websites, blogs, or presentations appropriate to share with employers may also be listed.

**Example:** Ms Morgan SMITH  
Baltimore, Maryland  
United States

**Example:** (+1) 312 555 9955



# Résumé

## Education

- When referencing the semesters of your educations, describe them using months rather than seasons. Semesters labeled by seasons, such as Fall or Spring, may not be understood in your host country.
- The abbreviation “GPA” for “grade point average” does not signify anything outside the U.S., and the grading scale is different. To specify your GPA, list the number out of 4.00. It’s important to specify the 4.00 as the highest possible average, because outside the U.S., grading scales have a maximum score of 20.
- Distinctions using words in Latin such as “Summa Cum Laude” are not understood cross-culturally. It is better to write “with honors,” “with high honors,” or “with highest honors” to describe these distinctions.
- When describing your major, use the following terms: studies (major), concentration, or field of study. The terms major and minor are not used internationally.

## Work Experience

- Feature the experiences and skills related to the internship you’re looking for. Use resources like O\*net Online to look up the kind of internship you’d like and a typical skills that would be preferred for that kind of internship so you have an idea of what to highlight for experience and qualifications.
- List interesting, unrelated positions you’ve held outside the scope of your desired field if they will add to your profile’s distinction or demonstrate professional maturity.
- For each position in this section, give the job title, company name, city, state, country, and dates employed.

## Skills

- Include your professional skills in both your résumé and cover letter. Don’t forget computer skills.
- List all of the languages you speak, including English, and level of proficiency for each: beginning, intermediate, advanced, fluent, or native. If you are bilingual, use that word to describe yourself. At minimum, list both English and the language of your host country, with corresponding level of proficiency.
- If you belong to a Greek society on campus, remember this is a foreign concept to people outside the U.S. Potential employers will not understand the meaning of your fraternity or sorority if you list it. Should you choose to include it in your résumé or cover letter, label the organization a “Student Philanthropic Association” with the name of the fraternity or sorority in parentheses. Focus on the mission of your chapter rather than the name.
- Include your athletic history if you have played organized or team sports at your University.