

MARKETING YOUR STUDY ABROAD EXPERIENCE

When studying or traveling in a foreign culture, many skills are enhanced and realized. Your goal is to strategically communicate your experience to a potential employer through your resume and interview.

STUDY ABROAD SKILLS ASSESSMENT

On a separate sheet of paper, rate your comfort level after your study abroad experience in the following skill areas (1=low competence; 10=high confidence). Note significant growth areas and list concrete examples of how you demonstrated progress:

- Confidence and independence (ability to depend on self)
- Self-awareness
- Creativity in handling problems that arise
- Flexibility in adapting to unfamiliar circumstances
- Tact in discussing issues viewed differently by others
- Networking with people from different cultural backgrounds
- Willingness to take risks
- Demonstrate dependability
- Language/intercultural communication skills
- Identify social/political implications of decisions

Incorporate examples you developed through this assessment into your resume—when applicable to your job search goals. Your study abroad experience may also allow you to demonstrate the following qualities in your resume and future interviews:

Flexibility

- Did this experience develop perseverance and ability to function outside your comfort zone?
- How quickly did you assimilate to another culture?

Language Enhancement

- Were you immersed in the language?
- Was your understanding and speaking ability improved?
- Label foreign language proficiency correctly:
 - **Basic:** Orders meals, asks for time and directions.
 - **Limited Working Proficiency:** Meets social demands: small talk about one's self and family and current events.
 - **Professional Working Proficiency:** Discusses variety of topics with ease and almost understand all of what others are saying.
 - **Full Professional Proficiency:** Participates in conversations with ease and only rarely makes grammatical mistakes.
 - **Native/Bilingual:** Uses language the way an educated native speaker of the language would.

Resource: languagesurfer.com

Cultural Literacy/Competency

- What corporate culture differences did you recognize?
- What customs, values, laws and traditions, different from your

- own, were you challenged to respect and/or embrace?
- How did you interact effectively with people from diverse backgrounds?

RESUME TIPS

As you consider how to market your study abroad experience through your resume, do not be tempted to overstate your experience, and consider the applicability to the job for which you are applying as to how much emphasis you place on it. Consider these tips:

- Market applicable coursework through Education section.
- Market applicable experience (e.g. internship, shadowing) through Experience section.
- Evaluate if adding a separate section is needed.

Use the following phrases to help you develop bullets on your resume as you describe your personal experience:

- Traveled through Spain, enhancing language skills
- Completed 6-week field study of French language and culture
- Visited 4 international businesses in Europe
- Observed 4 different corporate cultures through Western European travels and shadowing experiences
- Adjusted to living with a family in Ecuador
- Immersed in language and culture of the society
- Developed respect for different cultures and religions

Focus on the accomplishments or results of your study abroad experience, not simply where you went or what you did. Include any other relevant aspects of your experience—such as volunteer work, independent studies, etc. Here are some verbs that you might use to describe your experience:

FIND INTERNATIONAL AND STUDY ABROAD JOBS

Explore internship and job opportunities through these resources:

Adapted	Lived	Represented
Cooperated	Managed	Recognized
Developed	Organized	Shared
Exchanged	Overcame	Traveled
Immersed	Practiced	Translated
Improved	Realized	Visited

- **Center for International Education:** www.utm.edu/cie
- **InsideStudyAbroad:** insidestudyabroad.com
- **NAFSA:** nafsa.org/Connect_and_Network/Explore_Careers
- **Peace Corps:** peacecorps.gov
- **BUNAC:** bunac.org
- **GoAbroad:** goabroad.com/intern-abroad
- **InterExchange:** interexchange.org
- **TransitionsAbroad:** transitionsabroad.com/listings/work



CAPTAIN SKYHAWK

Martin, TN 38237 | skyhawk@ut.utm.edu | 731.123.1234

SUMMARY OF QUALIFICATIONS

- Dependable and loyal team player who initiates supporting team goals
- Two (2) years of customer service experience, recognized for interpersonal and problem solving skills
- Technical problem solver, creating presentations and manipulating software
- Effective communicator, building rapport easily with professionals from various cultures
- Fast learner who adapts easily to ever changing situations and new business environments

EDUCATION

University of Tennessee at Martin (UTM)

Bachelor of Science, Political Science

- International Security Studies Concentration
- GPA: 3.87/4.00 | Summa Cum Laude

Martin, TN
May 20XX

EXPERIENCE

UTM Office of Admissions

Student Worker / Tour Guide

- Speak to groups of 5 to 50, educating on campus services and resources
- Communicate regularly with diverse audience to answer questions
- Balance multiple tasks utilizing effective prioritization and organization skills
- Collaborate with up to three other student workers to complete assignments
- Assess needs and initiate assistance to professional and paraprofessional staff
- Entrusted to process confidential information, utilizing FERPA daily

Martin, TN
July 20XX – Present

Study Abroad

International Business Seminar

- Observed social trends and corporate cultures in London, Brussels and Paris
- Interacted and built rapport with professionals at businesses in each city
- Overcame language barriers through independent travel

London/Brussels/Paris
January 20XX – May 20XX

Martin Law Firm

Office Assistant

- Answered multi-line phone and directed calls efficiently
- Prepared and processed paperwork for three lawyers daily

Martin, TN
May 20XX – July 20XX

KEY SKILLS

Software: Proficient in Microsoft Office (Word, PowerPoint, Excel and Access)

Language: *French*, basic conversation skills

Social Media: Facebook, Twitter and Instagram

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SUMMARY OF QUALIFICATIONS

- Effective verbal communicator, recognized for strong customer service skills
- Analytical thinker, proven through honors curriculum and research papers
- Motivated to achieve, whether in classroom, work or organization
- Culturally literate with exposure to diverse cultures, both domestic and abroad

EDUCATION

University of Tennessee at Martin; Martin, TN

Bachelor of Science in Business Administration, Economics; May 20XX

- International Business Minor
- GPA: 3.5 | Honors Program

Study Abroad; Regensburg Germany; Fall 20XX

- Completed two (2) week field study of German language and culture

EXPERIENCE

Restaurant; Martin, TN | *Student Staff*; Jan 20XX – present

- Balance 4 to 12 hrs/wk with up to full academic load and leadership activities
- Initiate support when recognize needs, whether service, preparation or cleaning
- Entrusted to organize food station, serving up to 180 customers daily

ESL Conversation Partner; Martin, TN | *Volunteer*, Aug 20XX – present

- Communicate with students, supporting transition into American culture
- Assess needs and offer assistance: language, homework, etiquette, etc.
- Expose students to cities, restaurants and experiences outside of Martin

Japanese Restaurant; Jackson, TN | *Server*; Jun – Aug 20XX

- Developed understanding of South Korean corporate culture
- Communicated with customers, listening actively to accurately fill orders

Department Store; Jackson, TN | *Cashier*; Apr – Jul 2010; Holiday Season 2010

- Managed monetary transactions accurately and efficiently
- Trained new employees in cashier operating system

KEY SKILLS

Computer: Proficient with Microsoft Office (Word, Excel, and PowerPoint) and familiar with Prezi and Microsoft Access

Language: German, basic communication (verbal and written) skills

ACTIVITIES

Alpha Delta Pi Sorority: *Philanthropy Committee*, Jan 20XX – present;

- Organize volunteer opportunities and service projects for 50 members

Economics and Finance Club: *Member*, Aug 20XX – present

- Learn about career options through guest lectures and presentations