

JOB SEARCH TIPS FOR PARAGUAY STUDENTS

WORKING ENVIRONMENT

- In Paraguay, the locals tend to be late for an appointment. This means that meetings usually start 10 to 20 minutes late. Face-to-face communication is vital to establish work relationship. The business culture is conservative where women should avoid dresses that show too much skin.
- In the United States, you should be showing up at least five minutes early for appointments. While face-to-face communication is still a relevant way to communicate, technology is becoming increasingly popular.

Resumé Examples

United States

James M. Doe james-doe5555@yahoo.com
555 W. Interview St., Houston, TX 55555
(555) 555-5555

SUMMARY

Enthusiastic, well-organized University of Tulsa master's candidate with a strong work ethic. Results- and team-oriented leader, with a demonstrated willingness to "go the extra mile" to achieve success. Creative, collaborative, artful communicator who effectively utilizes communication skills and market research tools to develop and present business plans and new ideas to effect change.

EDUCATION

The University of Tulsa - Tulsa, OK Expected
Master of Science in Marketing
May 2018

The University of Tulsa - Tulsa, OK
Bachelor of Science in Business Administration
May 2016
Major: **Marketing** Minor: **Management**
• GPA: 3.5/4.0

HONORS/ACTIVITIES

- Dean's Honor Roll
- Fellowship of Christian Athletes
- Academic All-Conference
- Corporate Challenge – Volunteer
- Student Athlete of the Week

EXPERIENCE

- Smith & Smith Insurance Agency - Houston, TX
Summer 2016
Marketing Intern
- Used demographic information to identify potential clients resulting in a 28% increase in new customer accounts
 - Created an Access database and prepared a direct mail campaign
 - Responded to inquiries and distributed information related to policy costs
 - Referred potential clients to sales agents for follow-up
 - Demonstrated eagerness to learn and willingness to take initiative

JCPenney - Houston, TX September 2012-
January 2016

Sales Associate

- Worked 20 hours a week while attending school full-time
- Assisted customers in selecting athletic attire and footwear
- Counted and balanced cash drawer at opening and closing
- Commended for strong interpersonal skills and commitment to quality service

ABC Fixture Company - Houston, TX
Summer 2012

Warehouse Worker

- Retrieved selected pieces of furniture and loaded trucks for delivery

Paraguay

GABRIEL IGNACIO ANDRADA
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PHOTO
4X4

EDUCATION

UNIVERSIDAD CATOLICA (UCA) 2011-2016
Bachelor of Science degree in Electronic Engineering

ESCUELA ARGENTINA MODELO 2006-2010
High school diploma with math concentration

COURSES

- Rescue certificate issued by Red Cross
- AT Institute: Project Management Certification

COMPUTER SKILLS

- Auto Cad
- Programming: C++ , Assembly, .NET, Flash, HTML

LANGUAGES

FRENCH GOOD
SPANISH NATIVE SPEAKER

WORK EXPERIENCE

LIMM 2015-2016
Software development company
Assistant to project management – six-month internship

KFCT 2014
Junior programmer in robotics – summer internship

Volunteer for Red Cross 2012

MISCELLANEOUS

Designer: Top 100 international designer of PIC32 challenge (semi-finals)
Judo competitor: Argentina Interregional Champion

Tips for Building a Resumé for the United States

- Generally, a resumé should include your most recent relevant work and education experience.
- Common elements: your experience, education, special skills, outstanding career achievements and professional affiliations.
- American employers typically prefer resúmes that are presented in a reverse-chronological format, with your most recent employment and education listed first.
- The appropriate length and content of your resumé depends on your work history, field of employment, educational experiences and level of responsibility. In most cases, if you are not applying for a management-level position, you should submit a one-page document.
- A resumé or Curriculum Vitae (CV) is the primary tool that US employers use to choose whom they will interview for a position.
- The field in which you are seeking employment will determine the type of document that is appropriate to submit as a record of your work and educational history. Most American companies prefer that potential employees submit resúmes that focus on their work and educational experience.

Differences in Paraguay

- Employers in Paraguay expect a CV that is customized for each application process, outlining personal and professional information relative to the main competencies required for the position.
- CVs are concise and to the point, and usually do not extend longer than two or three pages.
- As a general rule, unless specified otherwise, your CV must include a 4-inch-by-4-inch photograph of yourself at the top of the first page.
- A key element of a winning CV is its structure or organization; when crafting yours, keep in mind that it should quickly and clearly lead the reader through your background and areas of expertise.