

CAREER RESOURCES GUIDE

Integrating Your Experience Abroad Into Your Professional Development



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WELCOME BACK!

Dear Alumni,

Congratulations on completing your study abroad experience! This may have been your first time abroad or one of many international adventures, but we're sure that your study abroad experience has had a lasting impact on you. We hope to help you cultivate your international experience into something that can be continuously rewarding, even after your return stateside.

We have created this resource to assist you with an important aspect of your re-entry: professional development. As an alumna/alumnus of a study abroad program, you have the unique opportunity to set yourself apart from those who do not have international experiences on their résumés.

As the global marketplace expands, so does the need for candidates with key competencies that international experiences can provide. From building your résumé and cover letter to the interview process itself, this guide will give you tips on how to integrate your study abroad experience into your professional life.

Study abroad may have ended, but the lessons learned and skills developed from international experiences will provide lifelong benefits.

Cheers,

The ISA Alumni Relations Department

SELF-REFLECTION & KEY COMPETENCIES

Before you begin marketing your study abroad experience to future employers, you must first be able to synthesize your experience. The best way to do this is to reflect on some important moments you experienced while you were abroad. By doing this, you can evaluate the lessons you learned and the skills you gained to use them in your job search.

SELF-REFLECTION QUESTIONS

When answering these questions, find ways to integrate the key competencies you acquired from studying abroad.

- What was your biggest cultural mistake?
- What was your most moving experience?
- How did you mature from this experience?
- Give an example of a problem you overcame.
- What was your biggest “wow” moment?
- What was the best language experience you had?
- What was your biggest misconception about your host country?

KEY COMPETENCIES

- Enhanced awareness of cultures and customs
- Foreign language proficiency
- Adaptability
- Ability to identify and achieve goals
- General improvement in communication skills
- Increased confidence and initiative
- Greater flexibility
- Sense of humor
- Awareness of global, economic, and political issues
- Ability to maintain an open mind and be tolerant of others
- Clarification of goals and improved self-awareness
- General travel skills
- Resource management
- Organizational problem-solving
- Crisis management
- Patience
- Listening and observation

MARKETING YOUR STUDY ABROAD EXPERIENCE

Studying abroad leads to more than significant personal growth; it sets you apart from the rest of the applicant pool when applying for internships, graduate school, and jobs.

Fewer than 10% of all U.S. college students study abroad at some point during their undergraduate years (Open Doors Report 2013). In other words, your résumé will reflect an experience that 90% of candidates do not have!

International experiences make you desirable to future employers because of the skills and knowledge gained through valuable international exposure. The next step is to learn how to market these skills.

- **Cover Letter**
- **Résumé**
- **Power Verbs**
- **Interview**
- **Types of Interviews**

Cover Letter

Cover letters allow employers to briefly sample what makes you qualified for the position for which you are applying. By spotlighting your skills and experiences, you can tailor your cover letter to fit the job description. A dynamic cover letter will make a great first impression before you even have an interview.

COVER LETTERS SHOULD:

1. Be only one page in length.
2. Be directed to a specific individual, with his/her position in the company or organization – a little research goes a long way!
3. Be well-researched and well-written – focus on the specific requirements of the position for which you are applying and proofread multiple times.
4. State only your very best qualifications.
5. Show knowledge of the company by referring to what it does, mission, goals, and growth.
6. Reflect knowledge of duties and responsibilities of the job for which you are applying.
7. Describe the qualifications you possess that match the qualifications required for the position.
8. State any unique qualifications you possess that other applicants may not have.
9. End on a positive note and by suggesting an interview. “I would welcome the opportunity to meet with you to further discuss my qualifications for the position. I am excited about the opportunity to work for a company with the quality reputation of Abcdef Company.”

THESE QUESTIONS CAN HELP YOU FOCUS:

- How does your experience relate to your field?
- What are the transferable skills?
- How might your international experience uniquely benefit a professional in that field?

DEVELOP A STRATEGY TO SPECIFICALLY ADDRESS THESE POINTS IN YOUR COVER LETTER OR RÉSUMÉ:

“My experience living in Chile will enhance my ability to communicate and interact effectively with the local Latino population. This position has the opportunity to work closely with...”

OR

“My studies in London, England provided me with a great insight into living in a multi-national environment and the cultural differences that influence consumers globally. Overall, it has improved my ability to contribute to international marketing initiatives.”

Even if your career goals do not include a specific international dimension at this time, you can promote the general transferable skills, such as independence, confidence, and problem-solving.

QUICK TIP:

Retire your sk8r_gal1993@yahoo.com or doggirl44@gmail.com email addresses. Open a Gmail account that has your name and avoid any numbers that would age you (birth year, graduation year).

Cover Letter Template

Your Name

Your present address · Preferred phone number · E-mail address

Date of correspondence

Name of Individual

Title

Name of organization/company

Address

City, State & Zip Code

Dear Dr. /Mr. /Mrs. /Ms. Last Name: (Do not address "To whom it may concern:")

PARAGRAPH ONE

Address why you are writing and the position, field or general area in which you are interested. Explain how you discovered this position and why you would like to work for this company. Mention something about the company that piques your interest.

PARAGRAPH TWO

Describe your qualifications, but do not restate your résumé. Highlight one or two strong areas of experience which make you qualified for this position. Be sure to choose skills and experiences that complement the requirements in the job description. Use specific examples to back up any skills that you mention in this paragraph. Mention professional or personal accomplishments and the skills you gained or demonstrated.

PARAGRAPH THREE

Close by noting that you have enclosed a copy of your résumé and that you will provide any additional information requested. Note that you look forward to a future response and that you would like to schedule an interview. Thank them for their consideration.

Sincerely,

Your signature

Your typed name

Enclosure (if applicable)

QUICK TIP:

Choose fonts that reflect a level of professionalism and maturity. Comic Sans is not one of those fonts.



Bad Example

Johnny Student

1234 Main St., United States of America

Gustavo Arteza ISA Career department
 International studies Abroad, CEO - wrong placement
 Austin, TX inconsistent punctuation

Dear. Mr. Arteza misspelled

Or, to: whomever it may concern. punctuation missing

My name is **Johnny Student** I have been interning at your organization, International Studies Abroad for almost two years now as a global ambassador for ISA out of **The University of ABCDEFGH** I recently came across a job opening as a full time International studies abroad employee, and due to my experience and association in your organization as well as the fact that I will be graduating in December of ~~this year~~ 2013 with my bachelor's degree in Business administration and minor in social science. I was very interested in the possibility of obtaining a full time position at ISA. I am a very big advocate of the work you do abroad as well as on campuses across the states and would love nothing more but to be a part of your team. With my experience and background I feel that I can be a very good and influential asset to your organization. I am looking forward to hearing back from you and I hope all is well in Austin Texas.

incomplete sentence

Take care, unnecessary
Sincerely: double closing

Johnny Student

- incoherent
- no solid examples of experiences or skills



Good Example

Dear Ms. Smith and Ms. Charles,

My name is John Hancock and I recently graduated from the University of XYZ with a BA in English and Spanish. As a new member of the ISA community, I am specifically drawn to the work at XYZ because I believe it lays the fertile ground for innovation and experimentation in the field of study abroad. For this, I am more than enthused that a position has opened up. I believe a [*position name*] requires a set of skills that I possess: academic writing and familiarity with the academy, experience coordinating with national and international institutions, and the ability to communicate across administrative levels.

