

RESUME TIPS

For Language Majors and Minors

In today's job market, employers are increasingly looking for bilingual and multilingual employees, so it is important to highlight your language skills on your resume.

LOCATION, LOCATION, LOCATION

Your language skills can be incorporated into your resume in several ways. Find the one that works with the format of the rest of your resume. Some options:

- **Language List** – highlight your knowledge of multiple languages.
- **Skills Section** – feature knowledge or fluency of one or more languages, as part of a suite of professional skills.
- **Education Section** – language majors and minors have the added benefit of conferring the rigor and standards associated with academic pursuits.
- **Objective/Summary Section** – personalize your language skills with details that are relevant to your career and/or background.

PROFICIENCY METRICS

Include a measure of your proficiency level, unless it's at the beginner or elementary level.

- Use a recognized assessment system to quantify your level (i.e., Avant Assessment / ACTFL Proficiency Guidelines used by the World Languages and Cultures Department),
- Or use standardized scale, such as the US State Department's language proficiency scale.

DEMONSTRATE EXPERIENCE

- Include both employment and volunteer experience.
- Highlight Study Abroad experiences.
- Showcase language awards, certificates, or honor societies.

REMEMBER

You have less than 60-seconds to catch an employer's eye, so you need to communicate your story clearly and concisely to land the interview.

OTHER RESOURCES

Use Eastern's CICD Resume & Cover Letter Guide for more tips on writing and refining a resume.

