

INTERNATIONAL BUSINESS RESUMES

for Undergraduate Business Students

JCSB

John Cook School of Business
Career Resources Center

S A I N T L O U I S U N I V E R S I T Y

Creating a “Results” Resume

A resume is a written summary that highlights your education, experience, skills, and other relevant information. The primary purpose of the resume is to get you an interview. Employers often scan resumes very quickly. Therefore, it is imperative that your resume looks professional and dynamic.

Your Name

Street Address | City, State Zip | Phone Number | E-Mail Address

Objective:

An objective can include job title, industry, and competencies or skills you would like to use in your position.

Education:

Saint Louis University – John Cook School of Business, St. Louis, MO
Bachelor of Science in Business Administration, Graduation Month and Year
Concentration (Certificates, Minors or Supporting Area, if applicable)
Include GPA if it is over 3.0/4.0

Relevant Experience:

Internship Title, Dates when you worked

Name of Company, City, State

- Use phrases, starting each phrase with an action verb to grab reader’s attention.
- Explain job duties including skills used and accomplishments.

Employment History:

Job Title, Dates when you worked

Company Name, City, State

- Describe job duties and accomplishments.
- List all experience in reverse chronological order, starting with most recent.

Additional Headings:

- On-campus Activities
- Leadership Experience
- Study Abroad
- Relevant Coursework
- Language Skills
- Honors / Awards
- Community Service / Volunteer Experience
- Computer Skills

General Tips:

- Keep in mind that an employer will typically scan a resume for 1 minute or less.
- Be honest throughout your resume—never lie.
- Do not use a resume template or table to create your resume.
- Type the resume in Arial or Times New Roman in 11 or 12-point size for text
- Limit your resume to one page for traditional students
- Use indentations, capital letters, bolding, and bullets to effectively enhance important information
- Tailor resumes to specific positions or employers
- Never include references or the statement “References Available Upon Request”
- Never include personal information such as age, hobbies, interests, marital status
- Generally include a cover letter with your resume
- Proofread! Let several people (including Career Services staff) critique your resume

Action Verb List

Leadership Skills	Communication Skills	Technical Skills	Admin Skills	Creative Skills	Financial Skills	Service Skills
Administered	Addressed	Analyzed	Approved	Acted	Accounted	Collaborated
Analyzed	Advised	Adjusted	Arranged	Composed	Administered	Contracted
Anticipated	Arbitrated	Aligned	Catalogued	Conceived	Allocated	Coordinated
Assessed	Arranged	Calculated	Classified	Conceptualized	Analyzed	Counseled
Assigned	Assembled	Catalogued	Collected	Created	Appraised	Corrected
Attained	Authored	Compiled	Compiled	Designed	Audited	Demonstrated
Chaired	Bargained	Computed	Corresponded	Developed	Balanced	Encouraged
Contracted	Clarified	Critiqued	Dispatched	Directed	Budgeted	Evaluated
Consolidated	Collaborated	Created	Executed	Established	Calculated	Facilitated
Coordinated	Connected	Detailed	Generated	Fashioned	Comparing	Guided
Conducted	Contributed	Drafted	Implemented	Founded	Compiling	Integrated
Delegated	Coordinated	Designed	Inspected	Illustrated	Computed	Led
Developed	Corresponded	Devised	Monitored	Integrated	Correlated	Listened
Directed	Defined	Diagnosed	Operated	Introduced	Equated	Purchased
Empowered	Developed	Engineered	Organized	Invented	Examined	Repaired
Enabled	Directed	Evaluated	Prepared	Originated	Forecasted	Public Relations
Executed	Drafted	Examined	Processed	Performed	Formulated	
Hired	Edited	Extracted	Purchased	Planned	Leveraged	Collaborated
Improved	Explained	Formulated	Recorded	Revitalized	Managed	Communicated
Increased	Influenced	Financed	Retrieved	Shaped	Maximized	Conducted
Initiated	Integrated	Identified	Specified	Translated	Planned	Consulted
Measured	Interviewed	Maintained	Validated	Projected	Processed	Convinced
Modeled	Lectured	Measured	Recorded	Recognized	Selling Skills	Created
Negotiated	Listened	Operated	Reduced	Reconciled		Demonstrated
Overhauled	Mediated	Organized	Reported		Advised	Endorsed
Oversaw	Moderated	Programmed	Verified		Asked	Entertained
Planned	Motivated	Refined	Collaborated		Calculated	Hosted
Prioritized	Negotiated	Repaired	Collated		Closed	Informed
Produced	Organized	Reviewed	Computed		Communicated	Interviewed
Recommended	Persuaded	Restructured	Developed		Compared	Performed
Regulated	Promoted	Revised	Evaluated		Contacted	Planned
Reinforced	Publicized	Solved	Examined		Contracted	Promoted
Restructured	Presented	Summarized	Followed		Convinced	Recruited
Reviewed	Proposed		Improved		Differentiated	Represented
Scheduled	Read		Recommended		Influenced	Researched
Strengthened	Reconciled		Sorted		Informed	Taught
Supervised	Translated		Systemized		Inspected	
Verified	Updated		Wrote		Planned	

