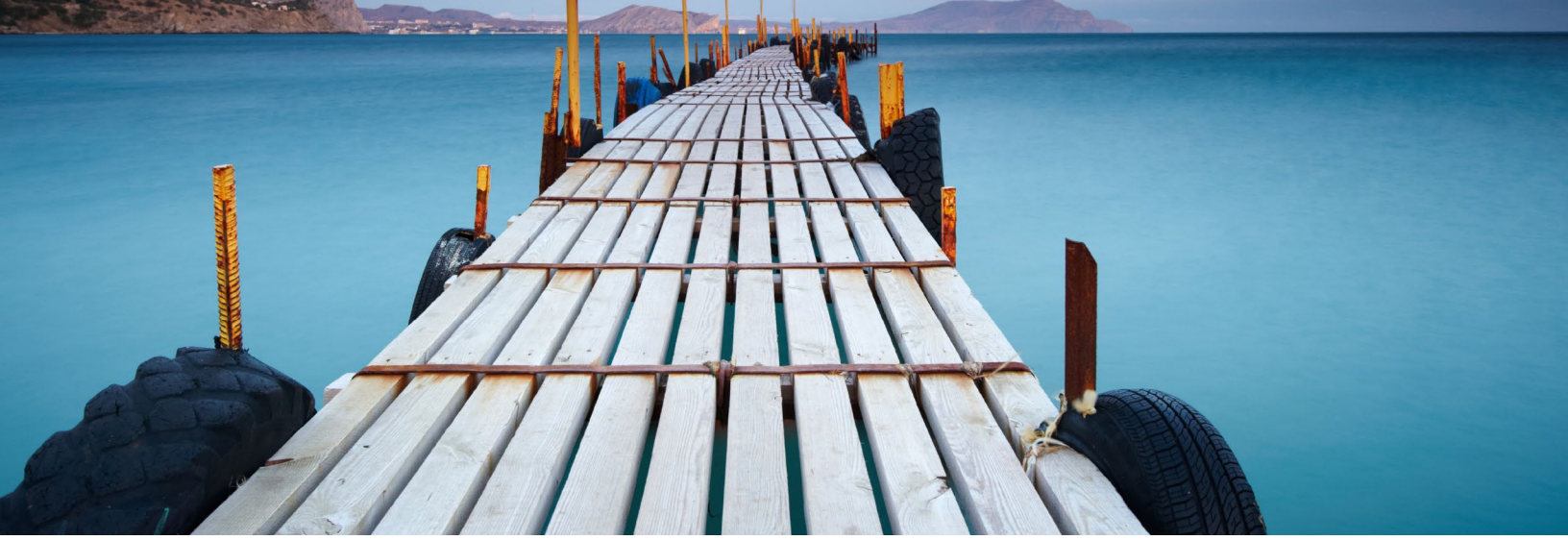




STUDY ABROAD MARKETABILITY

A Resume Building Toolkit



WELCOME BACK!

So you just got back from studying abroad; first of all, welcome home! Hopefully your big adventure was everything you dreamed of and more.

Now that you're back on U.S. soil, you've got a little work to do. You just had an amazing, life-changing experience but how are you supposed to translate that to the professional setting? It's ok if you don't know the answer! That's why you're here!

In this packet you will find resources that answer questions like, "Where am I supposed to put studying abroad on my resume?" "What kind of language should I use to describe studying abroad on my resume?" "How can I talk about this in an interview without boring everyone?" There are also a few sample resumes from people that have studied abroad for you to look at.

Take some time to flip through the packet and then beef up that resume! Good luck!



WHERE CAN I INCLUDE STUDY ABROAD ON MY RESUME?

Because it can be so diverse, studying abroad can be put in multiple places on your resume. It's up to you to decide which place is the best fit for your experience!

EDUCATION

Because studying abroad is exactly that - continuing your studies in an international setting - you may choose to put study abroad under the education section in your resume.

Example:

Study Abroad // University of Salzburg, Salzburg, Austria // January 2013 - May 2013

WORK EXPERIENCE

If studying abroad consisted of some type of internship, volunteer experience, or other work-related involvement for you, maybe it fits best under your work experience section.

Example:

Private English Tutor // Rio de Janeiro, Brazil // August 2015 - December 2015

GENERAL INVOLVEMENT OR ACTIVITIES

You can also choose to list studying abroad with your general involvement or the area where you list your activities, clubs, groups, etc.

Example:

Study Abroad // American Institute for Foreign Study // London, England // August 2012 - May 2013



HOW SHOULD I PHRASE MY EXPERIENCE?

