Instructions for Writing Your Resume

<u>Introduction:</u>
Drawing up resume is an important step in looking for any job or training. The resume is often the first contact with a future employer. It needs to seize the reader's attention immediately and demonstrate why you should be given an interview.

Employers generally spend no more than a minute on each resume when making an initial selection from applications received. If you fail to make the right impact, you will waste your opportunity. A resume is a document that is typically no longer than one page. You want to highlight your experience that is relevant to the position (or type of position that you want) and make the information easy to find for employers.

To get you started, read the following information carefully before composing your resume based on the provided template. <u>Be sure to save your document with the file name: {First & Last Name, resume 2016} before sending to Intrax</u>. This helps us and your future employer to quickly identify your file among others.

General recommendations:
Before starting to write your resume, remind yourself of a few important principles:

Be clear and concise
Your profile must be appreciated by the potential employer after a few seconds' reading. In consequence:
- use short sentences;
- concentrate on the relevant aspects of your training and work experience;
- explain any significant breaks in your studies or career;
- **if you determine that certain skills and competences do not bring added value to your application, (e.g. if you are applying for a business internship, then your CPR certification is irrelevant) do not include it. Work experience or training which is old or not relevant for the application can be omitted.**

Concentrate on the essentials
- A resume must be brief: in most cases, one page is enough to show who you are.
- If your work experience is still limited, describe your education and training first.

Adapt your resume to suit the type of position applied for:
Check your resume to see if it corresponds to the profile required for such a position; highlight your advantages according to the specific requirements.

Be careful and accurate: do not artificially inflate your resume; if you do, you are likely to be found out at the interview. Be especially accurate with duration of employment and language abilities.

Keep to the structure of the template
The template allows you to present your qualifications, skills and competences in a logical order that will be easily recognized and understood by employers. We appreciate creativity but try not to get to artistic with the formatting. Something clean and simple is often the easiest to read.

Have someone else read your resume on completion
Check your resume carefully and check for any spelling mistakes and to ensure it is laid out clearly and logically.
Have someone else read your resume so that you are sure the content is clear and easy to understand. Your Intrax program coordinator/manager will also edit your resume for accuracy and readability.

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Managing Directors: Julia Birnstein, Martin Vogt | Registration Number HR B 65238, District Court Berlin-Charlottenburg | VAT ID: DE 189128751

<u>How to draft your resume?</u>

Use the Intrax resume template so that Companies recognize your affiliation with Intrax.

<u>Insert an appropriate photograph in the upper right corner</u>

A photo with a professional appearance with plain background should be used. This should be a headshot that only your head and shoulders appear in (no group photos or full body length). Absolutely no bathing suits, athletic clothes, tank tops, shorts, or landscapes should be visible. Please choose to wear something professional and on the conservative side (a blazer, collared shirt, blouse, or sweater). Make sure to show a friendly smile thus showing you will be a smart and pleasant colleague.

Format: preferably .jpg

<u>Personal information:</u>

Last Name(s) / First name(s)
State your Last Name(s) (preferably using small capitals) and first name(s), (preferably using lower case),
e.g.: **SMITH**, **John Andrew** or **John Andrew SMITH** in conformity with the rules that apply in your country.
Note: if you have more than one other name, start with the one you usually use.

Address(es)
State your complete postal address (es) where you wish to be contacted, e.g.:

Notes:
- Show clearly the address at which you can be contacted quickly. If your permanent address is different from where you are living at present, you may write both addresses, stating the dates between which you can be contacted at each.

Telephone(s)
State the telephone number(s) where you wish to be contacted, e.g.:
Fixed: +1 555-555-5555, Mobile: +1 555-555-5555

Notes:
- Indicate the number in its international form. If you do not have a landline, remove this item.
- Prefix the international dialing code with a plus sign '+' (no following space) indicating the need to add the prefix for international calls.
- After the international dialing code and a space, the complete number, including the regional/area code if there is one.

E-mail(s)
Write your e-mail address(es) in full, specifying if it is your personal or professional address,

e.g.: example@gmail.com

Notes: if you only use a school email address (.edu), consider using an address hosted outside of your university, as filters often catch international emails, legitimate or otherwise.

Ensure that you are using an email address that looks professional (ex: firstname.lastname@gmail.com). Although you may have created a cute or funny email address for yourself, future employers may not think of it as funny or professional.
Use only email addresses that you are going to be checking frequently!

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Skype address
Many host companies want to interview via skype to be able to see you and get a better impression of your personality and style. Again, ensure that you are using a skype address that looks professional: First name, last name and a professional photo.

Citizenship/s
American, Chinese, German. If you have dual citizenship, please list both.

Date of birth
Give your date of birth (dd/mm/yyyy), e.g.:
        22.04.1995

Note: this is the typical European format. Pay attention to this when you receive communications from your country manager or from your host company so that you don't miss interviews, phone calls, or state the wrong date.

Objective/Desired employment

Briefly specify your goals and job target, in this case an internship. e.g.
        Internship in Marketing
        Internship in Business Development
        Internship in Finance
Note: this entry gives an immediate overview of your profile by focusing on your core competencies. You may list several internship areas thus enabling smaller companies to imagine assigning a variety of projects to you.

