



**JOHNSON & WALES**  
UNIVERSITY  
Experiential Education & Career Services



## **International Student Resume and CV Examples**

The resumes included in this package are examples of International Students that have received assistance from Experiential Education & Career Services. They highlight a number of skills and / or experiences in preparation of CPT and OPT such as:

- Skills based; highlighted under Leadership, Communication and Organization headings, as well as community engagement.
- U.S. style resume; for student applying to OPT. Highlights experience in home country and U.S.
- Emphasis on multi-lingual skills and relevant industry experience for a student applying to a formal OPT program.
- A final revised resume showcasing an OPT position obtained from a CPT experience.

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The two CV's included here have been provided to us by a major international hotel brand in China as examples of CV's they would review and consider for internship and Management Training Programs.

This is a good example of a skills based resume for an undergraduate international student used to apply for CPT. This student has showcased her skills under leadership, communication, and organizational headings. She also highlights involvement in relevant University clubs and organizations.

## **Franziska Bruno**

10 Carter Street, Providence, RI • 02908 • (781) 555-4584 • E-Mail: franziska.bruno@rotary1840.org

### Professional Objective:

To obtain an internship in the operations department at the Providence Marriott Downtown

### Highlights of Qualifications:

- Language skills: Fluent in German, English, and French
- Proficient in Microsoft Word, Power Point, Excel, Outlook and Mega Stat
- Strong analytical, organizational and problem-solving skills
- Excellent interpersonal and communications skills

### Education:

#### **Johnson & Wales University**

Bachelor of Science:  
International Hotel & Tourism Management

Providence, RI  
Candidate, 05/13

#### **University of Cooperative Education Heidenheim, Germany**

Associate in Science:  
Hospitality Management  
*Concentration:* Hospitality/Marketing (GPA: 3.8/4.0)

Heidenheim, Germany  
Degree, 05/11

### Work Experience:

#### ***Hospitality Internship***

##### **Burtenbach Hotel, Burtenbach, Germany**

01/11-05/11

- Assisted in making reservations for 300-room, full-service hotel
- Managed guest check-in/check-out, regularly up-selling guest rooms during the arrival process
- Resolved guest issues and consistently followed-up to ensure guest satisfaction
- Prepared, managed, and served Buffet Breakfast, Afternoon Tea, and Evening Cocktails in Club Lounge

### Relevant Experience and Accomplishments

#### ***Leadership Skills***

- Facilitated monthly meetings consisting of up to 50 members I-Club at JWU campus
- Worked with elementary schools in Germany to tutor underprivileged children, ages 5-12 years
- Planned and Organized several major events for the RI Hospitality Association

#### ***Communication Skills***

- Recruited sponsors for a charity event by visiting local businesses in Heidenheim, Germany, resulting in generous donations of merchandise totaling \$5,000
- Provided quality service during a charity event by maintaining seamless lines of communication With vendors, sponsors, donors and volunteers; which resulted in 100% participant retention for the upcoming year's event

#### ***Organizational Skills***

- Coordinated university newspaper projects
- Assisted newspaper department with Excel, Word, Talisma and Outlook in order to finalize publications
- Updated documents and recorded meetings

### Clubs and Organizations

- RI Hospitality Association, member 9/11-present
- The I-Club (International Students Club) at Johnson & Wales University, member 9/11-present

## **Kevin Gilbert**

1701 NE 124<sup>th</sup> Street  
North Miami FL  
(954)-555-1383  
[KPG123@jwu.edu](mailto:KPG123@jwu.edu)

This International Student uses a U.S. style resume to showcase their extensive hands-on experience in both the U.S. and their home country to apply for an internship.

### **OBJECTIVE**

To obtain an internship with The Ritz Carlton Hotel, Miami.

### **QUALIFICATION**

- Completed courses related to the Travel-Tourism and Hospitality field
- Excellent motivator with emphasis on team work and goal accomplishment
- Excellent customer service skills geared towards all areas of the hospitality industry
- Outstanding communication skills both written and verbal

### **EDUCATION**

#### ***Johnson & Wales University***

Bachelor of Science in Travel-Tourism & Hospitality Management

***North Miami, FL  
Candidate, 11/13***

#### ***Trinidad and Tobago Hospitality and Tourism Institute***

Associate of Science Degree in Tourism Management

***Trinidad, W.I  
Degree, 09/09***

### **PROFESSIONAL HISTORY**

#### ***Campus Events Department Johnson & Wales University***

##### ***Student Assistant***

- Registered 500 Incoming students for Orientation using visual orientation system
- Contacted vendors for all University events both on and off campus
- Reserved hotel accommodations for guests attending university meetings and events
- Supervised and trained 12 summer orientation leaders and 5 department work study students

***North Miami, FL  
03/11-Present***

#### ***Tourism Development Company Limited***

##### ***Destination Information Coordinator***

- Facilitated and conducted meet and greet for officials, entertainers and VIPs
- Conducted quantitative customer service research at hotels and restaurants in Trinidad
- Reserved hotel accommodations for approximately 50 guests on a daily basis
- Directed and informed guests of sites, attractions, tours, events and city centers

