

# Resume Book layout

To be listed in the Resume Book, follow this layout.

## Firstname LASTNAME

SD#-XXX, International University of Japan

Yamato-machi, Niigata 949-7277

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**SUMMARY** In one or two sentences, tell the reader what you can bring to the workplace. What skills do you have to enter the job/internship you want? Knowing what skills are needed in your field or interest, list the skills you possess.

OR

**OBJECTIVE** Write your career or internship objective. This should be **as focused as possible** for the Resume Book to attract the right companies/organizations. You can list specific skills to highlight that are needed in your field.

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### EDUCATION

Sept. ?? -

**International University of Japan**

Niigata, Japan

*MBA or MA in International \_\_\_\_\_ (expected June ???)*

- Focus on \_\_\_\_\_ OR Concentration on \_\_\_\_\_
- Special courses or research conducted
- Make your education come alive so the employer can see what SKILLS or KNOWLEDGE you bring to the office.

Month. Yr - Month yr

**Undergraduate School**

Location

*BA, BS, in \_\_\_\_\_ \*

- Focus on \_\_\_\_\_ OR Concentration on \_\_\_\_\_
- Special courses or research conducted
- Make your education come alive so the employer can see what SKILLS or KNOWLEDGE you bring to the office.

### EMPLOYMENT

mo/yr to mo/yr  
Country

**Name of Company/Organization**

City,

*Title of Highest position attained*

- Responsibilities - use active verbs such as Organized, Planned, Evaluated, Supervised, etc. (verb examples - refer to career library)
- Use as many lines as needed (each verb on a different bulleted line)
- Any publications, special projects, etc.
- Be sure the above shows the SKILLS you developed that can be TRANSFERRED to your next experience
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mo/yr to mo/yr  
Country

**Name of Company/Organization**

City,

*Title of Highest position attained*

### COMPUTER SKILLS

List all the programs, databases, any special skills you have with computers and operating systems. Group and bullet, or list.

### LANGUAGE SKILLS

\_\_\_\_\_ - native language  
English - near native or  
Japanese - J? by June 2000