

Resumes: Adaptation of International Resumes

Prepare Your Resume to Apply for Jobs in the United States:

Job applications and expectations vary widely internationally. A resume that is perfect for a job in Japan may be totally inappropriate for a job in Germany. This guide goes over expectations for resumes in the United States. If you are an international student looking to apply for jobs in the U.S., use this guide to make sure your job application is well-received by potential employers.

Expectations:

Companies in the United States are looking for a resume. Jobs will specify if they are looking for a longer CV (Curriculum Vitae). CVs are typically requested for academic positions, but a 1–2-page resume is standard for U.S. job applications. You can use LinkedIn to include more information rather than going on to a second or third page.

American employers expect to see the following sections:

- Name and contact information
- Objective (optional)
- Education
- Experience – both professional and relevant extracurricular
- Certifications/Honors/Awards (if applicable)
- Skills

Include your U.S. phone number and location. American resumes do not require your full street address. List the City, State where you will be residing. For example, “Kent, Ohio” is just fine.

What to Avoid:

Some elements that commonly appear on international resumes or CVs should NOT be included on an American resume. American employers expect a very specific type of document. Your application may not be considered if you include these elements when applying for jobs in the US:

- Photographs
- Nationality or race
- Birth date
- Gender
- Marital status
- Family history
- Religion or other cultural background
- Hobbies or personal interests (unless particularly relevant to the job).
- References (these might be requested other places in a job application, but they do not need to be included in your resume).



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For more information:
Career Services Office
buscareers@kent.edu

The focus of an American resume is on your experience and qualifications for the job. Employers are legally not allowed to consider things like race, religion, gender, marital status, etc. in your application. With your resume, you are marketing yourself, and demonstrating how your experience and education have prepared you to succeed in a new job.

Names:

A resume is not a legal document. If you go by a name different than your legal name, you can use that for your resume. For example – your name might be William, but it's okay to use Will on your resume. Or you might go by a middle name or other family name – that's ok!

Make sure potential employers can find you on LinkedIn with the name on your resume. However, if you fill out a separate employment application, or any legal forms for a potential employer, make sure you are using your full legal name when specified.

Spelling & Grammar:

- Make sure you are writing out the “Americanized” name of degrees earned outside of the U.S. As well, make sure you are including the Americanized name of the university you attended or company where you worked.
- Use American spellings and vocabulary – “color” rather than “colour.”
- Make sure everything is written in Latin characters.
- Bullet points describing your experience should start with an action verb – use past tense unless you are currently working in the role.
- Don't start bullet statements with “I” – write in 3rd person.
- Have your resume reviewed for grammar and spelling!

Contact Career Services if you have questions. We are happy to review your resume and help you look for employment. For questions about employment eligibility and programs for international students, schedule an appointment with an advisor in [International Student and Scholar Services](#).

Additional Resources:

- [HuffPost: How to Americanize Your Resume](#)
- [TopResume: How Do Resumes Differ From Country to Country?](#)
- [LinkedIn: How different are international resumes from domestic resumes?](#)
- [Example Resumes – Business Students](#)
- [Grammarly: How to Adapt Your CV for an American Company](#)



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