



## INTERNATIONAL STUDENT Resume Examples

The following samples are provided to you by **Experiential Education & Career Services** and are examples of real JWU student resumes. Reviewed by faculty and endorsed by employers, they are meant to familiarize you with the many different resume formats and styles.

Our goal is to get you started and provide ideas on how to strengthen your resume. While we know the best ideas are usually imitated, it's important that you make **your resume your own**. The key to getting an interview is to target your resume every time you apply for a job. You must get the employers attention within 10-20 seconds by outlining what YOU can DO for THEM.

Review the section on Applicant Tracking System (ATS) found in the Undergraduate Resume Guidebook at: [link.jwu.edu](http://link.jwu.edu) > jobs & internships > build your resume, to ensure your resume follows ATS rules for posting your resume to online job sites.

No matter what your major, be sure to scan through all of the examples as you're sure to find ideas in each of them to use in your own, unique resume.



This is a good example of a skills based resume for an undergraduate international student used to apply for CPT. This student has showcased his skills under leadership, communication, and organizational headings. The student also highlights involvement in relevant University clubs and organizations.

(781) 555-4584 • franziska.bruno@rotary1840.org • www.linkedinaddress

## Franziska Bruno

### HIGHLIGHTS OF QUALIFICATIONS:

- Multilingual: Fluent in German, English, and French
- Proficient in Microsoft Word, PowerPoint, Excel, Outlook and Mega Stat
- Strong analytical, organizational and problem-solving skills
- Excellent interpersonal and communications skills

### EDUCATION:

Johnson & Wales University, Providence, RI

**Bachelor of Science Degree, Tourism & Hospitality Management**, Candidate, May, 2018

University of Cooperative Education Heidenheim, Heidenheim, Germany

**Associate in Science Degree Hospitality Management**, May, 2016

*Concentration:* Hospitality/Marketing (**GPA: 3.8/4.0**)

### RELATED WORK EXPERIENCE:

#### *Hospitality Internship*

**Burtenbach Hotel, Burtenbach, Germany**

01/2015 – 05/2016

- Assisted in making reservations for 300-room, full-service hotel
- Managed guest check-in/check-out, regularly up-selling guest rooms during the arrival process
- Resolved guest issues and consistently followed-up to ensure guest satisfaction
- Prepared, managed, and served Buffet Breakfast, Afternoon Tea, and Evening Cocktails in Club Lounge

### RELEVANT EXPERIENCE AND ACCOMPLISHMENTS:

#### *Leadership Skills*

- Facilitated monthly meetings consisting of up to 50 members I-Club at JWU campus
- Worked with elementary schools in Germany to tutor underprivileged children, ages 5-12 years
- Planned and Organized several major events for the RI Hospitality Association

#### *Communication Skills*

- Recruited sponsors for a charity event by visiting local businesses in Heidenheim, Germany, resulting in generous donations of merchandise totaling \$5,000
- Provided quality service during a charity event by maintaining seamless lines of communication with vendors, sponsors, donors and volunteers; which resulted in 100% participant retention for the upcoming year's event

#### *Organizational Skills*

- Coordinated university newspaper projects
- Assisted newspaper department with Excel, Word, Talisma and Outlook in order to finalize publications
- Updated documents and recorded meetings

### CLUBS AND ORGANIZATIONS:

- Rhode Island Hospitality Association, member 09/2015 – Present
- The I-Club (International Students Club) at Johnson & Wales University, member 10/2014 – Present

**Jiang (Monique) Liu**  
(401) 555 – 4610 • [JAL055@students.jwu.edu](mailto:JAL055@students.jwu.edu)

## **PROFESSIONAL OBJECTIVE**

To obtain a position in the Marriott OPT Program, utilizing my skills and experience in hotel administration.