***Trinidad, W.I.  
10/08 -07/10***

#### ***Bombay Duck Authentic Indian Restaurant***

##### ***Waiter & Host***

- Assisted guests with the menu items, reservations, meals, specials and beverage choices
- Ensured guests were greeted and seated in a timely and efficient manner
- Served Food and Beverage items to guests using American service techniques

***Trinidad, W.I.  
07/07-09/10***

### **PROFESSIONAL ACCOMPLISHMENT**

- ESD National Honor Society 10/11 -Present
- Tourism Development Company Limited Certified Visitor Guide 08/10
- Trinidad and Tobago Cancer Society (Volunteer) 08/10
- Trinidad and Tobago Cadet Force –Cadet(Private 17214) 03/07
- President of the Ministry of Education Local School Board 03/07

# Jiang Liu

39 Park Street  
Providence, RI 02903  
(401) 555 – 4610  
[JAL055@students.jwu.edu](mailto:JAL055@students.jwu.edu)

This resume is an example of an undergraduate International Student seeking an OPT. This student showcases knowledge of multiple languages and highlights their hospitality skills gained through internship experience.

## Objective

To obtain a position in the Marriott OPT Program utilizing my skills & experience in hotel administration.

## Highlights of Qualifications

- Language Skills: Fluent in Chinese and English, Conversational Korean, Basic Japanese and Spanish
- Computer Skills: Proficient in Microsoft Office Software and OPERA System
- Certifications: Food Safety Manager and Senior National Public Nutrition Consultant

## Education

- **Johnson & Wales University** Providence, RI  
Bachelor of Science, Hotel & Lodging Management  
GPA 3.69/4.0, Dean's List  
Candidate 05/12
- **Xi'an Fanyi University** Xi'an, China  
Hotel Management  
09/07-06/10

## Work Experience

- **Radisson Hotel Providence Airport** Warwick, RI  
Internship Rotation  
06/11-08/11
  - Checked an average of 111 guests in and out of the hotel per shift within the Front Office
  - Maintained proper linen pars, chemicals, and amenity inventories in the Housekeeping Department
  - Studied with master chefs, learning principles and techniques of food preparation in the Kitchen
  - Assisted in coordinating special event parties for up to 250 people in the Banquets Department
- **St. Mary Lodge & Resort** St. Mary, MT  
Internship  
06/09-10/09
  - Rotated in front desk reception, catering service and guest room management
  - Assisted in the pantry of the restaurant and made desserts, salads and coffee drinks in coffee shop
  - Collaborated with colleagues and provided service for customers from different cultural, educational and professional backgrounds, developing cross-cultural awareness and team-building skills

## Association, Honors & Volunteer Work

- Eta Sigma Delta Hospitality Student Honor Society, JWU - Member 04/11-Present
- Hotel Leadership Association, JWU - Member 09/10-Present
- International Club, JWU - Member 09/10-Present
- Collegiate Ambassador Team, JWU - Member 09/10-Present
- Modern Education Oral Korean Competition, Xi'an - Winner 01/10
- Hotel & Tourism Association, Xi'an - Member 09/07-06/09
- English Association, XFU - Leader 09/07-06/09
- Secondary Language Association, Korean Department - Member 09/07-06/09

**Xiao Chen**  
Apt.304 Wiquan Road  
Qingdao, China 266071  
1-(401)-555-5079  
xiaochen@gmail.com

This U.S. style resume for an international student highlights her CPT experience and language skills which allowed her to obtain an OPT opportunity.

### **Highlights of Qualifications**

- Bilingual in Mandarin Chinese and English languages
- Certifications: Tilinger's Concierge Skills, ServSafe Alcohol, Food Safety and Sanitation Manager
- Eta Sigma Delta (ESD) - Hospitality Student Honor Society, 2011- 2012
- Hospitality Leadership Association, 2010- 2012
- National Society of Minorities in Hospitality (NSMH), 2009 - 2012

### **Experience**

#### **New Orleans Marriott at the Convention Center**

**New Orleans, LA**

Guest Service Representative

07/12-07/13

- Check an average of 80 guests in and out of the hotel per shift
- Sell hotel rooms at "rack rate" whenever possible to maximize rooms revenue
- Ranked in the Top 3 for doing up-grade/-up-selling within the Front Desk Department
- Conduct quality performance of Full Service Property Management System
- Work in coordination with other departments as telephone operator (AYS) to resolve issues and to prevent future problems
- Ensure guest satisfaction by handling guest complaints properly and following up on all matters

#### **Radisson Hotel Providence Airport**

**Providence, RI**

Intern

09/10-11/10

- Served food and beverage items for up to 250 meals per shift
- Ensured customer satisfaction by keeping an open line of communication

#### **JW Marriott Shanghai**

**Shanghai, PRC**

Intern

07/10

- Provided business services including faxing, photocopying, messenger service, and message delivery
- Prepared and served breakfast for VIP guests at Concierge Lounge

