

Amanda R. Smith

1234 Privet St., Springfield, IL 22345, 555-243-9987
ah2003@yahoo.com

PROFESSIONAL OBJECTIVE

Seeking a challenging position in marketing where my experience, both international and domestic, will contribute to innovative and successful marketing practices.

EDUCATION

Suffolk University, Boston, MA

Bachelor of Arts in Marketing May 2002

GPA: 3.4 in major, 3.0 cumulative

Thesis topic: Australian International Marketing Strategies

List separately the school at which you studied through CIS and the focus of your studies if it applies to the job for which you are applying.

Macquarie University, Sydney, Australia Fall 2001

Study abroad program with a focus on International Marketing

EXPERIENCE

Marketing Assistant

Bed Head Hair Care Products Inc. New York, NY 2002 – present

- Developed layout design for new line of hair gels
- Consultant for international marketing department, Australian division
- Created a training on using current marketing software

Amanda did an internship while abroad and this should definitely be listed under professional experience.

International Internship

Marketing International, Sydney, Australia Aug-Dec 2001

- Created a handbook for international marketing strategies for the US market
- Increased number of visitors to company's website by 25% by marketing their services at strategic sites

Any volunteer work you participated in while overseas should also be highlighted.

ACTIVITIES

Conservation Volunteers Australia, Sydney, Australia Fall 2001

Replanted native vegetation in the Australian outback with a group of international and domestic volunteers

Big Brothers Big Sisters Summer, Springfield, IL, summer 1999

Mentored an elementary school girl one day a week. Helped her improve her reading skills and took her on outings

Definitely list any language abilities you have.

COMPUTER SKILLS

Microsoft Word, PowerPoint, Adobe Photoshop, Macromedia Dreamweaver

LANGUAGE SKILLS

Fluent in spoken Spanish. Basic conversational ability in French

If you received one of our Go Global scholarships, you should definitely mention this as well.

AWARDS AND HONORS

Center for International Studies Go Global Scholarship, 2001

REFERENCES Available upon request

If possible, try to get a letter of reference from a professor and your supervisor for your internship or volunteer work.