



# Résumé Writing for International Spouses and Partners

OISS offers assistance to international spouses and partners at Yale who require assistance in résumé writing and revision, crafting cover letters and job-hunting. If you have questions about your eligibility for employment in the U.S., please contact [oiss@yale.edu](mailto:oiss@yale.edu) or call 432-2305 and ask to speak with an advisor.

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Looking for a job often feels like a job in itself, and can be particularly daunting when considering employment in another country. Here are some web resources where you will find information on résumé writing, and examples of résumés and cover letters.

## **Job Star Central – Job Search Guide from your Local Public Library**

<http://jobstar.org/index.cfm>

This website includes how to write résumés, and a career guide with sample salaries for various professions. It will also link you to a nationwide searchable database of job postings.

## **Susan Ireland's Résumés: Résumés, E-Résumés, Cover Letters, Interviewing & Salary Tips**

<http://www.susanireland.com/>

Browse through many examples of résumés and cover letters and get interviewing tips.

## **The Rockport Institute: How to Write a Masterpiece of a Résumé**

<http://www.rockportinstitute.com/résumés.html>

Here you'll find an award-winning guide to résumé writing intended to teach you to write a résumé equal to one done by a top-notch professional writer. It offers examples, format choices, help writing the objective, the summary and other sections, as well as samples of excellent résumé writing.

## **Job Web: Career Advice for New College Graduates**

<http://www.jobweb.com>

Lots of tips for building your résumé from scratch, including helpful examples. Can be useful for anyone who needs to get started.

## **Résumé Writing: 10 Tips to BulletProof your Résumé**

<http://www.free-résumé-tips.com/10tips.html>

**Personal Job Search and Resume Writing Assistance:** For an employment search consultation and assistance writing a résumé or cover letter, contact [elisabeth.kennedy@yale.edu](mailto:elisabeth.kennedy@yale.edu) at the OISS to set up an appointment. It is also recommended that you visit the *business librarian*, Carol Brown at the *New Haven Free Public Library*, 133 Elm Street, who will assist you with job search resources – including providing you with sample résumés and cover letters, résumé writing guides, and a database of local area companies. She also organizes various workshops for general business skills. Join her email list by sending her an e-mail request to join at [cbrown@nhfpl.org](mailto:cbrown@nhfpl.org).