

## RESUME TEMPLATE

A resume details a candidate's professional experience, qualifications, relevant skills and educational background. The format and content of an American-style resume differs considerably from C.V. formats used in many other countries. Use this template keeping in mind that what is appropriate for your career field may be different.

### General Tips

- Keep it short – your cover letter and resume should ideally be no more than one page each.
- Give your files logical names, for example "Mercedes, Dona Resume 2016."
- Send resumes and cover letters as PDF files unless instructed otherwise.
- Thoughtfully consider formatting. Organize the information logically and use easily readable fonts and sizes.

## Dona Mercedes

Phone Number

Email Address

### OBJECTIVE

1 – 3 complete sentences summarizing your qualifications, the type of experience/position you're looking for, and your career goals. Your resume should be edited specifically for every internship you apply for. Keep the resume to one page. Be sure to spell check in English!

### EDUCATION

**Name of University** – City, Country

**September 2014 – May 2017**

Type of degree (i.e. Bachelor, Master), Major(s)

Optional to include GPA, awards, certificate, etc.

(Only include high school or secondary information if you did not attend post-secondary university)

### WORK EXPERIENCE

**COMPANY NAME** – City, Country

**Month Year – Month Year**

**Job Title**

- Use 2-4 bullet points rather than a paragraph, you don't have to include everything
- List what is most important/relevant to the internship you're applying for first
- Include the skills/knowledge gained in this position that will transfer to the internship
- Include specifics on what you accomplished in each position

**CONSORCIO INDUSTRIAL VALSA** – Lima, Peru

**December 2015 – Present**

**Mechanical Engineering Tech**

- Utilize software diagnostic programs to perform system testing
- Coordinate with engineers to prepare new products for serial production
- Create engineering change orders

**INMOBILIARIA E INVERSIONES** – Lima, Peru

**January 2014 – May 2015**

**Manufacturing Engineering Intern**

- Liaised with multiple departments to issue construction correspondence and contracts
- Processed compliance documents
- Supported Projected Managers in administrative and project management capacity

### ADDITIONAL SKILLS

List skills that are relevant to the position, do not include hobbies or leisure activities