During my undergraduate career, I developed fluency in the academic and institutional language of the university. As the leader of a successful accessible parking campaign, I learned to wear the many hats that administrative initiatives demand. On the ground, I was the passionate and approachable student leader raising awareness and gaining peer support. When seeking guidance from professors and deans, I was a strategic and quantitative researcher and planner. And in meetings with the Assistant Provost, I was a professional and sensible salesman, open to negotiations, but committed to a basic plan of action. These personal encounters with university officials directly influenced my writing. I grew proficient in the drafting of personal grants and proposals, which allowed me to leverage my foreign language ability and volunteer experience into two university-funded summers in Peru and Brazil. Immersion in several Peruvian and Brazilian organizations enabled me to develop similar writing and communicative skills in Portuguese and Spanish.

Through administrative dealings, I came to appreciate the countless positive things a university can do for its students when approached the right way. [*Position Name*] capitalizes on this potential and creates and manages truly alternative and exciting study abroad opportunities. I would greatly appreciate the opportunity to talk further about [*position name*], the duties of a [*position name*], and my qualifications for the position. Please refer to my résumé for further information. Thank you for your time and consideration.

Sincerely,
John Hancock

Résumé

Résumés. So much to say about yourself in such a short amount of space. On average, employers review a résumé in under six seconds. A résumé should concisely, yet thoroughly, highlight what skills you possess in a fashion that is easy for the employer to digest. Résumés, like cover letters, should be tailored to fit the job description.

RÉSUMÉS SHOULD:

1. Be no longer than one page.
2. Be consistent in formatting, verbiage and design. Not having all the dates aligned the same, for example, can make an employer immediately toss your resume to the side since it indicates that you don't pay attention to detail.
3. Pack a punch. Leave the "fluff" out and focus on the tangible skills that you gained during your previous jobs or experiences. Follow these formulas for solid bullet points: Action Verb + Responsibilities = Impact **or** Action Verb + Situation = Results.
 - For example: Recruited 250 interns to implement and execute marketing strategies to increase sales by 23% in one quarter
4. Be updated at least every three months since your qualifications and experiences change during that time.
5. Include résumé key words since many résumés are now digitally entered into a database. By putting certain key words from the job description in your résumé, the systems at companies will automatically pull your résumé from others.
6. Tailor your résumé to the particular job. Yes, it is extra work, but your goal is to quickly and clearly show that your skills and experience match their specific needs.
7. Quantify your accomplishments with numbers, dollar amounts, or percentages.
8. Be reader-friendly. Avoid cramming too much text on the page or it will be uninviting to the reader. Use a 10, 11 or 12 point font and one inch margins to allow plenty of white space for their eyes to rest. Also, allow ample white space between the different sections of your résumé so each one is distinct.
9. Be edited by many people. Don't be afraid to send your résumé to people that you trust to give you valuable feedback and advice. Career service centers at the university-level are also great resources for this.

3 Ways To Incorporate Study Abroad in Your Résumé:

1. Generally, you can include studying abroad in the education section, but you can also make a section dedicated to "International Experience" if you have had several experiences abroad (i.e. volunteering, studying, etc).
2. Include any other relevant aspects of your experience such as volunteer work, an internship, or independent studies.
3. Consider using the contacts you made abroad as references. Members of your host family or a professor you had abroad may provide a memorable character reference that will stick out in the mind of your employer.



Bad Example

PAGE 1 OF 2. NAME AND INFORMATION MISSING

Objective Highly motivated, Fall 2013 future graduate with a B.A degree in Business Administration with experience in management and marketing, seeking summer internship/part-time employment opportunity.

Work Experience **Marketing Intern** Fall/Winter 2013

- International studies Abroad Austin, TX
- Promoted studying abroad for all levels of college and high school students
- Made phone calls/sent emails to owners of small businesses along with marketing managers in major corporations seeking sponsorship opportunities and ad sales.
- Gave informative meetings and served as an offsite ambassador for the company

use stronger action verbs

ABC University Fitness Center Trainer (FA 2011 – WI 2013) **CITY, STATE** 1234

- Provided personal training for **ABC** students and athletes
- Created workout routines and programs for sport teams during off season
- Watched over the fitness center and provided cleaning and organization assistance.

Crew Manager Sunny Lane Landscaping **Summer, 2011** **CITY, STATE**

- Locked over and worked with crew when doing state rest areas, commercial businesses and apartment complexes
- Handled some accounting duties such as working with invoices
- Assisted in marketing duties such as flyer and business card designs

Cashier 2009-2011 **CITY, STATE, ZIP CODE** Friendly Mart

- Worked at front register for the grocery store
- Handled cash/credit/food stamp transactions
- Handled closing register duties

verb choice

Teller representative 2013- current XYZ BANK 1234 Friendship Lane **CITY, STATE, ZIP CODE**

- Handled cash Deposits \$35,000+
- Handled Cash withdrawals \$2000-
- Handled withdrawals \$2000+ with permission
- Issued cashier, traveler, convenience, and money order checks
- Dealt with High valued customers
- Very in depth experience in customer service
- Opening duty of the branch as well as closing duty on some days

same verb used 3 times

spacing

punctuation

inconsistent formatting

inconsistent formatting

inconsistent punctuation (not needed)



Bad Example

PAGE 2 OF 2. RÉSUMÉ SHOULD NOT BE LONGER THAN ONE PAGE

Johnny Student

8888 Sunny Vale Lane, Sunny Town USA

Education

ABC College

2009 - current

inconsistent formatting

Bachelor of Arts in Business Administration

•3.558 Cumulative GPA

•Received 4.0s in classes on MS Excel, Word, Access, PowerPoint and Adobe Photoshop

•Conducted an Independent Study on Grantsmanship, focusing on business students receiving aid through grants, prepared proposal template.

Organizations & Achievements

•Trustee Scholarship Award Recipient for 2009-2013

•Who's Who Among Students in American Universities and Colleges in 2013

•Comerica Scholarship Recipient

•Member of the National Society of Leadership and Success (Sigma Alpha Pi)

•Outstanding Senior in Business Award recipient

•Student-advisor for Business Majors during group advising sessions.