## **HIGHLIGHTS OF QUALIFICATIONS**

- Multilingual: Fluent in Chinese and English, Conversational Korean, Basic Japanese and Spanish
- Computer Skills: Proficient in Microsoft Office Software and OPERA System
- Certifications: Food Safety Manager and Senior National Public Nutrition Consultant

## **EDUCATION**

Johnson & Wales University, Providence, RI

- **Bachelor of Science, Hotel & Lodging Management**, Candidate, May 2018
- **GPA 3.69/4.0, Dean's List**

Xi'an Fanyi University, Xi'an, China

- **Hotel Management**, 09/2013- 06/2015

## **WORK EXPERIENCE**

**Radisson Hotel Providence Airport, Warwick, RI**

***Internship Rotation***

06/2015 - 12/2015

- Checked an average of 111 guests in and out of the hotel per shift within the Front Office
- Maintained proper linen pars, chemicals, and amenity inventories in the Housekeeping Department
- Studied with master chefs, learning principles and techniques of food preparation in the Kitchen
- Assisted in coordinating special event parties for up to 250 people in the Banquet Department

**St. Mary Lodge & Resort, St. Mary, MT**

***Internship***

12/2014 – 06/2015

- Rotated in front desk reception, catering service and guest room management
- Assisted in the pantry of the restaurant and made desserts, salads and coffee drinks in coffee shop
- Collaborated with colleagues and provided service for customers from different cultural, educational and professional backgrounds, developing cross-cultural awareness and team-building skills

## **ASSOCIATION/HONORS/VOLUNTEER WORK**

- ETA Sigma Delta Hospitality Student Honor Society, JWU - Member
- Hotel Leadership Association, JWU – Member
- International Club, JWU - Member
- Collegiate Ambassador Team, JWU – Member
- Modern Education Oral Korean Competition, Xi'an – Winner
- Hotel & Tourism Association, Xi'an – Member
- English Association, XFU – Leader
- Secondary Language Association, Korean Department – Member

## ***Siyuan Chung***

North Miami, FL • (954)-555-1383  
KPG123@jwu.edu • www.schunglinkedinaddress

### **HIGHLIGHTS OF QUALIFICATIONS:**

- *Completed Courses:* Destination Geography, Travel Information Systems, Tour & Sales Management, Ecotourism, & Dynamics of the Cruise Industry
- *Languages:* English & Chinese
- *Technical:* CRS, ARC, Microsoft Word, Access, Excel & PowerPoint
- Adapts well to new environments

### **EDUCATION:**

*Johnson & Wales University, North Miami, FL*

**Bachelor of Science Degree in Travel-Tourism & Hospitality Management**

**GPA 3.4/4.0, Candidate, 11/18**

### **RELEVANT ACADEMIC PROJECTS:**

- Became acquainted with important destinations throughout the U.S., Africa, Europe & Asia
- Received hands-on training with CRS, ARC and other technologies
- Learned about the important relationship between sales and providing quality customer service
- Investigated the impact of specific environmental issues on tourism
- Developed detailed knowledge of various cruise line products, destinations and strategies on how to sell the services

### **RELATED INTERNSHIP:**

**Tourism Bureau/TF Green Airport/State House, Providence, RI**

**03/2015 - 05/2015**

#### **AIRPORT:**

- Interacted with up to 50 customers daily by phone and in person providing information and directions on local sites of interest
- Conducted extensive research on local attractions and tourist destinations throughout Rhode Island in order to provide the most up-to-date information to visitors
- Uploaded current event information on to the website
- Addressed passenger issues and questions, resolving problems and interacting with multiple contacts, which included the TSA, Airport Police and multiple airline carrier representatives

#### **STATE HOUSE:**

- Conducted tours for up to 100 visitors daily offering information on Rhode Island History
- Worked with other Tour Guides when assistance was needed with larger groups

#### **TOURISM BUREAU:**

- Planned and presented a weekend getaway for two to the Ocean State
- Addressed how to market a destination to potential customers

# Prini Kala

Providence, RI

(401) 555-1358 ▪ kala@hotmail.com

## HIGHLIGHTS OF QUALIFICATIONS:

- Over 4 years of accounting experience within the IT industry
- Expertise in Microsoft Excel, Word and Outlook
- Strong interpersonal and communication skills

