

English with a *Twist*

Succeed in Business with English

FULL NAME

123 Nowhere Road, New York City NY 10001 ▪ 123-456-7890 ▪ yourname@email.com

EDUCATION

UNIVERSITY NAME, School Within University

City of University

Credential Earned (Do not translate)

Month and Year

NAMELESS UNIVERSITY, School Of Business

Buenos Aires, Argentina

Universidad de Buenos Aires

August 2012 – June 2016

PROFESSIONAL EXPERIENCE

COMPANY NAME

City and Country of Company Headquarters

Job Title
job

Month and year of start and finish at

- Key points of what you did at this job. Think of problems that the company had, what actions you performed to solve those problems, and what the result was.
- List activities and contributions in bullet points. Do not use the word *I*, or any words indicating first person. It is implied that you are talking about yourself.
- Be very detailed.

NAMELESS MARKETING COMPANY

Philadelphia, USA

Assistant Marketing Manager

February 2012 – November 2014

- Grew company revenue by using marketing skills to spread company name and attract new clients.
- Managed team of entry level marketing professionals in developing a new business model for future endeavors.

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FAKE CALL CENTER COMPANY

Buenos Aires, Argentina

Executive Call Center Manager

January 2010 – December 2012

- Answered calls and assisted clients with technology consulting services.
- Worked with supervisor to meet all requested tasks.

MADE UP MAGAZINE

Buenos Aires, Argentina

Assistant Marketing Manager

September – November 2012

- Learned about the inner workings of a nationally recognized magazine.
- Managed website and responded to complaints from customers.

SKILLS

Language:	English (TOEFL Score: 88), Spanish (Native speaker)
Computer Skills:	Proficient in Microsoft Office and HTML.
Service:	Helped build homes in Colombia.
Interests:	World traveler and music enthusiast.