(Work) Experience

Under this heading, make a separate entry for each relevant job held, **starting with the most recent.**
Notes:
- Do not forget to mention training which provides evidence of initial contact with the world of work; this could be other internships or volunteer work that you have completed through clubs or organizations. This does not necessarily need to be paid work.
- If your work experience is still limited, consider describing your education (list of relevant classes) and training first and work experience second.
- Do not overlook experience which may be an asset even though it is not directly related to the profile of the job for which you are applying (e.g., time spent abroad, work bringing you into contact with the public, school clubs etc.);

Dates:
Write the dates to show how long you held the job, e.g.:
        March 2014 - December 2015

Name of employer: State the name of the employer, City, State, Website

Occupation or position held
State your job title or the nature of your occupation, e.g.:
        Maintenance technician, Receptionist, Intern, Tutor, Researcher

Main responsibilities/Accomplishments
State your main activities and responsibilities, e.g.:
        Relations with suppliers and clients
        Maintaining/Maintained parks and gardens

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Providing/Provided customer service
Conducting/Conducted research on….
Lead sales presentations

Note: Be sure to start entries with strong verbs (Maintained, Conducted, Performed, Created etc.): If you are no longer employed at the business, use past tense. You do not need to write in full sentences or paragraphs (avoid saying, "I maintained…,", " I assisted…"). On the template, we have given you some examples to get you started but feel free to edit as you see fit for each of your entries.

Education and training

Under this heading, make a separate entry for each degree completed or that you are currently earning (ex: Bachelor of Arts/Science, Masters), **starting with the most recent.**
Notes:
- Employers know that you have not graduated yet. If you are currently earning a degree, please list it. When you insert the dates of study, you can list the start date and expected graduation.
- If your work experience is still limited, describe your education and training first
- There is no need to show all your qualifications: do not go back as far as primary or middle school if you hold a university degree; focus on the qualifications which are an asset to your application;

Title of qualification
Write the exact title of the qualification you are studying towards, e.g.:
Bachelors of Science Degree, Business Administration
Note: avoid using abbreviations on their own (e.g. BS instead of Bachelor of Science or BA instead of Bachelor of Arts).

Principal subjects
Summarize the main subjects or occupational skills taught, grouping them together if necessary
Please list courses that are most related to the field in which you are applying for (Marketing, Finance, Business, International Affairs, etc.). Do not list every course you have ever taken.

General
- English language, mathematics
- Spanish and Japanese

Occupational
- occupational technology (computer skills, Excel, word processing, Access)
- Introduction to Business, Macro/Micro Economics, Finance, Marketing, International Business, Asian Studies, Political Science

Name and type of organization providing education and training
Ex:
Georgia Community College
26 Peach Tree Lane
Atlanta, Georgia 25689

Additional Information

This portion is dedicated to skills and competences acquired in the course of life and career but not necessarily covered by formal certificates and diplomas. In other words, it aims to give a complete picture of your skills and competences (languages, social, organizational, computer-related, and other skills and

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competences) allow you describe skills and competences acquired both in the course of your education and training (during your studies) during seminars or continuing training sessions, and in a non-formal manner (in the course of your occupational or leisure activities).

Other language(s)

Mention any foreign language skills that you have

Notes:

- If you have a certificate testifying to your competence, state the level and the date when you obtained this;
- For self-assessment (completely fine for our purposes) <u>do not overestimate your level</u>, which may well be checked if you are interviewed! You want to be placed in an appropriate level for the job. Your Country Manager will also help you assess your language skills.

Social Skills and Competences

What are we talking about?

Social skills and competences refer to living and working with other people, in positions where communication is important and situations where teamwork and collaboration is essential (for example public relations, business development, product development), in multicultural environments, etc.

Describe your social skills and competences, e.g.:

- team spirit
- good ability to adapt to multicultural environments, gained though my work/study experience abroad
- good communication skills gained through my experience as sales manager

Specify in what context they were acquired (through training, work, seminars, voluntary or leisure activities, etc.).

Organizational Skills and Competences

What are we talking about?

Organizational skills and competences refer to coordination and administration of people, projects and budgets; at work, in voluntary work (for example sports, activities, clubs) and at home, etc.

Describe your organizational skills and competences, e.g.:

- Leadership (currently responsible for a team of 10 people);
- Sense of organization (experience in logistics);
- Experience in project or team management
- Good time management skills

Specify in what context they were acquired (through training, work, and seminars, voluntary or leisure activities, etc.).

Computer Skills and Competences

What are we talking about?

Computer skills and competences refer to word processing and other applications, database searching, acquaintance with Internet, advanced skills (programming etc.).

Describe your computer skills and competences, e.g.:

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- Good command of Microsoft Office™ tools (Word™, Access™ , Excel™ and PowerPoint™);
- Basic knowledge of graphic design applications (Adobe Illustrator™, PhotoShop™, CAD™).

Specify in what context they were acquired (through training, work, seminar, voluntary or leisure activities, etc.).

Additional information

State here any other information which you think relevant (publications or research; membership of professional organizations, military information, and contact persons or referees [name, job title, contact address, see note below]), e.g.:

Notes:
- Do not give the address or phone of a contact person without obtaining his/her formal agreement; it is preferable to state 'References supplied on request' in order not to overload the resume;
- Where appropriate, provide a brief description of your publications or research; specify the type of document (thesis, article, report, etc.).

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