

US Resume Taboos & Preferred Styles

- NONE OF THOSE
 - Date of Birth, pictures, personal info, and hobbies
- BUT please include:
 - phone no & email adress
 - City but not full address
- 1 page preferred
 - 2 pages max
- Pay attention to “Umlauts” and special characters (‘ß”)
 - Universi☒t K☒ln, Stra☒e, Deut☒
- High school graduation is assumed
 - Exchanges are acceptable
- University
 - No transfers, no grades, graduation dates only
 - Topic of (Bachelor / Master) thesis only if it directly relates to job

Common Areas to Improve

- CONTENT:
 - Only state skills you are able to master and professional experience you have made since you might be asked in an interview about them.
 - AVOID redundant and repeated information
- FORM
 - Spacing and Categories
 - Jun 2014 – Aug 2016 vs 06/01/2014-08-08-2016
 - Consistent use of “verbs” over “nouns”
 - => use of “ing” continuous form in present tense, otherwise use use of “simple past”
 - Advised, built, created, directed, engaged, facilitated, grew, handled