



Resume - Presenting Your Transferable Skills

[Your name here (FIRST & LAST)]

[Street Address]

[City, State ZIP CODE]

[E-mail]

[Phone # with area code]

OBJECTIVE [Insert what you want to obtain from this position/career.]

EDUCATION

- Babson College Wellesley, MA
Candidate for *Bachelor of Science* in Business Management, 2014
Concentration: Global Business Management
- New York High School, New York
Graduated 2010
GPA:

HONORS/AWARDS

- (list college & high school honors, including major scholarships received, and the YEAR you received each one)

INTERNATIONAL EXPERIENCE

Study Abroad Student

AFS-USA Intercultural Programs, Barcelona, Spain

June 2010 to August 2010

AFS-USA is a non-profit organization, which offers international exchange programs to over 40 countries around the world. It provides international and intercultural learning experiences to individuals, families, schools, and communities through a global volunteer partnership.

- Fundraised \$3,000 to help fund my study abroad experience.
- Won \$1,000 scholarship, [name of scholarship]
- Developed Spanish language skills: listening, speaking, reading and writing.
- Improved critical thinking skills and cultural awareness and sensitivity.
- Volunteered at Community Mentor Program and helped mentor 5 students in math.
- Family homestay

RELATED WORK EXPERIENCE

[Name of Title/Job Career] (BOLD)

[Name of business or organization], [City, State]

[Start date to end date (if presently working, type "present.")]

[If needed, describe the organization in 1-2 sentences to give the viewer an idea what type of organization it is you worked for].

- [Next list work you accomplished. **Begin each bullet point with an action verb.**
Example action verbs are: Assisted, Helped, Aided, Instructed, Fundraised

Supervised, Mentored, Organized, Planned, Developed, Coordinated, Marketed, Maintained, Facilitated, Presented, Lead, Created, Encouraged, Communicated, Collaborated, Utilized]

- [What work you accomplished? #1]
- [What work you accomplished? #2]

RELATED VOLUNTEER EXPERIENCE

[Name of volunteer title/Job Career] (BOLD)

[Name of business or organization], [City, State]

[Start date to end date (if presently working, type "present.")]

[If needed, describe the organization in 1-2 sentences to give the viewer an idea what type of organization it is you worked for].

- [What work you accomplished? #1]
- [What work you accomplished? #2]
- [What work you accomplished? #3]

ACADEMIC ACTIVITIES EXPERIENCE

[Name of activity] (BOLD)

[Name of school or organization], [City, State]

[Start date to end date (if presently doing the activity, type "present.")]

[If needed, describe the organization or school in 1-2 sentences to give the viewer an idea what type of organization it is you worked for].

- [What activity you accomplished? #1]
- [What activity you accomplished? #2]
- [What activity you accomplished? #3]

COMPUTER SKILLS

[list software programs, operating systems, and your level of experience] Mastery of Microsoft Office Programs (Word, Excel, PowerPoint), Ability to work with several operating systems, including Windows, and Mac OSX, experience working with Adobe Photoshop.

SKILLS

Fluent in French, Intermediate German, Basic Spanish

INTERESTS

List a few of your favorite interests to bring out your personality. [Basketball, rock climbing, photography, traveling, learning about other cultures, volunteering for the Children's Cancer Society]