

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

PERSONAL STATEMENT

Write a full paragraph introducing yourself. Make a general statement about what you have achieved in the past as a student, intern or employee, and what you can provide in the future if the company hires you. You may want to draw attention to some of your future goals to demonstrate that you are an ambitious person. Also explain why you are interested in this job and the reasons it is the perfect fit for you. Do not list specific accomplishments because this information goes in a separate section of the CV.

WORK EXPERIENCE

COMPANY NAME

City and Country of Company Headquarters

Job Title

Month and year of start and finish at job

- Key points of what you did at this job. Think of problems that the company had, 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.

FAKE CALL CENTER COMPANY

Buenos Aires, Argentina

Executive Call Centre Manager

January 2010 – December 2012

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

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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.

Example Internship

Buenos Aires, Argentina

Communications Intern

September – November 2012

- Spent time with executives and learned about how to contribute to a communications department in a company.
- Called potential customers asking for donations.

EDUCATION

UNIVERSITY NAME, School Within University

City of University

Credential Earned (Do not translate)

Month and Year of Graduation

NAMELESS UNIVERSITY, School Of Business

Buenos Aires, Argentina

Universidad de Buenos Aires

August 2012 – June 2016

Note: Feel free to list classes, scores, marks, or anything you think is worth mentioning in the education, especially if have limited work experience.

HOBBIES AND PERSONAL INTERESTS

In the hobbies section of your CV, you must write a full 50 to 70-word paragraph describing any extracurricular activity you've done, any travels or cultural experiences you've had, and/or any other distinguishing features that you think make you look special as a candidate. This is your opportunity to introduce yourself as a person, and not as an employee.

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REFERENCES

John Doe

Former employer

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Jane Doe

Former teacher

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