### **Education**

#### **Johnson & Wales University**

**Providence, RI**

Bachelor of Science: International Hotel & Tourism Management

Degree, 05/12

Concentration: Travel Agent

Cumulative GPA 3.81/4.0

Dean's List, 2009-2012

#### **RAS Vesuvian Institute**

**Castellammare di Stabia, Italy**

Study Abroad: International Hotel & Tourism Management

03/12-05/12

- Intensive program consisting of thorough coursework in Italian and European hospitality management, policies and trends

### **Volunteer Experience**

**Habitat for Humanity - New Orleans, LA**

08/12

**Providence Intown Church Association (PICA) - Providence, RI**

09/11-03/12

**Hasbro Hospital & Ronald McDonald House - Providence, RI**

10/10

**International Center, Johnson & Wales University - Providence, RI**

11/09-05/10

**ASA Messer Elementary School - Providence, RI**

11/09-05/10



**Miguel Ramirez**

*Les Roches*

*International School of Hotel Management*

Bluche 3975, Switzerland

10 August 1990

miguel.ramirez@lesroches.ch

Phone: +31 365377899

**Marital Status** Single

**Nationality** Mexican

### Objectives

I wish to apply for an in-training position in the F&B or Front Office Department to further my knowledge and aptitudes obtained throughout my studies and previous internships. In addition, I am looking forward to improve my language skills.

### Education

Aug 2008 - present

Les Roches International School of Hotel Management  
Bluche, Switzerland

**Hotel Operations 3** - Management

**Hotel Operations 2** - Kitchen / Craft Based Learning

**Hotel Operations 1** - Service Techniques / Craft Based Learning

Aug 2005 - June 2008

Thomas Alva Edison School  
Mexico City, Mexico  
High School Diploma

### Work Experience

Jan 2010 - July 2010

**W Mexico City**  
Mexico City, Mexico  
Assistant Maitre D'

Jan 2009 - June 2009

**Hotel Epsom**  
Geneva, Switzerland  
F&B Trainee

### Language and Skills

**Spanish** Mother Tongue

**English** Fluent

**French** Intermediate

**Italian** Basic

**IT Skills** Microsoft Office 2007 (Word, Power Point, Excel), Opera, plus good internet knowledge

**Interests** Sports, Travelling, Food and Music

Example of a recent graduate resume chosen by major hotel brand in China as one they interviewed and hired for the Manager in Training Program.

# Ankit Patel

**White House, 545 Model Town, Yamuna Nagar, Haryana, India**

**ankit\_patel@yahoo.com**

**Mobile: +31 87 944 3179**

**Date of Birth: 9<sup>th</sup> January, 1986**



## EDUCATION

**Les Roches, International School of Hotel Management, Bluche, Switzerland** (June 2006-December 2008)

- Associate of Business Administration in Food and Beverage Operations
- Swiss Hotel Association Diploma in Hotel Management

**Les Roches International School of Hotel Management, Bluche, Switzerland** (December 2009)

- Completed Bachelors of Business Administration in Entrepreneurship

**Welham Boys School, Dehra Dun, India**

(March 1995 – March 2006)

- High school diploma (Council of Indian Secondary Schools)

## WORK EXPERIENCE

***Omega European Golf Championship, Crans Montana, Switzerland*** (4<sup>th</sup> – 5<sup>th</sup> September 2010)

Food Service

**Les Roches International School of Hotel Management, Switzerland.** (January 2010 – December 2010)

### **Management Training – Operations/ Rooms Division**

- Inventory Management and Key control
- Housekeeping Management
- Room management and allocating rooms to **1100 Students ( Front Office)**
- Student problems with facilities
- Facilities Department issues
- Handling student accounts

**Shangri-La, New Delhi, India**

(February 2008 – June 2008)

320 guest rooms with 5 Food and Beverage Outlets

### **Internship, Culinary Arts, Cafe Uno Kitchen.**

- Cold Kitchen
- Salad preparations for all banquets
- VIP welcome trays
- Cold cuts and sandwiches
- Daily mis-en-place
- Hot Kitchen
- Manage breakfast operations
- Live pasta preparations for the guests
- Work with different stations and help them with the mis en place.
- Ensure quality is maintained throughout all food preparations.
- Experience in Outdoor catering and Banquet Services.

**Movenpick Restaurant**, Geneva, Switzerland  
A perfect place for business travellers and holiday makers

December 2006 – June 2007

**Internship, Service**

- Bar service
- Café service
- Daily mise en place
- Setting up the restaurant daily
- Training new staff members
- Food runner
- Handling Accounts

**Languages**

English - Fluent

Working knowledge of French and basic knowledge of Spanish.

**Training courses and Skills**

Proficient in Microsoft Office, Micros, Opera and Delphi.  
Working on Lotus currently.

Attended the Shangri La Golden Circle of Excellence.

**Extra Curricular Activities**

Playing the drums, Swimming, Snooker, Listening to Music, Travelling and Socializing.

**References:**

Available upon request

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