



Family Member Employment

Creating a Global Resume

Preparing a concise, relevant and appealing resume in our home environment is daunting enough; preparing a successful resume for a foreign country audience can seem impossible. That is why the work of Mary Anne Thompson has been such a welcome asset. In her book, *The Global Resume and CV Guide: Advice from the Experts in Executive Search and Recruitment*, Mary Anne provides a country-specific overview to forty countries including resume, cover letter, interview and cultural advice. She is the founder of the global career website [Goinglobal.com](http://www.goinglobal.com) (<http://www.goinglobal.com>) and has published many articles that serve as guidelines for successful job searching.

One such article is “How to Create a Global Resume/CV.” In it, Ms. Thompson states, *“Resume/CV guidelines are in a constant state of change. There are no hard-and fast rules that are 100% appropriate in every case. Best advice: do your homework – find out what is appropriate vis-à-vis the corporate culture, the country culture, and the culture of the person making the hiring decision. The challenge will be to incorporate several different cultures into one document.”* She goes on to provide some general advice as outlined here:

- The terms “resume” and “CV” (curriculum vitae) generally mean the same thing all over the world, i.e., a document describing one’s educational and professional experience that is prepared for job-hunting purposes.
- Different countries use different terms to describe the specific aspects of what a resume/CV should contain. For example, “cover letters” are called “letters of interest” in some countries and “motivation letters” in other.
- Education requirements differ country to country. In almost every case of “cross border” job hunting, merely stating the title of your degree would not necessarily be an adequate description.
- If you have specific training, education or expertise, use industry-accepted terminology in your description.
- Pay particular attention whether to write your resume in chronological or reverse chronological order.
- The level of computer technology and accessibility to the Internet varies widely country to country. Even if a company or individual lists an e-mail address, there is no guarantee that they actually received your mail. Always make sure to e-mail your resume as an attachment in a widely accepted format, such as “Word.” Send a hard copy of your resume/CV via “snail-mail” just to make sure it is received.

- Computer skills and language skills are always important, no matter the job, no matter the country. Take care to describe your skill levels in detail in both categories.
- If submitting your resume in English, find out if the recipient uses “British” English or “American” English.
- Spell-check, spell-check, spell-check, then get a human being to spell check your resume/CV.
- If you can, get someone who is a native speaker of the language in which your resume/CV is written to review your document.
- Be aware that stationary or paper sizes are different dimensions in different countries.
- Most multinational companies will expect you to speak both the language of that country and English, which is widely accepted today as being the universal language of business. Have your resume/CV drafted in both languages and be prepared for your interview to be conducted in both languages. Most companies want to “see” and “hear” actual proof of your language skills early in the hiring process.
- The safest way to ensure that your document is “culturally correct” is to review as many examples as possible.
- Lastly, to be successful and enjoy your experience abroad, you must be flexible and open-minded, both eager and willing to learn new ways of doing things. Be patient and observant. Ask questions and be aware that you represent your country to every one you meet.

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<http://www.state.gov/documents/organization/11956.pdf>