



Resume Sample - International Student

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EDUCATION

Master of Civil Engineering

Auburn University – Auburn, AL

- Dean’s List Fall 20xx-Spring20xx

May 20xx
GPA: 3.67/4.0

Bachelor of Science in Engineering

Fudan University – Shanghai, China

May 20xx

Margins: 1”
Name: Bookman Old Style 17 pt
Section Headings: Bookman Old Style 13 pt
Content: Times New Roman 12 pt

PROFESSIONAL EXPERIENCE

Transportation Department Intern

Alabama Department of Transportation– Auburn, AL

January 20xx–August 20xx

- Initiated design for improved water drainage of local roadways
- Reviewed final roadway designs and developed material quantities list
- Performed topographic surveys, construction staking, and construction surveys
- Inspected several freeway interchange and bridge rehabilitation projects, receiving additional on-site training from contractors
- Drew and revised site plans using MicroStation and AutoCAD

Hourly Shift Manager

McDonald’s – Shanghai, China

April 20xx–August 20xx

- Reconciled and verified bank deposits, controlling P&L issues and recording daily sales on cash sheets while assisting the General Manager with financial activities
- Supervised up to 12 crewmembers during day shift and effectively delegated responsibilities based upon store needs and employee skill set
- Facilitated system and safety training for new and current employees to help General Manager

LEADERSHIP EXPERIENCE

Active Member

American Society of Civil Engineers – Auburn, AL

September 20xx–Present

- Participate in developmental events such as guest speaker presentations, field trips, other professional activities

Active Member

Association of International Students – Auburn, AL

August 20xx–Present

- Attend all weekly meetings and serve as insightful and active member
- Tutor other international students in reading, writing, and speaking English

COMPUTER AND LANGUAGE SKILLS

- AutoCAD, CAD/CAM, Microstation, Prolog Manager
- Microsoft Office: Word, Excel, Access, PowerPoint, Outlook
- English and Chinese- Fluent in oral and written communication