•Student-Athlete Advisory Committee member in 2011-2012

•Dean's List 2009, 2010, 2011, 2013 and National Dean's List 2011

•USCAA Academic All American for 2010, 2011, 2012 season (GPA> 3.5)

•WHAC All-Academic team 2012 (GPA> 3.25)

too many bullets

References

Ronald Donald - Head of Business
555-5555

Sally Meknes - Business Owner
666-6666

Matthew Idlewild - Coach
777-7777

Samuel S Johnson - Branch Manager
888-8888

Jack Jacksonville - Supervisor
999-9999

not necessary unless requested



Good Example

Cindy Student

Phone: (222) 222-2222
cstudent@gmail.com

Education:

Bachelor of Arts, Theatre & Bachelor of Arts, International Business , 3.9 GPA

University College
Anticipated Graduation May 2013

University of Business and Economics, Prague, Czech Republic
Spring 2012

Qualifications and Personal Attributes:

A motivated college student with a diverse background. Ability to think on feet, and make ethical decisions. Highly innovative, dedicated to quality and customer service. Trustworthy and intuitive, inspired, flexible and organized.

Selected Experience:

Marketing Intern at 123 A+ Company

Summer Internship 2012

- Immersion in the historical background of 123 A+ Company a nationally accredited museum
- Promoted 123 A+ Company and its programs at events in the **CITY NAME**
- Social networking support and Photographer for the Marketing department

Events Assistant and A1-Festival coordinator at A1-Festival Productions

Summer Internship 2010

- Planned and Organized the first annual A1-Festival assisted with weddings and events
- Designed Marketing Materials for special events
- Worked in the fields, and led school tours of the grounds and the estate.

Aast. Artistic Director for Company 23 Productions in **CITY NAME**

Summer Internship 2009

- Assisted the company throughout the beginning stages of development
- Participated in several productions and read-throughs

Additional: Student worker, ABCDE Co. Scene Shop, August 2011-Present, May-August 2011

Clothing Store 1 Sales Support Staff, May 2011-January 2012.

Achievements:

2011 and 2012 Nominee for the **SCHOLARSHIP NAME** competition.

Invited Presenter at the Undergraduate Scholar's Conference 2011, University College

Member of Phi Eta Sigma honor society of University College Dean's list Aug. 2009-Present,

XYZ Scholar.

Theatre Newsletter Journalist, University College

Special Skills: Actor, Vocalist, Comfortable with Mac and PC systems.



Good Example

Bradley Student

54321 Broadway Springfield, USA • 222-2222 • bstudent@gmail.com

EDUCATION

Smallville University, Smallville USA May 2012
 Bachelor of Arts in English and Spanish
 Cumulative GPA: 3.97
 Honors: Phi Beta Kappa, Summa Cum Laude, Sigma Delta Pi, Sigma Tau Delta, Dean's Fellow

University of Granada *Centro de Lenguas Modernas (UConn)*, Granada, Spain Spring 2011
 Semester GPA: 3.93

Formational Coursework:

Creative Writing Honors Colloquium and Honors Thesis Fall 2011-Spring 2012
 • One of seven students accepted into the Creative Writing Honors Concentration for English majors
 • Drafted, edited, and completed part one of a prospective novel working one-on-one with a thesis adviser
 College Seminar: Disability Fall 2009
 • In examining disability in today's society, led service project surveying, raising awareness, and advocating for greater accessible parking for university professors with disabilities

SERVICE EXPERIENCE

ISSLP BRAZIL, São Paulo, Brazil June 2011-August 2011
 • 1 of 30 selected from approximately 250 applicants for International Summer Service Learning Program, a program designed to highlight international social issues and volunteer work
 • Created a creative writing workshop in an international female prison resulting in a collection of short stories
 • Regularly volunteered for Rede Rua (Street Network) in homeless shelters, soup kitchens, and neighborhood food and clothing distribution campaigns for the homeless

Kellogg Intern for Coprodelti, Callao, Peru June 2010-August 2010
 • 1 of 20 selected from approximately 140 applicants for a full immersion internship in an international NGO
 • Assisted in the direction of *Don Juan Tenorio*, a play performed by secondary students of San Agustín de Hipona to celebrate the twentieth anniversary of Coprodelti
 • Taught English and theatre classes in three primary and secondary schools in Lima's periphery

Community Alliance to Serve Hispanics ENL Teacher, South Bend, IN Fall 2009
 • Instructed twelve to fifteen Mexican immigrants in beginning English and practical terminology

WORK EXPERIENCE

ISA Alumni Relations Intern, Austin, TX October 2012-Present
 • Manage Alumni team's social media presence and recruit GA bloggers for ISA Today blog
 • Reformat and write web content on the Alumni page

WebBrandxyz.net Managing Editor and Writer, Austin, TX September 2012-Present
 • Write, edit, and construct layout for 100 % of website's content

Film Fan Brand Film Reviewer, Austin, TX September 2012-Present
 • Conduct interviews, attend screenings, and write reviews for various pre-released films

Brand X Institute for International Studies Student Employee, Smallville, USA Fall 2011-Spring 2012
 • Student assistant to the administrative assistant, covered reception desk at lunch
 • Delivered posters, recovered files, and conducted research for staff and former Kellogg Fellows

Brand Z T Shirts CEO/Salesman, Smallville, USA Fall 2008-Fall 2011
 • Financed, marketed, and sold 2,000 t-shirts for total revenue of \$20,000, profit \$10,000

PERSONAL

Languages: Fluent in Spanish and conversation/proficient Portuguese

Interests: College Basketball, Latin American travel, recreational bowling, contemporary U.S. fiction

Power Verbs

Power verbs are used in résumés to enhance and add variety to the bullet points that you will be creating. In résumés, you usually always lead with a power verb to grab the employer's attention.

