



Resume Writing: Study Abroad

Studying or traveling in a foreign culture, enhances many skills. Your goal is to strategically communicate your experience to a potential employer through your resume and interview.

STUDY ABROAD SKILLS ASSESSMENT

On pp. 3 & 4, brainstorm how you used the **NACE Career Competencies** during your experience abroad. When applicable, include these examples into your resume.

LANGUAGE ENHANCEMENT

Were you immersed in the language? Was your understanding and speaking ability improved? Make sure you label foreign language proficiency correctly:

The Interagency Language Roundtable (ILR) scale is commonly used in America to show language proficiency:

- **No proficiency.** Language knowledge is nonexistent or limited to a few words.
- **Elementary proficiency.** You know how to structure basic sentences, which may include commons questions and answers typically used by tourists.
- **Limited working proficiency.** You're able to have limited social conversations and understand basic commands.
- **Professional working proficiency.** You understand the language well enough to contribute greatly in the workplace, though you may exhibit an obvious accent and need help with advanced terminology.
- **Full professional proficiency.** You can easily have conversations and have a firm understanding of the language, though you may have some misunderstandings or occasional mistakes.
- **Primary fluency / bilingual proficiency.** You were raised speaking the language or have spoken it long enough to become proficient in it. Your accent is either nonexistent or barely recognizable.

Resource: [indeed.com/career-advice/resumes-cover-letters/levels-of-fluency-resume](https://www.indeed.com/career-advice/resumes-cover-letters/levels-of-fluency-resume)

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 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:

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

View sample resumes on next page.

FIND INTERNATIONAL AND STUDY ABROAD JOBS

Explore internship and job opportunities through these resources:

- **UT Martin Center For Global Education And Experience**
- **InsideStudyAbroad:** [insidestudyabroad.com](https://www.insidestudyabroad.com)
- **NAFSA:** [nafsa.org](https://www.nafsa.org)
- **Peace Corps:** [peacecorps.gov](https://www.peacecorps.gov)
- **BUNAC:** [bunac.org](https://www.bunac.org)
- **GoAbroad:** [goabroad.com/intern-abroad](https://www.goabroad.com/intern-abroad)
- **InterExchange:** [interexchange.org](https://www.interexchange.org)
- **TransitionsAbroad:** [transitionsabroad.com/listings/work](https://www.transitionsabroad.com/listings/work)



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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; Martin, TN**
Bachelor of Science, Political Science; May 20XX
- Global Affairs Concentration
- GPA: 3.87

EXPERIENCE

- UT Martin Office of Admissions; Martin, TN**
Student Worker / Tour Guide; July 20XX – Present
- 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

Study Abroad; Siena, Italy

- Leadership & Cultural Courses; May 20XX – June 20XX (5 weeks)*
- Studied social and cultural trends from medieval times to present
- Discussed leadership strategies with political, military, higher education and corporate leaders
- Overcame language barriers through independent travel

Martin Law Firm; Martin, TN

- Office Assistant; May 20XX – July 20XX*
- Answered multi-line phone and directed calls efficiently
- Prepared and processed paperwork for three lawyers daily

KEY SKILLS

- Software:** Proficient in Microsoft Office (Word, PowerPoint, Excel and Access)
- Social Media:** Facebook and Instagram
- Language:** *Italian*, elementary proficiency

CAPTAIN SKYHAWK

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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 | Scholars 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

- 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

CAREER READINESS COMPETENCIES

For college students, career readiness is key to ensuring success in the workplace. Employers are seeking these skills in all college graduates. Study abroad/travel study is the perfect place to practice and develop these skills. **In the space provided, brainstorm how you used these competencies on your experience and how you plan to continue to work on that competency area.**

Competency	How did you use on your experience?	How can you improve in this?
<p>Career & Self Development</p> <p>Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.</p>		
<p>Communication</p> <p>Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.</p>		
<p>Critical Thinking</p> <p>Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.</p>		
<p>Equity & Inclusion</p> <p>Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.</p>		

Competency	How did you use on your experience?	How can you improve in this?
<p>Leadership</p> <p>Recognize and capitalize on personal and team strengths to achieve organizational goals.</p>		
<p>Professionalism</p> <p>Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.</p>		
<p>Teamwork</p> <p>Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.</p>		
<p>Technology</p> <p>Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.</p>		