Figuring out a way to phrase studying abroad on your resume can be tricky but don't worry, you can do it! You just need to choose your words wisely.

Keep in mind that you want to focus on the skills you gained, not necessarily the experience itself. So instead of talking about that time you got on the wrong bus in Croatia, highlight the skills you gained from that interaction (communication skills, dealing with uncertainty, etc.).

Below are some skills you may have gained abroad that would go great on a resume.

- ◇ Working with ambiguity
- ◇ Change in world-view
- ◇ Independence
- ◇ Learning to handle life changes
- ◇ Open-mindedness
- ◇ Intra-personal skills
- ◇ Emotional intelligence
- ◇ Communication skills despite barriers
- ◇ Appreciation for diversity
- ◇ Taking calculated risks
- ◇ Handling stress
- ◇ Assertiveness
- ◇ Learning through observing
- ◇ Adapting to new environments

If you studied in a country where English is not the first language, you likely also gained some language skills. Don't forget to highlight those as well!

Below are some great words to describe your language skills at any level.

- ◇ Novice
- ◇ Familiar
- ◇ Proficient
- ◇ Competent
- ◇ Conversant
- ◇ Fluent



HOW SHOULD I TALK ABOUT STUDYING ABROAD IN AN INTERVIEW?

An interview is a great time to include all those study abroad anecdotes you've got, but remember: highlight the skills you gained from the experience, don't just tell stories. With a little forethought and preparation, you will find that you truly did gain some skills from nearly every interaction you had while abroad.

Also keep in mind that not *every* answer you give in an interview should include studying abroad. You want your experience to enhance the interview, not *be* the interview.

Below are some commonly asked interview questions that you may be able to answer with stories from studying abroad.

- ◇ "Tell me about a time you were in a tough communication situation."
- ◇ "Tell me about a time you had to work with people from diverse backgrounds."
- ◇ "What are some things you have done to challenge yourself or step outside of your comfort zone?"
- ◇ "Tell me about a time you handled a new task well or taught yourself a new skill."
- ◇ "How flexible are you? Are you able to roll with the punches?"

So for example, if someone asks you about a time you rolled with the punches, maybe that's a good time to break out that story about the time you missed your connecting train at a rural train station in Italy. You might say something like, "When I was studying abroad, I was traveling by train and I missed my connection in rural Italy. Hardly anyone spoke English but I ended up finding a hostel, meeting some new friends, and spending an unexpected night in a new town. It really helped me to see that there is something good in every situation and to keep my cool under pressure."



YOU'RE GOOD TO GO!

So you've got some great tips on where to include studying abroad on your resume, how to phrase it, how to talk about it in an interview, and the pages following this are some examples of resumes that include studying abroad in various ways.

Do you feel confident going forth on your own?! You should!

Now go put that study abroad adventure to good use! Good luck!

JANE DOE

PO Box 123, Anytown, Anystate 12345 ♦ 123.456.7890 ♦ person@email.com

EDUCATION

M.S., Leadership

Southwestern College, Winfield, KS. 2014 - present
Anticipated graduation May 2016.

B.A., Communication, emphasis in New Media, minor in Leadership, cum laude

Southwestern College, Winfield, KS. 2010 - 2014

WORK EXPERIENCE

Graduate Fellow for Student Life and Leadership

Southwestern College, Winfield, KS. August 2014 - present

- ♦ Helped students develop leadership skills
- ♦ Assisted with planning and facilitating on-campus student activities and events
- ♦ Collaborated on planning a 10-day trip to Ireland for 30 students
- ♦ Gained competency in project management, meeting deadlines, and conflict resolution.

Graphic Designer, Campus Life

Southwestern College, Winfield, KS. August 2011 - May 2014

- ♦ Designed eye-catching, engaging print materials such as flyers and posters advertising on-campus events

Graphic Design Intern

Real Media, Overland Park, KS. Summer 2012

- ♦ Assisted the in-house graphic designer with print layout and design
- ♦ Worked with other interns to compile stock photography for websites
- ♦ Gained competency in compromising skills, negotiation, and scheduling.