ACADEMIC, EDUCATIONAL AND RESEARCH

achieve	construct	engineer	install	replace
acquire	contract	enhance	instruct	research
address	contribute	estimate	interpret	restore
analyze	correct	evaluate	introduce	restructure
assess	create	examine	invent	revamp
assist	cultivate	explain	investigate	review
author	define	explore	originate	revise
avail	demonstrate	extract	perceive	revitalize
build	design	formalize	perform	solve
calculate	determine	formulate	pinpoint	stage
chart	develop	find	pioneer	streamline
co-author	devise	frame	plan	structure
collaborate	diagram	gather	present	study
collect	direct	generate	produce	survey
compile	discover	identify	prove	teach
compute	distribute	inform	publish	test
conceive	document	improve	purchase	translate
conceptualize	draft	improvise	refine	tutor
conclude	earn	innovate	reorganize	utilize
condense	edit	inspire	report	write

MANAGEMENT AND LEADERSHIP

accomplish	attain	determine	govern	motivate
activate	attract	develop	guide	negotiate
adapt	authorize	devise	handle	organize
address	award	direct	hire	originate
administer	broaden	employ	implement	overhaul
advise	budget	encourage	improve	pioneer
affect	build	enforce	inaugurate	plan
allocate	change	enhance	increase	preside
amend	conclude	enlarge	initiate	program
amplify	conduct	establish	innovate	prompt
analyze	control	examine	instruct	propose
appoint	convince	execute	interview	recommend
approve	coordinate	expedite	institute	recruit
arbitrate	counsel	explain	launch	shape
arrange	create	facilitate	lead	strategize
assemble	delegate	form	manage	supervise
assess	demonstrate	generate	monitor	train

QUICK TIP:

Be sure that your verb tense is consistent. If you are currently at a position, all of your power verbs should be in the present tense, but if you are listing a previous employer, use the past tense.

ENTREPRENEURIAL AND INNOVATIVE

accomplish
actuate
adapt
anticipate
appraise
assemble
attain
attract
authorize
budget
build
centralize
chart
combine
conceive
conceptualize
condense
conduct

consolidate
construct
contract
coordinate
create
decentralize
design
determine
develop
devise
direct
discover
engineer
enhance
enlarge
establish
expedite
extend

fortify
generate
implement
improve
inaugurate
incorporate
increase
incur
inform
initiate
innovate
install
interpret
introduce
institute
invent
launch
localize

market
modify
negotiate
operate
organize
originate
overhaul
pioneer
plan
prepare
present
procure
produce
program
promote
publicize
regulate
reorganize

replace
resolve
restore
restructure
revamp
revise
revitalize
salvage
save
sell
streamline
structure
supply
systematize

TECHNICAL

accelerate
adapt
analyze
audit
augment
automate
balance
calculate
centralize
chart

collect
compile
compute
consolidate
control
decrease
define
design
determine
develop

devise
diagram
engineer
estimate
evaluate
examine
forecast
formulate
generate
interface

minimize
plan
prepare
process
program
promote
redesign
reorganize
research
simplify

solve
survey
trace
translate
write

GENERAL OR BROADLY APPLICABLE

affect
amplify
anticipate
assist
assume
attain
augment
automate
avail
broaden
challenge
change

clarify
collaborate
conceive
conceptualize
conclude
conduct
contribute
coordinate
create
determine
develop
devise

discover
earn
encourage
enhance
enrich
explain
facilitate
fulfill
gain
identify
implement
improve

incur
instill
investigate
locate
maintain
nurture
obtain
operate
perceive
pinpoint
prepare
prompt

relate
represent
resolve
review
schedule
serve
stimulate
suggest
support
utilize

Interview

Preparation

DO YOUR RESEARCH

- Know the company structure
- What is their mission?
- From your observations, what are their goals as an organization?
- Review their social media platforms (LinkedIn, Facebook, Twitter, blogs, etc) to see what new projects are in the pipeline

Being able to speak about specific details about the company will give you confidence and will exhibit your interest in the organization as a whole.

PLAN RESPONSES

While you can never know all of the questions that will be asked during an interview, the questions below can be anticipated. By preparing these questions, you will have a grasp on the types of skills and abilities that you would like to highlight during the interview.

- What is it that attracts you to this position?
- Why did you choose to apply to [Company Name]?
- What would you say are your strengths and weaknesses?
- What important experiences do you bring from previous jobs?
- What were some of your biggest challenges in former jobs or education?
- Can you mention some specific situations that illustrate how you dealt with conflict in a previous job?
- Why did you leave your previous position, or why do you plan on leaving your current job?
- What is your work style, and what kind of environment do you think you would do best in? In what kind of environment might you not do your best?
- What style of supervision are you most comfortable with?
- What things are most important to you in a job?
- What are your expectations of your future employer?
- What are the most important rewards you expect in your career?
- Who or what has had the greatest influence on your life or career?
- What accomplishments have given you the most satisfaction?
- What goals have you set for yourself, and how are you planning to achieve them?
- What kinds of things are you looking for in an employer?

PREPARE QUESTIONS FOR INTERVIEWER

Be prepared to ask these at any point during the interview. Brainstorm 2-3 questions to ask and use this list as a starting point.

- Why did you start working at [Company Name]? What makes you keep working at [Company Name]?
- What are your favorite things about your position?
- What are qualities that a successful [Position Name] has?
- What's the most rewarding aspect of working for [Company Name]?
- Where do you see this company in 5 years?
- Ask a question about something specific that you found during your research (new merger, new product launch, new website layout, etc).

Day Of Interview

DRESS ATTIRE

What do people in your desired field wear on a daily basis? If you have any contacts in the field, ask them what they wore during their job interview. They will likely give you experience-based tips for what works and doesn't work within the industry.

ARRIVE EARLY

Arriving between 15-20 minutes earlier will give you plenty of time for parking, incimate weather, walking, finding the right department, and settling in before the interview.

WHAT TO BRING

Yourself (your mom or best friend should not be accompanying you to your interview). Also, bring a neutral-colored folder with extra résumés on nice paper and a list of references just in case you are asked for these. Try to minimize the amount of things you carry into the interview, but be sure to bring a pen.

FAUX PAS

THINGS TO AVOID DISCUSSING IN THE INITIAL INTERVIEW:

- Salary
- Time off
- Benefits
- Potential transfers to other branches (if applicable)

These are subjects that can be discussed after the offer is made. Do your research about the salary of professionals in the field and be prepared just in case the interviewer asks. If the interviewer does ask about your desired salary, stick with a desired salary range, instead of an exact salary expectation.

SHOW CONFIDENCE

- Make eye contact
- Keep straight posture
- Give a firm handshake (practice, if necessary)
- Hold a pen in your hand to avoid distracting hand movements
- Avoid taking a lot of notes during the interview

SHOW TRUSTWORTHINESS

- Keep your hands above the table and in eyesight of the interviewer (No table? Keep hands relaxed and visible)
- Keep consistent eye contact

NO DISTRACTERS

These can distract the interviewer from what you are saying, even if it's exactly what they would like to hear.

DO NOT...

- Chew gum
- Play with your hair
- Shift in the chair or jitter your legs

Using Study Abroad Anecdotes In Your Interview

1. Create brief “elevator speeches” (detailed below) from situations you encountered and detail how you demonstrated or developed a professional skill to handle it.
2. Be specific. Concrete examples demonstrating one or two skills are much more impressive than a vague story.
3. Frame your stories in a professional context and avoid talking only about how much fun you had. Remember that your interviewer is looking for examples relevant to the position to which you are applying.
4. Talk about challenges and difficulties you encountered, but stay positive and focus on your successes.
5. Keep your examples universally relatable – not everyone has visited your study abroad location.
6. Be brief. These responses should be 1-2 minutes long, focused, and detailed.