FirstName LastName

Street Address | City, State Zip | Phone Number | E-Mail Address

SUMMARY

- Business professional pursuing career in global business
- Enthusiastic and solution-orientated manager in the retail industry
- Developed strong analytical abilities through financial analysis
- Leadership experience in managing high priority projects
- Conversant in Mandarin Chinese

EDUCATION

Saint Louis University – John Cook School of Business, Saint Louis, Missouri

Bachelor of Science in Business Administration, May 2012

Concentration in International Business and Finance

Certificate in Service Leadership (300 service hours, 24 leadership workshops, 15 credit hours)

Cumulative GPA: 3.73 / 4.00

STUDY ABROAD

University of International Business and Economics, Beijing, China, Spring 2010

EMPLOYMENT HISTORY

Office Assistant, 2011 – Present

Boeing Institute of International Business, Saint Louis, Missouri

- Promoted and maintained executive education courses and international business events
- Managed Excel database with over 3,000 corporate contacts

Assistant Manager, 2009 - 2010

Forever 21, St. Louis, MO

- Determined inventory needs and implemented loss prevention policy
- Reconciled cash deposits with retail sales totaling over \$30,000 per week
- Supervised and scheduled over 30 employees

HONORS / AWARDS

Boeing BOLD Scholarship

Dean's Scholarship

Dean's List (3 semesters)

ACTIVITIES / LEADERSHIP EXPERIENCE

Delta Sigma Pi, 2010 – Present

- Vice President, Pledge Education, 2011 – Present

Alpha Sigma Nu (Jesuit Honor Society), 2010 – Present

International Business Club, 2008 – Present

- Vice President of Administration, 2011-2012

Freshman in Business, 2008 – 2009

VOLUNTEER EXPERIENCE

International Institute, 2010 – present

Campus Kitchen, 2008 – 2009

Firstname Lastname

Street Address
City, State Zip
Phone Number
E-Mail Address

SUMMARY

Fast learner with an exceptionally strong work ethic. Funny, outgoing and capable of working with almost anyone. Proven ability to manage and organize large amounts of information. Consistently given increased responsibility. Eager to learn everything about the advertising and marketing business from the bottom to the top.

EDUCATION

Saint Louis University – John Cook School of Business St. Louis, MO
Bachelor of Science in Business Administration December 2012
Concentration in International Business and Marketing
Concentration GPA: 3.57 / 4.00

STUDY ABROAD

City of Knowledge, Panama City, Panama January 2012
Saint Louis University, Madrid Spain Spring 2010
Excel Language Center, Cuzco, Peru Summer 2006

WORK EXPERIENCE

Sales Associate 2009 – 2012
Chocolate Chocolate Chocolate St. Louis, MO

- Increased customer traffic with new ideas for management
- Created a social media campaign that resulted in increased product exposure and sales
- Managed inventory and ordering bimonthly
- Assisted management in seamless company relocation and expansion

Restaurant Server 2009 – 2011
Pasta House Co. St. Louis, MO

- Created new marketing ideas for a campus restaurant
- Received Highest Suggestive Sales Award, February 2009

Sales Associate Summer 2011
Art Novell St. Louis, MO

- Established charter gallery of Romanian Art
- Specialized in sales and customer service and achieved daily sales high of \$9,500
- Organized shipping services for domestic and foreign customers

HONORS/ACTIVITIES

Alpha Kappa Psi (Professional Business Fraternity) 2009 – Present

- Vice-President of Membership, 2010 – Present
- Pledge Class President, Fall 2009

Saint Louis University Student Ambassador 2009 – Present

LANGUAGE SKILLS

Proficient in Spanish