Builder Bound Camp Mentor

Southwestern College, Winfield, KS. June 2013 - July 2015

- ♦ Worked with at-risk and low socioeconomic middle school students
- ♦ Gained competency in patience, character development, and appreciation of differences

INVOLVEMENT

Study Abroad, American Institute for Foreign Study

Salzburg, Austria. February 2013 - June 2013

- ♦ Took classes in a mixed-language environment; gained skills in conversational German
- ♦ Gained competency in adaptability, flexibility, and handling ambiguity

Leadership Southwestern

Southwestern College, Winfield, KS. January 2011 - May 2014

- ♦ Planned community service day and celebration banquet for 150 students
- ♦ Organized animal-assisted stress relief activity for students during finals week
- ♦ Developed personal leadership skills and leadership skills of others on the team
- ♦ Gained competency in maintaining relationships, challenging viewpoints, and goal setting

References available upon request.

Tavinia Middle Name Tucker

tavinia.tucker@dontemailme.com

mobile: 123-456-7890

Education

- Texas Woman's University, Denton, Texas, U.S.A** August 2015-Present
Masters of Multicultural Women's and Gender Studies
- Southwestern College, Winfield, Kansas, U.S.A** August 2011 – May 2015
Bachelors of Arts Psychology (Grade Point Average 3.46/4.0)
-Dean's List Award for exemplary academic achievement (Fall 2014; Spring 2015)
-Relevant Courses: Research Methods; Research Apprentice; Social Psychology; Developmental Psychology
- Cowley Community College, Arkansas City, Kansas, U.S.A** January 2013 – May 2013
General Psychology (Grade Point Average 3.56/4.0)
- Richmond, The American International University in London, London, England** May 2014-August 2014
Summer Psychology Internship Study Abroad Program (Grade Point Average 3.75/4.0)

Work Experience

- Texas Woman's University, Denton, Texas, U.S.A** August 2015-Present
Multicultural Women's and Gender Studies Graduate Assistant
- Assist facilitating WS2013-57, 58, 03, and 04 undergraduate courses
 - o Worked with Lauren Cross and Nona McCaleb
 - Facilitate and grade weekly discussions
- Miss Millennia Magazine, Online** December 2015- Present
Contributor and Social Media Assistant
- Contribute bi-weekly articles using WordPress
 - Write sponsored posts
 - Schedule out social media
 - Create Pinterest images for new articles
- Southwestern College, Winfield, Kansas, U.S.A** August 2014-May 2015
Student Government Student Conduct Advisor
- Administer the oath of office to all elected officers and senators or the Senate
 - Attend all conduct hearings and educate students of the disciplinary process
 - Interpret the SGA Constitution and By-Laws
 - Deliver student concerns to college board of trustees
- Social Science and Business Department Student Assistant** August 2012-May 2015
- Update databases and spreadsheets
 - Plan projects for the division
 - Attend to financial matters for various teams
 - Copy & Fax for staff
 - Proctor various exams
- Solace Women's Aid, London, England** June 2014-August 2014
Advice Line Intern
- Provide immediate support advice/support to women on all issues relating to domestic and sexual violence
 - Ensure safety and provide options for service users
 - Work with company's database and Microsoft Office
- Cape Ann Whale Watching, Gloucester, Massachusetts, U.S.A** May 2013-August 2013
Cape Ann Whale Watch Educator
- Educate passengers on various ecological factors that affect whales
 - Collect qualitative and quantitative data such as whale eating techniques, unique swimming patterns, etc.
- Southwestern College, Winfield, Kansas, U.S.A** August 2013-May 2014
Student Government President
- Serve as chief executive officer
 - Balance multiple tasks and work under stressful conditions such as developing a new image for the student government and managing the executive team
 - Uphold, administer, and enforce the SGA Constitution and By-Laws and
 - Deliver student concerns to college board of trustees
- Sophomore Class President** August 2012- May 2013
- Attended to sophomore class needs, such as a need for better internet and advising programs
 - Spoke for sophomore class at student government senate meetings
- Resident Assistant for Dormitory**
- Cared for residents needs, developing excellent communication and interpersonal skills
 - Planned socials for the building, enforced rules of building and resolved maintenance issues

Conferences

Rocky Mountain Psychological Association, Boise, Idaho

April 9th-11th, 2015

Poster Session Presenter

- "Hey Baby, Hey Baby, Hey: The Impact of Pregnancy on Body Image"

Enactus United States National Exposition, St. Louis, Missouri

April 13th-16th, 2015

Speaker on the Presenting Team

- **Consultation Round Winners**

Take Root: Red-State Perspectives, Norman, Oklahoma

February 26th-27th, 2016

Attended

Skills

- Proficient with Microsoft Office software, as well as Windows productivity software such as Paint and Notepad
- Social media (Twitter, Facebook, Instagram, Pinterest) for marketing objectives
- Experience with SPSS, WordPress, and BoardBooster