EXAMPLE 1

Interviewer:

“Tell us about your study abroad experience.”

Instead of this...

“It was amazing! I loved it! It really changed my life!”

...DO this:

“Living in Central America was a valuable experience that taught me how to be self-reliant and quickly establish rapport with locals. Not only did I increase my Spanish language proficiency, but I also practiced flexibility while becoming familiar with local customs.”

EXAMPLE 2

Interviewer:

“Tell us about a challenge you encountered and how you handled it.”

Instead of this...

“I look very American and had a hard time blending in with the local Argentines. They looked at me a lot because I stuck out, but I ignored the attention and eventually got used to it.”

...DO this:

“Originally, I was slightly apprehensive about transitioning into my new surroundings, but I quickly adjusted to the local nuances and started to embrace everyday challenges. Because I grew accustomed to these changes, it decreased my “stage fright” and I’ve found that my public speaking skills have improved drastically. Presenting in front of large crowds is no longer intimidating because of the types of experiences that I encountered abroad.”

Post-Interview

THANK-YOU CARD OR EMAIL

Send this the day of your interview and be sure to highlight any times when you connected with the interviewer. This will remind the interviewer who you are, what you discussed, and make you stand out.

Types of Interviews

BEHAVIORAL INTERVIEW

This is designed to see your work style based upon previous experiences. Highlight things such as customer service, problem-solving, and communication skills. If you find yourself in this particular style of interview, follow these steps to ensure that you answer the question fully:

1. Describe the experience.
2. What were you asked to do?
3. What action did you take?
4. What were the results? What did you learn?

TECHNICAL/TASK-ORIENTED INTERVIEW

In the fields of engineering and technology, technical interviews are quite common. This type of interview will assess your problem-solving skills, how you reach conclusions, and your incorporation of novel thinking into your approach. You may be asked to solve a math problem or a brain teaser, or you may be presented a problem that is specifically based on the position for which you are interviewing.

QUICK TIPS:

- As you solve the problem presented, be sure to think out loud to allow the interviewer(s) to understand your thought process.
- Pay close attention to the details presented to you by the interviewer(s), as many of the details will be key to finding the answer.
- Ask questions! If you are stuck or need more information to determine the answer, there is no harm in asking.
- If you have the option of using visuals (a whiteboard, a piece of paper), use them. It's great to show the interviewer(s) how you can visually conceptualize an answer.

STRESS INTERVIEW

More or less, the interviewer tries to antagonize you to see what sort of reaction you will have to their antics. Some things you may encounter: interruptions during your answers, asking impossible questions, leaving the room, or giving you the silent treatment.

QUICK TIPS:

- Stay calm. Chances are, you weren't able to prepare for this type of interview. The best thing to do is to keep your composure and stay professional throughout.
- Avoid showing annoyance. If the interviewer is on his/her phone or is distracting, continue discussing your qualifications amidst the distractions.
- Re-think your interest in working for this organization if you are put off by this type of interview. Company culture is key in your job search, and if you are going to be challenged like this on a daily basis, it is good to know upfront.

PHONE OR SKYPE INTERVIEW

In-person interviews are becoming less common in favor of Skype or phone interviews. The position for which you are interviewing may be long-distance.

Many companies understand that you may be far from their headquarters and will allow you to do a preliminary interview over the phone or via Skype. Although you may not be there in person, present yourself the way that you would during an in-office interview.

QUICK TIPS:

- Dress professionally. This will give you the confidence to speak professionally, leading to a more successful interview.
- Avoid placeholders ('ummm', rambling, 'like') because they are more apparent in this style of interview.
- Choose an area that's quiet without any distractions. For a Skype interview, the background needs to be neutral and you will need a fast internet connection. Double-check your video quality and connection before the interview.

SMALL GROUP OR COMMITTEE

Some companies will opt to do group interviews to save time and to also see how your first impression compares with others. Remember that the team is there to learn about you and your value-add, NOT to interrogate you or make you uncomfortable.

QUICK TIPS:

- Direct your attention to and get the names of each person on the panel. Be sure to jot down their names or ask for a business card – nothing looks better than remembering and using everyone's names.
- Be prepared to repeat yourself. People have different listening styles and may need you to clarify your answers or may not have picked up on your answer before.
- Pick up on non-verbal cues and find out who you will need to impress the most. It's tempting to direct most of your eye contact to the person who is shaking their head in agreement to everything you say, but challenge yourself to win over the toughest person in the group.
- Thank all participants after the interview and gather business cards if you didn't already do so. Write thank-you cards immediately afterwards while it's still fresh on your mind and make specific comments about the interview for each participant.

Networking 101

The main motivation for networking isn't for direct personal gain – it's to meet others and share with them. Ultimately, this may provide personal gain, but it should not be your main focus. You are likely to make more connections with this authentic mindset.

SOCIAL MEDIA

Social media can be a great thing in terms of connecting you to many networks in virtually no time at all. However, it can also be quite detrimental to your potential job prospects if you don't take the proper measures to ensure that you are putting your best foot forward with your internet presence.

WHAT TO DO BEFORE YOUR JOB SEARCH:

- Do a Google search on yourself. Seriously. Type in your name, and see what appears – it may be time to delete that lingering MySpace account from 7th grade
- Focus on your social media image by investing time in creating a substantial and professional Facebook, Twitter, LinkedIn, Tumblr, Flickr and/or Pinterest account
- Set your privacy settings on the highest possible
- Take down or delete anything that you feel may show you in a compromising manner
- Be mindful of any posts you make and who may see them

LINKED-IN

This is specifically designed for professionals looking to network with other professionals. Keep this in mind when creating your profile.

- Spell check
- Fill out your profile completely
- “Follow” companies or organizations that you admire

FACEBOOK, TWITTER, INSTAGRAM, BLOGS

Consider creating profiles tailored to your chosen career field. For example, if you are pursuing a career in marketing with a focus on fashion, create a blog, Facebook page, and other social media platforms and begin following professionals in the fashion industry and contribute to their conversations. You'd be surprised how many hiring managers may take notice of your accounts.

Personal accounts, however, should be on the highest privacy settings. You may have nothing to hide, but it's better to be safe than sorry.

CONFERENCES AND EVENTS

Find professional conferences in your desired field and attend. There may be networking luncheons or “newcomer” mixers that you can attend that are specifically designed for connecting individuals in the field. When you meet new people, find out about their interests and what they are doing.

BUSINESS CARD ETIQUETTE

Design and purchase a professional business card to give out at conferences and events. Business cards are a great way to connect, but you need to make sure that you follow certain guidelines when giving and receiving them.

