

# Resume Template Guide - Independent Contract Linguist (ICL)

- Please follow the guidelines closely, as any **variations may result in delays** in processing your Language Talent Network application.
- Personally Identifiable Information in resume such as full legal name, address, phone number, and email **MUST MATCH** what is submitted in the Language Talent Network application.
- Highlight language proficiency by including, if any: 1) formal and informal interpretation and/or translation experience; 2) undergraduate and/or graduate foreign language education locally or in foreign country, even if a degree was not obtained; and 3) certification and/or license.

## Sample Resume and Guidelines

<p>Ivanya Melokuhle Smith 100 Washington Avenue, Washington, DC 10000 (888) 888-8888 IvanyaMSmith@gmail.com</p>	<ul style="list-style-type: none"> <li>- Full legal name as shown in legal document (i.e., driver's license, passport).</li> <li>- P.O. Boxes are <b>NOT</b> acceptable.</li> </ul>
<p><b>Languages</b></p> <ul style="list-style-type: none"> <li>• <b>Native, reads and speaks fluent:</b> Portuguese</li> <li>• <b>Studied and certified:</b> Arabic (Egyptian)</li> <li>• Basic: Spanish</li> </ul>	<ul style="list-style-type: none"> <li>- Must indicate the reading, writing, listening, and/or speaking proficiency in foreign language.</li> <li>- For Arabic, must indicate dialect.</li> </ul>
<p><b>Employment History</b> Bank of America, Manager, Washington, DC 01/2019 – Present</p> <ul style="list-style-type: none"> <li>• Managed staff of 10 and ran branch operations.</li> <li>• Approved small business and community loans.</li> <li>• <b>Portuguese experience: Translated bank loan documents for underwriting.</b></li> </ul>	<ul style="list-style-type: none"> <li>- Must indicate work location.</li> <li>- City and State for U.S., while City and Country for non-U.S. based.</li> <li>- All dates in month/year (mm/yyyy) format.</li> </ul>
<p>International Mortgage Lender, Loan Specialist Abu Dhabi, UAE 06/2006 – 07/2012</p> <ul style="list-style-type: none"> <li>• Reviewed land underwrote loan documents.</li> <li>• <b>Arabic (Egyptian) experience: interpreted for borrowers during loan application interviews.</b></li> </ul>	<ul style="list-style-type: none"> <li>- Highlight formal or informal translation or interpretation experience, if any, in bold font.</li> <li>- Provide details of work performed.</li> </ul>
<p><b>Unemployed/Volunteer</b> World Central Kitchen Washington, D.C. 08/2013 – 12/2022</p> <ul style="list-style-type: none"> <li>• Prepare and distribute meals.</li> <li>• <b>Spanish experience: interpreted meal preparation directions to kitchen staff.</b></li> </ul>	<ul style="list-style-type: none"> <li>- Indicate unemployment and/or volunteer experience, if any.</li> <li><i>There is no negative impact if you declare unemployment. What is critical is the use of foreign language.</i></li> </ul>
<p><b>Education</b> University of International Graduate Education Toyama, Japan Major: B.S. in Accounting Minor: Arabic (Egyptian) Studies 08/2002 – 06/2006</p>	<ul style="list-style-type: none"> <li>- Name and location of educational institution esp. from foreign country where foreign language was used or learned.</li> <li>- Certificate/Degree Obtained</li> <li>- General studies such as high school diploma is acceptable.</li> <li>- Period of Enrollment.</li> </ul>
<p><b>Certification</b> Passed the International Interpreter Course, 05/2020</p>	