

Singapore Resume Instructions and Template

Students participating in the Singapore Internship Program with the Academic Internship Council are encouraged to follow the attached resume template as part of the application process for internship placements.

Below are some key points for students to note whilst preparing their resume:

- Most resumes in Singapore typically utilize the U.K. English spelling rather than U.S. English spelling.
- Resumes should be one page in length. However, in the event that students have pertinent information in relation to work experience or awards that they wish to highlight, a maximum of two pages is acceptable
- Students are recommended to list just their mobile numbers and email addresses, rather than a permanent U.S. address.
- Students are recommended to exclude personal information such as date of birth and nationality, as our programs typically consist of students from approximately the same age and nationalities.
- Students should bear in mind that their education should be listed before professional or internship experience (as per the template below)
- Should students be relatively new to the job market and have limited experience, it is helpful to highlight under education any related coursework, a description of any relevant projects or research, and include in the resume key strengths and skills.
- Reverse chronological order: Both employment history and educational background should be listed in reverse chronological order (with the most recent position or academic qualification listed first).
- As highlighted by the resume template, it is important for students to list the names and locations of companies which they have worked or interned for, as well as their role and responsibilities. Brief summaries of key tasks and contributions to each role should be highlighted.
- Students should also highlight technical and language skills as well as any awards or achievements received. Employers are usually interested to know if a candidate is well-rounded and a section on students' personal interests allows for this to be demonstrated.

Additional Resources:

<https://www.ntu.edu.sg/CAO/Documents/Resume%20and%20Cover%20Letter%20Quick%20Guide.pdf>
<http://www.wda.gov.sg/content/wdawebsite/L101-ForIndividuals/L704A-CareerLibrary/L403F-ResumeWriting.html>

Please note: This document is a resource to guide students on common resume practices in specific country and cultural contexts, which may differ from those of the United States. The information that students submit on their resume is not used as a basis for acceptance into the Global Internships program. Students are not required to include all items included on this template and can use their discretion in following these guidelines. However, please keep in mind that not adapting your resume to the template may impact the local organizations ability to properly evaluate your resume.

TOP STUDENT

Mobile: 510-555-1234
Email: topstudent@berkeley.edu

EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY Berkeley, CA
Bachelor's Degree Economics and Communications, **GPA: 3.31** 9/10 – 5/13
Relevant Courses: Financial Statement Analysis, Financial Economics
Student exchange semester in Tokyo University, Japan

GALILEO HIGH SCHOOL San Francisco, CA
Diploma – College Prep Curriculum, **GPA: 3.4** 6/07 – 6/09

PROFESSIONAL EXPERIENCE AND INTERNSHIPS

E Trade San Francisco, CA
Trading Assistant 9/12 – Present

- Provide customer base sales tracking support through extensive use of Excel database
- Support effort to combine sales data across managers and develop productivity report

Merrill Lynch Oakland, CA
Wealth Management Intern 5/11 – 8/11

- Compiled fund compliance research project on funds under management for over five years
- Created master fund information spreadsheet, gathering data of funds and benchmarks

UC Berkeley Economics Department Berkeley, CA
Research Assistant 1/11 – 4/11

- Analyzed economic policies of 5 Latin American markets to assess GDP growth prospects

KEY SKILLS DEMONSTRATED

- Finance and research
- Analysis and problem-solving
- Team-work and leadership
- Cross-cultural interaction

TECHNICAL AND LANGUAGE SKILLS

Computer – PC/Mac; MS Excel, Word, PowerPoint, Access; Bloomberg System
Languages – English (fluent), Japanese (intermediate), Spanish (conversational)

ACTIVITIES AND AWARDS

Volunteer at San Francisco Museum of Modern Art San Francisco, CA
Volunteer 10/11 – Present

Class Committee for Communications Studies
Secretary

Berkeley, CA
9/10 – Present

First-prize in UC Berkeley annual business case study competition **Berkeley, CA 2011**

PERSONAL INTERESTS

Yoga, wind-surfing, jazz music and travel