- Keep your business cards in a clean and accessible place where they will not get dirty or bent
- Give your business card only if your contact asks you for it
- Take a moment to look at your contact's business card before putting it away
- Make notes on the back of the business card so that you remember who they are
- Follow up with your newly-acquired contacts within a week of meeting them

Aptitude Tests

- Better Weekdays (affiliated with ISA): studiesabroad.betterweekdays.com
- SkillCow: skillcow.com
- What Career is Right for Me: whatcareerisrightforme.com
- LiveCareer: livecareer.com

Career Sites

- CareerBuilder: careerbuilder.com
- CareerRookie: careerrookie.com
- Good.co: good.co/blog
- Career Realism: careerealism.com
- My World Abroad: myworldabroad.com
- The Ladders: theladders.com
- Tavorro: tavorro.com
- GlassDoor: glassdoor.com

Careers in International Education

For information about how to get a job in International Education without having a Master's degree, this article is a great resource. <http://insidestudyabroad.com/2011/05/how-to-get-a-job-in-study-abroad-without-a-masters-degree/>

ACADEMIC INSTITUTIONS

Universities, colleges, and two-year institutions generally have international student, education abroad, and foreign language departments.

SOME THINGS TO CONSIDER:

- Possible positions include being an advisor, professor, a counselor or mentor.
- Keep your geographic preferences in mind as you check out some of the international education events in the area to network with the professionals in the region.

STUDENTS STUDYING ABROAD IN THE UNITED STATES

If you are more interested in working with students coming to the United States to study, consider pursuing a career in recruiting and/or marketing for schools.

SOME CAREER OPTIONS INCLUDE:

- Becoming an International Student Services advisor or an administrator for a sponsored program
- Evaluating the credentials of students interested in studying in the United States
- Working in insurance or travel agencies to provide these students with things they might need help with while in the process of living here
- Working with your community to find homestays and advocates for these students

COMMUNITY GROUPS

NAFSA (National Association of International Educators) is an organization based in Washington D.C. but has events and conferences across the nation.

- Check out their website at nafsa.org
- Do a quick search online to yield a list of international community associations
- Some foundations include: Kiwanis International, Rotary International, International Council, and The World Affairs Council
- Joining associations is a great way to network with internationally-focused individuals

FEDERAL AGENCIES

If you are looking to work for a federal agency in international affairs, consider (Most of these positions will ask for a post-graduate degree):

- The Department of State
- The Department of Homeland Security
- The Department of Defense
- The Department of Justice
- The Department of Commerce
- The Department of Agriculture
- The Department of Energy
- The United States Agency of International Development

GO ABROAD AGAIN

After an unforgettable experience abroad, it makes sense that many students are itching to travel abroad again. But how do you make it happen? We've broken down the avenues of going abroad again into five major categories: learning, interning, volunteering, teaching and working.

BEFORE EXPLORING YOUR INTERNATIONAL OPTIONS, CONSIDER YOUR MOTIVATIONS AND GOALS FOR GOING ABROAD AGAIN:

- What do you hope to gain from this experience? How does this fit into your long-term goals?
- Where do you want to go? What drives you to go there?
- What are the language requirements? What level of working proficiency do you have in the local language?
- How long do you intend to stay abroad? Do you have proper documentation (i.e. work visa) to stay for that time period? How do you plan to obtain the proper documentation? Will you need a sponsorship?
- Are you financially able to fund your time abroad? Do you expect to have a paid position?

MASTER YOUR DEGREE:

FIVE REASONS TO CONSIDER GETTING YOUR MASTER'S DEGREE ABROAD

- 1. Time to degree: You can finish your degree in as soon as one year**
- 2. Choice: Each year, the number of master's outside the US grows exponentially**
- 3. Language: Even in countries with different official languages, you can still study in English**
- 4. Cost: A master's abroad may help you avoid going into debt! Most of our programs are much more affordable than the average cost of a U.S. master's program.**
- 5. Employability: Define your future. Obtaining a master's degree abroad increases your global awareness and makes you're an attractive candidate to employers.**

Attend Graduate School Abroad with ISA Degrees Abroad

ISA's new full-degree programs allow you to enroll directly at an international institution while receiving the type of personalized support services that have defined ISA as a leading study abroad provider in the U.S.

The new Degrees Abroad programs are also featured in the Program Search tool (studiesabroad.com/programs/programSearch) on ISA's website, allowing you to search by subject of study, location, term and language to see which programs you are not only eligible for, but that might be the best fit for you.

The majority of programs can be completed in English in as little as one year, though options in Spanish are also available for students that meet the eligibility requirements.

Please do not hesitate to contact us at info@degreesoverseas.com or give us a call at 512-480-8522 for more information.

Learning

STUDY ABROAD AGAIN:

ISA has a Repeat Student Grant that will cover some of the cost of your next ISA program if you choose to embark on another international adventure.

GRADUATE SCHOOL ABROAD:

You can apply directly to a graduate school abroad or through an American organization that facilitates full degree programs abroad. Degrees Abroad is a division of ISA that can help facilitate the application process to accredited institutions abroad.

STUDYING ABROAD DURING A GRADUATE PROGRAM IN THE US:

Some graduate programs in the United States have an international component built into their curriculum. You can also plan to do research abroad during your studies. Be sure to ask graduate school recruiters that you meet about any international opportunities that their graduate program can provide, such as internships or research fellowships.

RESOURCES:

LOCATION-SPECIFIC

- **ASIA**
Asia-Net: asia-net.com
- **AUSTRALIA & NEW ZEALAND**
Degrees Overseas — for post-graduate or professional degree programs in Australia and New Zealand: degreesoverseas.com
- **BARCELONA**
Barcelona Business School: barcelona.uibs.org
- **PARIS** — The American Graduate School in Paris. No language requirement. Focused on International Relations and Diplomacy or Business and Economics: ags.edu
- **UNITED KINGDOM**
 - General resource for graduate programs: studyacrossthepond.com
 - General resource for graduate programs: britishcouncil.org/usa-education-graduate-degree
 - BUNAC (British Universities of North America Club) — Non-profit that arranges exchange programs for US and British students: bunac.org
 - Richmond — earn your MA in Art History or International Relations: richmond.ac.uk

GENERAL

- Academy for Educational Development: aed.org
- AIPT: Association for International Practical Training – Internship and exchange programs: aipt.org
- Association of Global Universities: studiesabroad.com/agu
- Association of Professional Schools in International Affairs: apsia.org
- Comparative and International Education Society: cies.ws
- GradSchools.com: gradschools.com
- Grad Schools Abroad: gradschoolsabroad.com
- Intern Abroad: internabroad.com
- International Graduate Schools: internationalgraduate.net
- ISA Degrees Abroad: degreesoverseas.com
- Masters International – a Peace Corps Program designed to compliment a master’s degree with overseas service available in a variety of fields at over 40 academic institutions nationwide: peacecorps.gov
- Petersons Higher Ed Guides: petersons.com
- SIT Graduate Programs: sit.edu/degree.html

Internships & Service-Learning

GLOBAL, CAREER-BUILDING INTERNSHIPS THROUGH ISA (GOINTERNABROAD.COM)

Study abroad returnees looking for hands-on career experience in their area of study benefit from international internships.

