

Jane Doe

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Objective: (Summarize in a sentence or two your current career goals. Target this statement to the specific position and industry in which you are interested.)

Ex. "Creative, innovative and motivated business graduate with strong communication skills, seeking an 18 month business traineeship within a U.S. company. Seeking to broaden business expertise, which can be applied to my future career in France"

EDUCATION

List names of academic institutions, universities, language schools, technical schools attended, both past and present, if applicable. Do not include high school education or grades. If you do not have post high school education emphasize your work experience.

Name of Academic Institution (city, country) (dates attended)
Degree awarded, focus of study

Ex.

Delaware University, London
Bachelor Degree in Marketing

2001-2004

WORK EXPERIENCE

List your work history or previous internship experience (chronologically beginning with most recent experience) that is relevant to your background and the type of internship you are seeking. Do not include work experience that is not relevant or that is unprofessional in nature. List in at least 2-3 sentences the specific job responsibilities related to the position, highlighting any significant contributions you made, new initiatives you started, or major projects you managed.

Ex.

HSBC Bank, Paris, France
Marketing Executive

2004-Present

- Planned, managed and implemented brand marketing campaigns for bank's international divisions, increasing customer sales by 15%.*
- Managed mailings, point of sale and customer acquisition projects throughout France.*

SKILLS

Include all computer/technical skills, language ability, certifications, memberships to professional organizations, international or previous US Work and Travel experience or other skills relevant to the industry in which you are seeking an internship.

Ex.

Lake Charles Resort, Pheonix, Arizona
Retail Sales Associate, Summers 2001-2003

Word, Excel, PowerPoint, SAP, AutoCad, Adobe Illustrator, Goldmine, FilePro Internet, DreamWeaver, Database and Email systems.

Fluent in German, French, Spanish, Italian

Member of Business Club International

INTERESTS

List any current hobbies or interests, if applicable.