Creating a Global Resume/CV

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The Polk State College Global Studies Certificate requires that students create a Global Resume or Portfolio. Students may choose the option that best fits their education and career goals and is most practical for them. Below are some guidelines to assist students in creating a generic Global Resume or CV (curriculum vitae), and you may ask Career or Internship Services to assist you or to review your resume as needed.

It will be important to research the specific guidelines within the country of interest to assure that you align with those conventions before sending your resume to an international company. If you are doing an internship abroad you may wish to adjust your resume prior to the internship and/or have it reviewed while on your internship to make any needed adjustments.

Length: It is customary in the US to keep a resume to one page; however a global resume or CV may be up to two pages (no longer) in length. It is also recommended to use a standard, readable font and an organized and easily scanned outline of your information.

Document type: Resume and CV are used synonymously; however, the CV is typically lengthier and includes more detail. When creating a Global Resume, you may wish to consider a CV format in order to detail your travel experiences.

Format variations: Different countries use different terms to describe the specific aspects of what a resume/CV should contain. Here are a few common variations to research before establishing a resume for a specific country:

> **Cover Letters:** Cover letters may be called "letters of interest" in some countries and "motivation letters" in others.

> **Personal Photographs:** Photographs are *not* appropriate in the US; however, in many other countries, it is standard procedure to attach a photo or have it printed on your CV.

> **Transcripts/References:** In some countries transcripts and references are required to be attached to an application.

Education: Education requirements differ by country; therefore, in addition to stating your degree and major you may wish to specify what topics/courses you completed (that are relevant to the position being sought) and your years of study (i.e., degree completion requirements vary by country).

  Also include any special projects, internships, or research papers that were part of your global education, as well as continuing education (conferences, training, etc.) and include course hours and/or professional accreditation, or certifications.

  Note that once you have five or more years of professional experience you only need to identify your degree without the additional detail about degree length and content.

Profession-specific details: If you have specific training, education or expertise (e.g., as in health science fields), use industry-accepted terminology in your description. Use language and terms that any professional in your field would understand, regardless of location.

Experience: In addition to standard work experience you have had, you will want to highlight your global experiences. Specify the country, the type of experience (Study Abroad and which course, or Internship, and what company), description of experience, language(s) used, and any work products from the trip (paper, presentation, project, etc.) that you may be able to share as an example.

Chronological order: Many countries, such as the US, prefer reverse-chronological order of resume content. Chronological order is listing your first or "oldest" work experience first and working forward, whereas reverse-chronological order means listing your current or most recent experience first and working backwards. Most countries have definite preferences about which format is most acceptable, but if you don't find that information reverse-chronological order is the default.

E-mail: Computer technology and accessibility to the Internet varies widely from country to country. Even if a company or individual lists an e-mail address, there is no guarantee that they will receive your e-mailed message or attachments. Therefore, when e-mailing your resume, include it as an attachment in MS Word (in a compatible version) and "snail-mail" a hard copy as a back-up.

Proof-read: Spellcheck, double-check, and then get a second reader to proof-read your resume/CV before sending it. Incorrectly spelled words or typos are frowned upon the world over. The presumption is that if you submit a sloppy, careless resume, you will be a sloppy, careless worker. The same is true for taking the time to double-check the correct title, gender and spelling of the name of the recipient of your resume (e.g., in the US, "Jan" is a woman's name, although it is typically a man's name in Europe).

> **Native-language proofing:** Resumes/CV's written by non-native language speakers tend to include terms, though correct in the exact translation, are not used in everyday language. When possible, have a native-language speaker proof your resume.

> **English:** If submitting your resume in *English*, find out if the recipient uses "British" or "American" English. There are variations in terms of spelling and semantics and if left unchecked, it may appear as though the resume contains typos. It is easy enough to change the language on the computer to provide the recipient with the preferred "English" version.

> One goal of your resume/CV is to show your familiarity with the culture by using culturally - appropriate language, which includes spelling and vocabulary.

Page Size: Be aware that paper sizes are different dimensions in different countries. The US standard is 8½ x 11 inches whereas the European A-4 standard is 210 x 297 mm. When transmitting your resume/CV via e-mail, go to "page setup" on your computer and reformat your document to the recipient's standard. Otherwise, when they print it out on their end, half of your material will be missing. The same is true for sending a fax. If you transmit material typed on "irregular" size paper, half of it will be missing on the other end. If possible, purchase paper that has the same dimension s as the recipient's and mail/fax your resume on that stationery.

Bilingual skills: Most multinational companies will expect you to speak both the language of that country and English, which is widely accepted today as being the universal language of business. Have your resume/CV drafted in both languages and be prepared for your interview to be conducted in both languages. Most companies want to "see" and "hear" actual proof of your language skills early in the hiring process.