

# Sample: international résumé

Chronological format

International résumés can vary considerably in format depending on the country. It is advisable that you familiarize yourself with the formats acceptable in the country for which you are applying. Several resources in the Career Resource Library will help you with this process.

## JORGE SANTOS

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### EDUCATION

**Joseph L. Rotman School of Management**, University of Toronto Toronto, ON Canada  
Master of Business Administration Candidate June 2007

- Major in International Finance
- Active member of Commerce Students' Society

**University of Chile** Santiago, Chile  
Bachelor of Applied Science, Electrical Engineering June 1997

- Staff reporter for the university's monthly English magazine
- GPA: 3.9 on a scale of 4.0

### EXPERIENCE

**Santiago Foreign Trade & Development Institute** Santiago, Chile  
*Primary contact for foreign trade and investment in a heavily industrialized region* 2001–2005

— **Manager, Industrial Investments**

- Directed teams that analyzed seven joint venture projects for investments of over US\$60 million.
- Conducted feasibility studies including competitive analysis, financial projections, business development, and project financing.
- Coordinated joint venture establishment procedures, which include regulatory and legal issues, market entry strategies, and distribution and supply network development.
- Assisted in all administrative and operational responsibilities of the institute, including accounts receivable, record keeping, and staff recruitment.

**Cardozo Telecommunications Company** Santiago, Chile  
*Industry leader in fibre optics technology* 1997–2001

— **Project leader/Staff engineer**

- Developed schedule, budget, and long-term business-development plan for an US\$8 million project.
- Implemented experimental cutting-edge process technologies enabling a joint venture project to become a practice model for rapid expansion of fibre optics in Chile's southwestern region.
- Researched, authored, and presented proposals to senior management for future business development.
- Designed and taught corporate trainee seminars for Cardozo's national sales team.
- Represented Cardozo during joint venture contract negotiations.

### ADDITIONAL INFORMATION

- Canadian citizen, native Spanish speaker, fluent in English and Portuguese
- Member of the Chilean Professional Engineers Association since 1997
- Enjoy travelling, scuba diving, and outdoor adventure sports