Interning internationally will further increase your exposure to worldwide experiences, develop your professional skills, and help you gain knowledge for your intended career.

PROGRAM OPTIONS:

6-week internships

10-week internships

Custom date internships

FIELD OF STUDY PLACEMENTS:

- Agriculture, Animal, and Vet Sciences
- Architecture, Landscape, and Planning
- Arts, Humanities, Languages, and Social Sciences
- Business and Management
- Communications, Advertising, and Journalism
- Education and Teaching
- Engineering
- Environment and Natural Resources
- Health Professions
- Information Technology and Computer Science
- Law and Criminal Justice
- Music, Dance, and Performing Arts
- Psychology and Social Work
- Sciences, Biological, Physical, and Mathematical
- Sports, Recreation, and Exercise Science
- Tourism and Hospitality
- Visual Arts and Design

SERVICE-LEARNING ABROAD THROUGH ISA (STUDIESABROAD.COM/ELAP)

ELAP provides students and recent graduates the opportunity to participate in service-learning and internships in local businesses, schools, NGOs, clinics, centers, museums and associations. Throughout each ELAP program, participants will complete a Portfolio, which is the compilation of individual reflective essays, group discussions, logs of hours worked at the placement describing daily responsibilities, a supervisor evaluation, and a certificate of completion.

PROGRAM OPTIONS:

4-week placements

8-week placements

12-week placements

*Some placements offer the opportunity to include academic coursework as well.

PLACEMENTS TYPES:

- Arts/Culture
- Business/Marketing
- Communications
- Education
- Environment/Sustainability
- Healthcare
- Policy/Human Rights
- Social Work
- Technology
- Tourism

Volunteering

It's not hard to see the benefits of giving back to a community via volunteering: it connects you to others, engages you in the community, increases your social and relationship skills, and studies show that it even increases your own happiness.

RECOMMENDED RESOURCES TO VOLUNTEER ABROAD

- Short Term Volunteer Group Projects: studiesabroad.com/ELAP
- Accion International: accion.org
- Africare: africare.org
- Alliances Abroad – Work and volunteer programs around the world: alliancesabroad.com
- CARE: care.org
- Cross-Cultural Solution: crossculturalsolutions.org
- Global Volunteer Network: globalvolunteernetwork.org
- Habitat for Humanity: habitat.org
- Idealist – Action without Borders: idealist.org
- International Volunteer Programs Association: volunteerinternational.org
- Mercy Corp: mercycorps.org
- Oxfam International: oxfam.org
- Peace Corps: peacecorps.gov
- Save the Children: savethechildren.org
- United Nations Volunteers: unv.org
- Volunteer Service Overseas: vso.org.uk
- World Vision: worldvision.org
- World Wide Opportunities on Organic Farms: www.woof.net

QUICK TIP:

Keep in mind that most volunteer opportunities are unpaid, but there may be other forms of compensation (i.e. room and board, stipend, etc).

Teaching

There are countless resources available to help you find the right program via structured organizations that help you with placements, or you can reach out directly to the school.

TEACHING ENGLISH AS A SECOND LANGUAGE

Most teaching programs, both domestically and abroad, will require a Bachelor's degree and TESOL/TEFL certification.

SOME THINGS TO CONSIDER:

- Some placement resources are similar to a job agency where you pay the company to help you find a teaching placement abroad.
- Placements may also include housing and language courses with their job placement.
- Teaching assistantships are also available through some federal governments and may provide more structure than by finding a teaching position independently.
- Take care to look at the contracts very closely to make sure that the placement and financial situation is what you need it to be.
- Be wary of accepting volunteer teaching positions. You are offering a service to these schools and should be compensated accordingly.
- You can usually find Groupons at a highly discounted price for these certifications!

RESOURCES:

LOCATION-SPECIFIC:

- Chile - English Opens Doors: centrodevoluntarios.cl/
- China: marshall.edu/gochina/
- Finland: amscan.org/
- France: frenchculture.org/
- Hungary: cetp.info/index.html
- Japan - The Japan Exchange and Teaching (JET) Programme: jetprogramme.org
- London: angloamerican.com
- South America: bumeran.com.mx
- Spain – Auxiliares de Conversacion: educacion.gob.es/portada.html

GENERAL:

- CIEE: ciee.org/teach
- Dave's ESL Café – one of the largest job banks that you'll find for EFL/ESL positions: daveseslcafe.com
- Educators Overseas: educatoroverseas.com
- Fulbright – English Language Teaching Assistantships: us.fulbrightonline.org/thinking_teaching.html
- GoAbroad: goabroad.com/teach-abroad
- Interexchange: interexchange.org
- The International Educator: tieonline.com
- I-to-I: i-to-i.com/teach
- Teach Abroad: teachabroad.com
- TEFL Professional Network: tefl.com
- Teach Away: teachaway.com
- Transitions Abroad – a portal for living, working, volunteering, interning and studying overseas: transitionsabroad.com
- World Teach: worldteach.org

QUICK TIP:

Note that some schools and programs require a TESOL/TEFL certificate. It's important to do proper research to make sure the accreditation is legitimate.

Working

Whether you want to be a short term Au Pair or start a full career abroad, these links will help you find those international placements.

SHORT-TERM WORK ABROAD

Short-term work abroad (less than one year; typically a summer) usually involves the following:

- Earning enough to cover your food, lodging and day-to-day living expenses.
- Not covering air transportation, but maybe providing some extra money after you leave your job.
- Positions include: “au pairs,” farm workers, administrative assistants, wait persons, and youth camp leaders.

LONG-TERM WORK ABROAD

Long-term work abroad opportunities can be career-focused opportunities. Obtaining a longer term work visa usually requires sponsorship by an employer. For more information on obtaining work visas, visit the immigration website of the country in which you would like to work.