Interests

- Whale watching, Art museums, traveling, watching movies, bike riding, crafting
- Active on campus: Leadership Team, Pi Gamma Mu Co-President, Student Government Student Conduct Advisor

Danielle L. Brush

Danie.brush@gmail.com

EDUCATION

Indiana University of Pennsylvania, Indiana, PA

Student Affairs in Higher Education (MA)

Graduation: 2014

Waynesburg University, Waynesburg, Pa

Major: Psychology (BA)

Graduation: 2011

Minor: Sociology

EXPERIENCE

Assistant Director of Residence Life

July 2014 – Present

- Supervised 6 part-time, professional hall directors
- Facilitates and updates the Resident Assistant Training Plan
- Maintains and oversees the Residence Life Program
- Assists with campus-wide education programs
- Manages the daily operations of an upperclassmen apartment complex, move-in and check-out procedures
- Assists with freshmen orientation and campus activities
- Serves as a Conduct Hearing Officers
- Acts as a trained Title IX investigator
- Committees:
 - Biennial Review of Alcohol and other Drugs 2015 – present
 - Student Services Team 2014 - present
 - Diversity Council 2014 - 2016

Graduate Assistant for the Office of Student Services

University of Pittsburgh at Greensburg, Greensburg, PA

June 2012 – May 2014

- Residence Life
 - Acted as a live-in, on-call Residence Director
 - Assisted with the Community Assistant selection, group process and interview processes
 - Assisted with the fall, winter and on-going training of the Community Assistants
- New Student Orientation
 - Assisted with the implementation of new student orientation and summer preview days
 - Helped with training the Peer Leaders (new student mentors)
- Student Activities
 - Served as the co-advisor for the Student Activities Board
 - Assisted with the implementation and oversight of campus activities and major events
 - Facilitated one-on-one meetings with Executive Board members
- Leadership
 - Coordinated the annual Pitt-Greensburg Leadership Conferences
 - Designed the annual Transitional Leadership Conferences
 - Created and designed the new leadership initiatives
 - Facilitated and taught the Advanced and Emerging Leadership Series
 - Created and advised LEAP – Leading, Engaging, Acting and Planning, which is the on-campus leadership organization

Practicum Student for the Office of Student Conduct

Indiana University of Pennsylvania, Indiana, PA

August 2013 – December 2013

- Facilitated Informal Resolution Conferences with students & observed Administrative Hearings
- Participated in Hearing Officer training meetings
- Acted as a student member for the Student Conduct Board and participated in the Student Conduct Board training sessions

Practicum Student for the Office of Residence Life

Seton Hill University, Greensburg, PA

June 2013 – August 2013

- Designed the Resident Assistant Training week schedule and created an assessment survey

Hall Director/Student Activities Intern

Randolph College, Lynchburg, VA

January 2012 – May 2012

- Supervised Resident Assistants and developed all-hall service and educational programs
- Handled administrative duties and oversaw the daily operations of a residence hall
- Held on-call hours and responsibilities
- Assisted in the recruiting of and hiring process of Resident Assistants
- Acted as the co-instructor of the Resident Assistant education program (for-credit)
- Acted as a co-advisor of the Macon Activities Council
- Assisted with the executive board hiring process and spring training program

TRAVEL EXPERIENCE

- Study Tour: International Perspectives of Student Affairs – Europe; May 2014
 - Third Transatlantic Dialogue Conference
 - Belgium, France, Germany, Luxemburg and Netherlands
 - Lead by Miami University of Ohio and Bowling Green State University
- United Kingdom Student Affairs Study Tour; 2013
 - England and Scotland
 - Lead by Bowling Green State University
- Study Abroad: Cairo, Egypt; 2010
 - Additional travel to Turkey, Jordan, Syria, Israel and Palestine
- Mission Trip to Cape Town, South Africa; 2010
- Mission Trip to San Nicholas, Argentina; 2008

CONFERENCES

- *Spirituality in Higher Education*
 - International Perspectives of Student Affairs Conference 2014
- *8 Corners of Diversity Facilitation*
 - University of Pittsburgh at Greensburg Leadership Conference 2012 & 2013
- *Cross the Line Facilitation*
 - University of Pittsburgh at Greensburg Leadership Conference 2013

UNDERGRADUATE RESEARCH PROJECT EXPERIENCE

- Research Project: *Empathy as a Moderator of Violent vs. Non-Violent Movie Choice*
 - Annual Laurel Highlands Undergraduate Psychology Conference 2010 & 2011