## RELEVANT WORK EXPERIENCE:

### Financial Accountant

02/2013 – 10/2015

Seasons Restaurant (Private) Limited, Harare, Zimbabwe

- Managed financial statements including reconciliations, cash flow statements, income and expenditure accounts
- Formulated and graphed monthly sales analysis spreadsheets
- Assisted with implementation of new accounting software

### Financial Accountant

05/2010 – 07/2011

MS Solutions (Private) Limited (Microsoft Agent), Harare, Zimbabwe

- Processed monthly reports, utilizing a combination of Microsoft Excel and Fincon (a South African based accounting package)
- Developed an understanding of Microsoft products sold thereby ensuring compliance with Microsoft guidelines
- Assisted with annual Microsoft distributor reviews

### Finance Manager

03/2008 – 06/2011

Microwarehouse (Private) Limited, Harare, Zimbabwe

- Improved turnaround time on receivables by performing credit checks and implementing credit limits
- Followed up with clients to encourage regular on-time payments and assured cash flows
- Processed month-end closings and month end reports
- Actively assisted in company audits, audits included substantive test of fixed assets, accounts payable and accounts receivable

### Administrator

11/2008 – 03/2009

Microwarehouse (Private) Limited, Harare, Zimbabwe

- Processed monthly payroll (included commission calculation) as well as maintaining time and attendance
- Prepared daily cash and bank reconciliations and monthly stock reconciliations
- Developed templates for regular professional correspondence to improve consistency of corporate communication

## EDUCATION:

Johnson & Wales University, Providence, RI

Bachelor of Science Degree, Accounting

GPA: 3.6/4.0, Dean's List

Candidate, 05/2017

This U.S. style resume for an international student highlights her CPT experience and language skills which allowed her to obtain an OPT opportunity.

## Xiao Chen

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xiaochen@gmail.com

### Highlights of Qualifications

- Bilingual: Fluent in Mandarin Chinese and English
- Certifications: Tilinger's Concierge Skills, ServSafe Alcohol, Food Safety and Sanitation Manager
- Eta Sigma Delta (ESD) - Hospitality Student Honor Society, 2014- 2016
- Hospitality Leadership Association, 2010- 2012
- National Society of Minorities in Hospitality (NSMH), 2012 - 2016

### Experience

#### **New Orleans Marriott at the Convention Center, New Orleans, LA**

Guest Service Representative

07/2014-07/2015

- Check an average of 80 guests in and out of the hotel per shift
- Sell hotel rooms at "rack rate" whenever possible to maximize rooms revenue
- Ranked in the Top 3 for doing up-grade/-up-selling within the Front Desk Department
- Conduct quality performance of Full Service Property Management System
- Work in coordination with other departments as telephone operator (AYS) to resolve issues and to prevent future problems
- Ensure guest satisfaction by handling guest complaints properly and following up on all matters

#### **Radisson Hotel Providence Airport, Providence, RI**

Intern

09/2021-11/2013

- Served food and beverage items for up to 250 meals per shift
- Ensured customer satisfaction by keeping an open line of communication

#### **JW Marriott Shanghai, Shanghai, PRC**

Intern

07/2012

- Provided business services including faxing, photocopying, messenger service, and message delivery
- Prepared and served breakfast for VIP guests at Concierge Lounge

### Education

Johnson & Wales University, Providence, RI

**Bachelor of Science: Hospitality Management, Degree, 05/17**

**Cumulative GPA 3.81/4.0, Dean's List**

#### **RAS Vesuvian Institute, Castelammare di Stabia, Italy**

Study Abroad: International Hotel & Tourism Management, 03/15-05/15

- Intensive program consisting of thorough coursework in Italian and European hospitality management, policies and trends

### Volunteer Experience

- Habitat for Humanity - New Orleans, LA 08/16
- Providence Intown Church Association (PICA) - Providence, RI 09/15-03/16
- Hasbro Hospital & Ronald McDonald House - Providence, RI 10/15
- International Center, Johnson & Wales University - Providence, RI 11/13-05/15
- ASA Messer Elementary School - Providence, RI 11/13-05/15

