

## Using the Upwardly Global Resume Template

1. Open “Resume\_Template”. Save the document to your personal drive with the title First\_Last\_Resume\_Original.
2. The resume template is designed to give you a format in which to fill in information about your professional experience. Before starting, review the FAQs and Directions below.
3. Complete each section as directed, using the directions and the sample as a guide.
4. If there is additional information you would like to add to the resume, such as volunteer experience or a more detailed section for technical skills, add them to the template or bring the information to your initial meeting to discuss further.

## Frequently Asked Questions about Resume Development

### **Q. Does my resume need to be one page? How long should it be?**

**A.** It depends on your experience. If you have less than 5 years of experience, it is important to focus the details of your resume on one page. However, if you have more extensive experience, it is ok to go onto a second page. In most cases, the resume should not be longer than two pages.

### **Q. How far back should I go with my experience?**

**A.** It is appropriate to list experience from the last 10-15 years. Experience prior to that is seen as outdated and should not be listed, unless the experience was all within one company.

### **Q. Should I include work experience from my home country?**

**A.** YES! Professional experience and education from your home country is extremely relevant to positions here in the U.S. and should be included on your resume. You may be told you are overqualified or that you should take experience off your resume – this is not the case!

### **Q. How should I list my survival job?**

**A.** We want your resume to reflect you as a professional, so we position your professional experience so it is the first thing employers see. If you have worked in a survival job in the U.S., list it in a secondary section titled, “Additional Work Experience.”

### **Q. Should I include my English classes?**

**A.** While we encourage you to list professional development that is related to your field, we do not include English classes or other unrelated courses on your resume. In addition to not being relevant, employers may assume it means you do not speak English well enough for the job (which we know is not true!)

### **Q. Should I put a picture or personal information on the resume?**

**A.** While it is customary in many cultures to include a photograph and personal information (marital status, age, etc), it is inappropriate in the U.S.

**Q. How do I indicate promotions in title and/or responsibility?**

**A.** If you had more than one position within a company, it is important to demonstrate that, as it shows employers that you learn quickly and were trusted with additional responsibilities. The best way to demonstrate these promotions is to list the company name first (typically, we list the position title first) and the dates you worked for the company in total. Underneath that, you will list your most recent position, with dates, and the unique responsibilities you had in that position. Continue like that for each position you held at that company, making sure to include only the responsibilities and accomplishments unique to that position (i.e. to eliminate repetitiveness).

**Q. Why do you include, Permanent Work Authorization. No Visa Sponsorship Required?**

**A.** When employers see that your work experience has been exclusively out of the country, they may assume that you are seeking visa sponsorship and pass you over based solely on that misperception. This statement lets employers know that you are permanently work authorized and your status is not an issue for consideration.

## Resume Template Directions

### Things to Consider When Writing Your Resume

Here are some other items you may want to include in your resume, depending on your experience. You do not need an answer for each question; just choose a few that apply to your experience.

Did you:

- Receive awards or special recognition? (What? Why?)
- Solve difficult problems? (How? What were the results?)
- Develop, create, design or invent something? (What? Why was it important?)
- Prepare original papers, reports, articles? (What? Why important?)
- Manage work group, department? (Who? How many? Results?)
- Save the company/organization money? (How? How much?)
- Supervise, manage or train employees? (Where? How many? Results?)
- Increase sales? (How? By how much?)
- Increase production? (How? Results?)
- Identify problems others did not see? (What? Results?)
- Manage a budget? (How much? Result?)
- Repair equipment? (Which? Result?)
- Establish a safety record? (What? Result?)
- Develop or implement a new system or procedure? (What? Benefit?)
- Were you promoted or upgraded? (When? Why is this important?)