



STEUBEN-SCHURZ-GESELLSCHAFT E. V.

Älteste deutsch-amerikanische Freundschaftsorganisation  
Providing stability and friendship in a challenging environment



## USA-Interns Program Deutsch-Amerikanisches Praktikantenprogramm

### Tips on how to write an American Resume

#### General Rules:

- Limit your resume to 1 page
- Match the format/ design for the cover letter and resume
- Check spacing, presentation, and spelling/ grammar
- Do not use abbreviations
- Adapt your resume to the type of position
- Do not include a photo
- Write in third person singular
- Emphasize your skills and achievements without lying
- Attach documents and diplomas only if asked
- Be consistent in your use of capitalization
- Do not date or sign your resume
- Leave plenty of white space

#### Sections:

##### **Contact Information**

Includes:

- Name
- Phone number – include international dialing code and (+ 1 hour GMT)
- Fax number
- Cell phone number
- Address
- Email address
- Nationality – J1 Visa to be granted via XXXX

Does not include:

- Gender
- Race
- Marital status
- Religion
- Parents' profession
- Date or Place of Birth

**Tertiary Education (University level only)**

- University name
- Degree and all majors, minors and concentrations (Magister – equivalent to US graduate studies)
- Duration of studies (since 200X)
- Expected graduation
- Grade Point Average (GPA)
- Coursework, research or papers relevant to the desired internship. Please provide a brief description
- Include information about study abroad periods here

**Professional Experience/ Internships**

- Employer
- Location
- Duration
- Position/ Department
- Tasks – max. 2-3 lines per internship. Please keep in mind that you should use active words and should minimize the words you write by finding the appropriate verb to describe the task. Examples include: organized, coordinated, independently managed, calculated, trained, expanded, etc.

**Certificates/ Diplomas**

- Courses, seminars, congresses or conferences relevant to the position
- Course length (hours or days)

**Awards/ Scholarships**

- Reason, type (financial or merit), duration

**Extracurricular Activities**

- Type, duration, brief description of your tasks
- All leadership positions should be highlighted. For example, if you were a club treasurer, mention your budget or whether you increased revenues, etc.

**Language Skills**

- List the language and the level
- Classify levels into beginner, intermediate, advanced
- Include ability to translate, speak or write in each language
- Mention language certificates or degrees
- Do not exaggerate your ability!!!!!!

**Other Skills**

- Computer skills
- Analytical
- Organizational – include memberships in a club board, leadership positions, etc.

**Personal**

- Hobbies and Interests

## Tips on how to write an American Cover Letter

### General Tips:

- Limit your CL to 1 page
- Leave spaces between paragraphs
- Use the same style, font, format as your resume
- Create a letter head with your contact information
- Use a polite and formal style that shows confidence and respect
- Be clear, objective and persuasive rather than simply describing
- Be positive
- Do not use abbreviations
- Use short and clear sentences
- Do not start sentences with “I”
- Addressee – USA-Interns Program
- Direct the letter to:
  1. Dear Madam/ Sir,
  2. To Whom It May Concern:
- Close the letter with:
  1. Sincerely yours,
  2. Best regards,

### Paragraph 1:

#### Goal: Short introduction

- State why you are applying to them and mention something about the company
- Mention what you are ideally seeking
- Personalize (if possible)
- Make it captivating

### Paragraph 2 (& 3?):

#### **Goal: let them know why you are qualified academically and professionally**

- Highlight important and relevant achievements
- Emphasize 1 or 2 in particular to make you stand out
- Expand on your experiences
- Emphasize why you qualify for the position/ internship
- List your most important achievements first
- Discuss your research/ Magister- or Diplomarbeit
- Group similar items into one paragraph and then organize them logically
- Avoid writing that lumps together unrelated items – use transition lines
- Back up general statements with facts – credibility
- Avoid standard jargon – i.e. self-starter, proven leadership skills, excellent interpretational skills

### Paragraph 3 or 4:

- Express interest in a telephone interview
- Mention timeframe
- Indicate your availability to provide more information
- Express your enthusiasm for the field / company
- Remind them how to contact you