# Kevin Gilbert

North Miami FL • (954)-555-1383

[KPG123@jwu.edu](mailto:KPG123@jwu.edu) • [kevin.gilbert.linkedin.address.com](http://kevin.gilbert.linkedin.address.com)

## QUALIFICATIONS

- Completed courses related to the Travel-Tourism and Hospitality field
- Proven motivator with emphasis on team work and goal accomplishment
- Excellent customer service skills geared towards all areas of the hospitality industry
- Outstanding communication skills both written and verbal

## EDUCATION

*Johnson & Wales University, North Miami, FL*

**Bachelor of Science in Travel-Tourism & Hospitality Management**

*Candidate, 11/18*

*Trinidad and Tobago Hospitality and Tourism Institute, Trinidad, W.I.*

**Associate in Science Degree in Tourism Management**

*Degree, 09/2014*

## PROFESSIONAL HISTORY

**Campus Events Department Johnson & Wales University, North Miami, FL**

*Student Assistant*

07/2015 - Present

- Register 500 Incoming students for Orientation using visual orientation system
- Contact vendors for all University events both on and off campus
- Reserve hotel accommodations for guests attending university meetings and events
- Supervise and train 12 summer orientation leaders and 5 department work study students

**Tourism Development Company Limited, Trinidad, W.I.**

*Destination Information Coordinator*

10/2013 - 07/2014

- Facilitated and conducted meet and greet for officials, entertainers and VIPs
- Conducted quantitative customer service research at hotels and restaurants in Trinidad
- Reserved hotel accommodations for approximately 50 guests on a daily basis
- Directed and informed guests of sites, attractions, tours, events and city centers

**Bombay Duck Authentic Indian Restaurant, Trinidad, W.I.**

*Waiter & Host*

07/2009 - 09/2011

- Assisted guests with the menu items, reservations, meals, specials and beverage choices
- Ensured guests were greeted and seated in a timely and efficient manner
- Served Food and Beverage items to guests using American service techniques

## PROFESSIONAL ACCOMPLISHMENTS

- ESD National Honor Society 10/2014 -Present
- Tourism Development Company Limited Certified Visitor Guide, 08/2015
- Trinidad and Tobago Cancer Society (Volunteer), 08/2015
- Trinidad and Tobago Cadet Force –Cadet (Private 17214), 03/2014

# Dawn Chang

Providence, RI • (555) 555-5555 • DawnSmith8@gmail.com • www.LinkedIn.Dawn.Smith.en

## HIGHLIGHTS OF QUALIFICATIONS:

- Language skills: Fluent in English, Chinese
- Proficient in Microsoft Word, Power Point, Excel, Outlook and Opera
- Relevant Courses: Hospitality Operations Management, Food Service Management, Front Desk Operations, Customer & Guest Services
- Strong organizational abilities, meets project deadlines on or ahead of schedule

## EDUCATION:

**Johnson & Wales University**, Providence, RI

GPA: 3.5/4.0

*Bachelor of Science: Hotel and Lodging Management*

Candidate, 05/2018

## RELEVANT EXPERIENCE AND ACCOMPLISHMENTS:

### LEADERSHIP SKILLS

- Led a team of Hospitality students at JWU complete a project on trends in the hotel industry
- Worked with elementary schools in China to tutor underprivileged children, ages 5-12 years
- Planned and organized several tours for international students on campus to familiarize with campus life and services

### HOSPITALITY SKILLS

- Developed different techniques to deliver quality customer service
- Learned the importance of maintaining good communication between the Front Desk and other departments within a hotel
- Used Opera to check guests in and out of a hotel, and to check for room availability

### ORGANIZATION SKILLS

- Set up event table for 250+ students at the Chinese Festival
- Recorded names of all students who attended and entered information into a database
- Organized time effectively which is evidenced by maintaining a 3.5 GPA, taking 5 courses and volunteering for events on and off campus

## CLUBS AND ORGANIZATIONS:

- RI Hospitality Association, member 09/2015 - Present
- JWU I-Club (International Students Club), member 09/2015 - Present

## VOLUNTEER EXPERIENCE:

- Women's Center of Rhode Island 04/2015 - 08/2015
- Water Fire Festival 09/2015