

Resume Sample Reflecting Your Work & Study Experience

(The following tips and samples are edited from *Lessons From Abroad Conference* Handout, San Diego, CA, Feb., 2012)

YOUR NAME

Your address, phone number and email

Objective

Middlelevel international trade position utilizing organizational ability, knowledge of foreign cultures, language and research skills

Education

M.A., International Studies (China) Concordia University Irvine

Concentration: International Business Year xxx to Year xxx

B.A., Political Science xxxx, year xxx to year xxx

Relevant Course Work

- Foundation of Chinese Business
- Global Economics and Enterprise
- International Management and Leadership
- Chinese History and Culture
- xxxxx

Skills and Qualifications

- Excellent oral and written communication skills
- Fluent in spoken and written Mandarin
- Extensive international work and travel, including, China, France, Japan and S. Korea
- Broad background and knowledge of world affairs and cultures
- Ability to respond quickly to changing circumstances
- Proficient in Word, Excel, PowerPoint, xxxx, internet and email

Experience

Professor, xxx University, Hangzhou/Shanghai, China (Year xxx to year xxxx)

- Courses taught
- Other responsibilities

Other job titles, Organization/company name and location (year xxx to year xxx)

- Organize monthly speaker series increasing student awareness of international affairs topics
- Coordinate community service and social activities leading to strong membership retention
- Recruit employers to speak at events resulting in networking opportunities for students
- Communication with over 20 members through weekly e-mails and timely website updates

Activities/Professional Membership

- List the organization name here and your membership since xxx
- List the rest

Personal/Professional References

1. Xxx, contact info
2. Xxx, contact info
3. Xxx, contact info