



## Resume

## Resume Sample: International Students

The process of creating a resume as an international student may be a bit confusing. Trying to figure out what information to include and how to present yourself may be difficult. It should be written with the same goal in mind as that of any college student: to showcase the experience you have that is relevant to the position for which you are applying. The tips below address the questions that international students typically have when preparing a resume for a U.S. employer. Refer to page 3 for an example of how the tips listed can be applied. Once you have a draft ready, you can stop by the Arts and Sciences Career Studio during walk-in hours to have it reviewed (<https://asccareersuccess.osu.edu/career-studio>) or schedule an appointment with a Career Coach on Handshake.

- 1. Name.** Your name is usually the first thing that jumps out to recruiters due to its larger font size. It is important to list your name as it appears on legal documents, but if you also use an English or preferred first name, you can include it in parentheses at the top of your resume – for example, Li Wei (William) Zhang. If you think your name may be unfamiliar or challenging to pronounce, you might include the phonetic spelling beneath your name.
- 2. Personal Summary (Optional).** Use this section to highlight your language and cultural fluency, as well as any qualifications that relate directly to the position you are seeking. Including your work authorization status is completely optional. If you decide it helps clarify your eligibility for employers, keep it short and clear. For example: *“Eligible to work in the U.S. for 12 months (F-1 OPT)”* or *“U.S. Permanent Resident.”* You can include this information in your summary or near your contact details — wherever it feels most appropriate
- 3. Education.** There are major differences between U.S. resumes and resume formats from other countries. Notice that items in the Education section on the following sample are listed in reverse chronological order. Start with your degree in progress. If you’ve received degrees from other higher education institutions, you can list those after your Ohio State degree information.

If you list degrees from foreign institutions, provide a frame of reference (e.g. “equivalent to a 2-year college”) when possible. This will help recruiters understand the type of institution from which you received your degree. If you decide to include a GPA from a foreign institution, make sure to convert the number to be consistent with the 4.0 GPA scale commonly used in the U.S.

- 4. Relevant Experience.** Often your resume is the first impression an employer has of your skills and experiences when considering you for an internship or other career opportunity. Employers determine what you will bring to the workplace by evaluating the skills and qualifications on your



resume as they relate to the position for which you are applying. Account for the variety of ways in which you've learned about the American workplace by detailing your experiences working and/or volunteering at U.S. organizations.

- 5. English Fluency.** Throughout each section of your resume, highlight your ability to communicate in English and display how you are actively practicing your English skills to improve your verbal and written communications. Always proofread for grammar and spelling — even native speakers make mistakes!

## Resources/Websites for International Students

### [GoingGlobal](#) (*Accessible from your Handshake homepage: handshake.osu.edu*)

Explore world-wide internship opportunities, job listings and industry and employment trends. Review country-specific information including resume writing and interviewing guidelines, professional networking groups and work permit and visa regulations. Gain information about some of the largest cities across North America including cultural advice about office protocol, communication styles, business practices for conducting meetings and presentations. Use to gain access to the Department of Labor's (DOL) most recent listing from of all companies who have submitted H1B visa applications on behalf of employment candidates for the prior 12 months, from September to October.

### [Office of International Affairs \(OIA\)](#)

<http://oia.osu.edu>

Refer to OIA for questions or concerns about Curricular Practical Training (CPT) or Optional Practical Training (OPT). OIA offers workshops to help international students understand eligibility and application procedures.

### [English Conversation Partners Program \(ECP\)](#)

OIA offers this program as an opportunity for international students to practice English communication skills and learn about U.S. culture. Participation in this program is a good way to enhance your resume.

### [American Chamber of Commerce Abroad](#)

<https://www.uschamber.com/amcham-directory>

Directory of American companies and individuals doing business in a particular country, as well as firms from that country that operate in the United States.

### [H-1B Visa Jobs and Sponsorship Portal](#)

<http://www.H1Bvisajobs.com>

# WAI KWONG (CHARLES) LEE

(way-kong)

[Linkedin.com/xyz](https://www.linkedin.com/xyz) | Columbus, OH | 614-353-5555 | lee.9999@osu.edu

## PERSONAL SUMMARY

Highly skilled college senior with proven record of effective communication, showcased through involvement in campus leadership roles, strong class presentations, and participation in the English Conversation Partners Program. Fluent in Chinese (Mandarin) and proficient in English with a strong foundation in cross-cultural communication and a deep interest in database development.

## EDUCATION

**The Ohio State University** Columbus, Ohio  
Bachelor of Arts, Major in Computer and Information Science May 2026

**The University of Hong Kong, Pokfulam,** Hong Kong  
Bachelor of Science, Major in Chemistry May 2023

- Globally recognized and ranked as the #1 university in Asia and 36th in the world in Arts and Humanities

## RELEVANT EXPERIENCE

**Arts and Sciences Technology Services Office** Columbus, Ohio  
Service Desk Student Assistant January 2024 - Present

- Performs troubleshooting, providing excellent customer service to staff and faculty across the university
- Installs software and upgrades, promptly communicates with technology staff via Microsoft teams

**AirWaves, Inc.** Lewis Center, Ohio  
IT Intern Summer 2024

- Installed anti-virus/spyware software for better protection and to optimize cybersecurity
- Developed, implemented, and managed two separate company websites
- Installed/upgraded computer hardware and software; performed data backup/server maintenance

## ADDITIONAL EXPERIENCE

**North Commons Dining Hall**, The Ohio State University Columbus, OH  
Cashier and Student Worker Sept. 2023 - Present

- Operates cash register and balance register according to policy and procedures
- Interacts with customers in a friendly, professional manner
- Accuracy checks for register range between 97-100%; top rank among part-time staff

## VOLUNTEER AND LEADERSHIP EXPERIENCE

**English Conversation Partners Program** Remote  
Participant June 2023 - Present

- Engages in weekly conversation to maximize English skills and to enhance knowledge of the U.S. culture
- Works with international students to understand how to better speak and write English

**OSU International Students Association** Columbus, Ohio  
Vice-President April 2024 – June 2025

- Collaborated with other campus organizations to increase awareness of cultural events on campus by distributing flyers, social media and speaking during club meetings
- Learned strategies for communicating effectively when project goals were unclear