

# CVs & Resumes

## Courtney Smith

+33 06 54 79 89 55

[courtney.smith@gmail.com](mailto:courtney.smith@gmail.com)

[LinkedIn](#)

Citizenship: American & French

2+ Years Communications

1.5 Years Formal Mentoring

### Web Communications Professional

I enjoy **helping people solve problems** and feel successful; so my professional goal is a career that will allow me to do just that. Foreign students who live and work in France have no shortage of problems. The AUP internship coordinator **role would fit perfectly with my personal passion.**

### Key Skills

**English: native**  
**French: Fluent**  
Microsoft Office

Public Speaking  
**Mentoring**  
Management

Copy Writing  
**Communications**  
Sales

### Professional Experience

**The American University of Paris** – Paris, France 2016 - Present  
**Internship Coordinator & Corporate Liaison**

- Coordinated between **6+ university offices** daily
- Advised students on internship & **career strategy and planning**

### Education

**The American University of Paris** – Paris, France 2012 - 2013  
**Master's Degree:** Public Policy and International Law

### Volunteer Work

**Nederland Fire Dept.** – Nederland, Colorado 2011 - 2012  
**Volunteer Fire Fighter**

### Personal Interests

Window gardening, spicy food, good books, cross-stitch, crochet



## Remember:

Hiring managers are busy - they *want* your resume to be THE one! Make it easy for them: make the **format clean** and **tailor the content to the offer.**

Highlight **key insights**

Hyperlinks!

**Brand** yourself

Write a unique Objective:  
**Career goals? Love your field why?**  
**What 'success' means to you?**

Plug-in **key skills** directly from offer

Use a **bold/accent** color to make your **key skills & experiences POP!**

Add '**Course Work**' if you don't have a lot of professional experience