

HOW TO DESCRIBE STUDY ABROAD ON A RESUME

We hope you had a wonderful experience studying and living in another country. How does it feel to be back? You still may be trying to figure out how you can incorporate everything you've learned abroad into your life here. Make time after the study abroad experience to take an inventory of the transferable skills you now possess. How were your existing strengths enhanced by your time overseas, and what new additions might you have made to your skill set?

After spending time overseas where you learned about a different culture, you will also need to reflect on your experience and be ready to speak intelligently about it to potential employers. The fact that you spent time overseas is not the key point for employers. **You must be able to articulate how your study abroad experience relates to and benefits them.** Through written materials or in conversations, employers need you to clearly and thoughtfully convey how your study abroad experience has prepared you to be a strong candidate for their organization.

POSSIBLE SKILLS GAINED WHILE STUDYING ABROAD

During your time abroad, you most likely developed or honed a variety of skills and competencies that might be cross-cultural, industry-specific, or transferable. The list below includes qualities and abilities which students studying abroad frequently develop. In preparation for a job interview, you may want to **think of concrete examples from your experience abroad that demonstrate your development of some of these characteristics.**

Ability to establish rapport quickly

Achieving goals despite obstacles

Adaptability

Applying information to new contexts

Assertiveness

Awareness of global economic and political

issues

Cross-cultural communication

Conveying ideas verbally

Critical thinking skills

Enhanced cultural awareness and sensitivity

Flexibility

Foreign language proficiency

Independence

Inquisitiveness

Open-mindedness

Patience

Perseverance

Problem solving

Self-confidence

Self-reliance

Taking initiative

Time management

Reflect upon your experience and the specific career-related strengths you gained. For example, did you:

- Work on group projects with students from different cultures?
- Initiate meetings with professionals at local organizations to gain insights into corporate and industry culture?
- Actively participate in a student organization?

Through experiences within and outside of the classroom, studying abroad may have improved your abilities to:

- Creatively solve problems by applying familiar concepts to unfamiliar situations.
- Look at a project or situation from different perspectives.
- Maintain self-confidence while listening to and learning from people whose value systems may be different.
- Be flexible and adaptable to rapidly-changing situations and new environments.
- Imagine, forecast, analyze or address business situations from a different cultural frame of reference.
- Develop an understanding of global issues in your industry of interest.

PUTTING IT ON YOUR RESUME

You can incorporate your study abroad experience into your resume in a variety of ways:

- List the name of the program/institution in the "Education" section of your resume, just as you list Lewis & Clark College.
- Consider listing any coursework or projects related to your internship/job search.
- You can describe work, internship, or volunteer experience you had during your time abroad.
- Depending on the level of detail you want to include on coursework and projects, you can list these study abroad-related experiences in the "Education" section, the "Related Experience" section, or perhaps in an "International Experience" section, if you plan on conducting a search with an international focus.
- You can also describe any language skills you developed in the "Skills" section, describing the proficiency as basic, conversational, proficient, fluent, or native.

If you are unsure about where to best highlight your program and additional international experiences, bring a copy of your resume to drop-in hours to schedule an appointment with the Career Center.

RESUME EXAMPLES

International Education Exchange, Bangkok, Thailand Month

- Month, Year Month, Year
- Studied Thailand's history, customs, traditions, politics, and religion.
- Performed research regarding public opinion of foreign media influence on national culture.
- Participated in volunteer activities at local orphanages, homeless shelters, and elementary schools.
- Wrote a 10-page paper to summarize the experience.

Institute of Economic and Social Research, University of Zambia Month, Year - Month, Year Study abroad experience through Council on International Education Exchange (CIEE)

- Conducted fieldwork and research with Zambian citizens and the health education community.
- Developed cross-cultural communication skills through collaboration with Zambian students.
- Enhanced global perspective through increased understanding of political, economic, and cultural issues faced by local populations.

International Business Seminar, London/Brussels/Paris

Month, Year - Month, Year

- 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.