RECOMMENDED RESOURCES TO WORK ABROAD

- BIG Guide to Living and Working Overseas: workingoverseas.com
- Cadres Online – French job recruitment site: cadresonline.com
- Career Builder – Database of job openings from employers across the US and abroad: careerbuilder.com
- CareerOne – Australia employment opportunities: careerone.com/au
- Electronic Embassy – Guide to foreign embassies in Washington, D.C.: embassy.org
- Escape Artist – Thousands of articles, contacts, resources, links and tools for finding international employment, artist havens, investments, real estate and the requirements for living abroad.: escapeartist.com
- Euro Jobs: eurojobs.com
- The European Business Directory – Listing of 15,000 suppliers from England, Denmark, France, Italy, and Spain: europages.com
- European Council of International Schools – Placement and job fair agency: ecis.org
- Global Careers: globalcareers.com
- Going Global – Information on resumes/CV's, work permits, employment trends and job opportunities in the country of your choice: goingglobal.com
- Idealist: idealist.org
- Interexchange: workingabroad.com
- International Careers: The Guide to Long-Term Jobs Abroad: transitionsabroad.com
- NAFSA: Association of International Educators: nafsa.org/career_center
- People Bank: peoplebank.com
- Planet Au Pair: planetaupair.com
- Prospects – Lists entry level and graduate level job opportunities in the U.K.: prospects.ac.uk
- United Nations: un.org/en/aboutun/index.shtml
- U.S. Immigration and Naturalization Services: uscis.gov
- US Department of State: careers.state.gov/index.html
- U.S. Federal Government Positions: usajobs.gov/
- World Hire Online: hire.com

QUICK TIP:

Be sure to check out the visa requirements for your work permit in your country of choice.

Funding Resources

DAVID L. BOREN FELLOWSHIP

borenawards.org/boren_fellowship

Opportunities for graduate students to add a study abroad and language component to their studies.

FULBRIGHT SCHOLARSHIP

us.fulbrightonline.org

For study, research or teaching abroad. Applications are to one specific country.

GATES CAMBRIDGE SCHOLARSHIP

gatesscholar.org

Awarded to students from outside the UK to study at Cambridge.

MARSHALL SCHOLARSHIP

marshallscholarship.org

Finance young Americans of high ability to study for a degree in the UK. 3.7 GPA minimum to apply.

THE GEORGE J. MITCHELL SCHOLARSHIP

us-irelandalliance.org

Scholarship for study in Ireland. Cannot be for "Irish Studies."

THE HUNTINGTON

<https://www1.nationalgridus.com/CorporateHub>

Provides a \$10,000 stipend each year for a graduating college senior to pursue one year of public service anywhere in the world.

THOMAS R. PICKERING GRADUATE FOREIGN AFFAIRS FELLOWSHIP

woodrow.org (search Fellows)

For graduating students (or students accepted to a grad school program) with an emphasis on language learning.

RHODES SCHOLARSHIP

rhodesscholar.org

For study at Oxford University. Extremely competitive – must have impressive grades and leadership experience.

ROTARY WORLD PEACE FELLOWSHIP

rotary.org (search World Peace Fellowship)

Funds either Master's degree or professional development certificate study at one of the six Rotary Centers for International Studies in peace and conflict resolution at seven universities worldwide.

THOMAS J. WATSON FELLOWSHIP

watsonfellowship.org

One-year grant for travel and study outside the US. Must be a student at one of the 50 participating institutions.

** ISA does not specifically endorse any of the non-ISA resources that have been provided in this packet, nor does ISA have control of content accuracy of the sites listed. They are provided as an informational resource, and the resources must be evaluated for any usefulness or purpose.

Closing

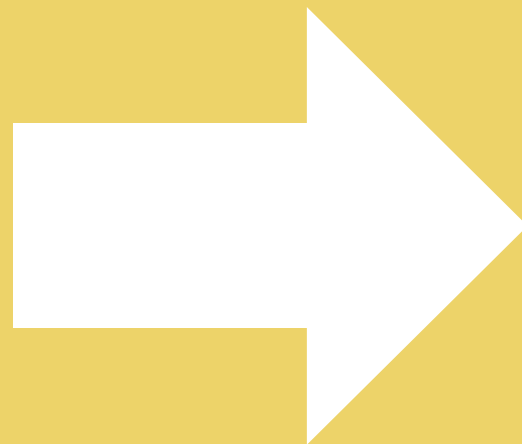
We hope that this Career Resources Guide has proven valuable in your search to determine where the wind will blow you next. The “real world” may be a little daunting at this point, but we’re here to help. If you need any assistance with professional development, do not hesitate to reach out to the Alumni Relations department at ISA. You can reach us directly at alumni@studiesabroad.com.

Best of luck,

The ISA Alumni Relations Department



**REFLECTION
WORKSHEETS**



Learning Outcomes For Students

Use these reflection worksheets to expand on your time abroad.

Identify and Develop Skill Set

LEARNING OUTCOMES

- Comfortable discussing your cross-cultural experience
- Determine what your goals were before and after your study abroad experience
- Identify and translate personal growth abroad to your life in the United States

Cover Letter

LEARNING OUTCOMES

- Based on the position to which you are applying, identify where your study experience fits in the cover letter

Resume

LEARNING OUTCOMES

- Where to put your study abroad experience on your resume
- *Action Verb + Responsibilities = Impact
- How to be unique in formatting and content
- Successfully planting conversation starters

Networking

LEARNING OUTCOMES

- Know your resources and utilize what the university and career services offer
- Do your homework: The importance of researching organizations that you admire
- Google Alerts and their role
- Know how to navigate LinkedIn and make yourself stand out

Interview and Social Media Identity

LEARNING OUTCOMES

- Gain an informed view of the current job market
- Securing an interview (reflection, cover letter, resume)
- Appearance in person and online: How to make it work

Stories & Experiences

Expand on each topic and then choose one to focus on.

BIGGEST CULTURAL MISTAKE?

MOST MOVING EXPERIENCE?

HOW DID YOU MATURE FROM THIS EXPERIENCE?

NAME A PROBLEM YOU OVERCAME

WHAT WAS YOUR BIGGEST “WOW” MOMENT?

WHAT WAS THE BEST LANGUAGE EXPERIENCE YOU HAD?

WHAT WAS YOUR BIGGEST MISCONCEPTION ABOUT YOUR HOST COUNTRY?

Potential Interview Questions

Reflect on the following prompts to help you identify and articulate specific indicators of the skills you learned about:

1. Identify an experience that would demonstrate that you have a basic command of the local language, and would be able to use it in a practical situation (student in Spain, apartment, work took classes, etc).

2. Identify an experience that would demonstrate that you can take personal risks and act independently.

3. Identify an experience that would demonstrate that you can creatively solve problems by applying familiar concepts to unfamiliar situations.

4. Identify an experience that would demonstrate that you can contribute to an ethnically diverse team.

5. Identify an experience that would demonstrate that you can be self-confident, yet able to listen and learn from people whose value systems are different.

6. Identify an experience that would demonstrate that you can be flexible and adaptable to rapidly changing situations.



The World Awaits... Discover It.

studiesabroad.com