



study abroad + resume writing + job hunting

Now what?

What will be covered

- ◉ Resume
- ◉ Interview techniques
- ◉ Finding jobs
- ◉ Working in International Education



Welcome back!

- ◉ Reflect on your experience
 - > How have you changed?
 - > What skills have you gained?
- ◉ How you present your experience on paper and in person can set you apart from other candidates for jobs, internships, and graduate school



Study Abroad and Your Resume

- How to write a resume in general
 - > <http://www.murraystate.edu/headermenu/Offices/CareerServices/tips.aspx>
- Where to put study abroad on a resume
- Examples



Resume examples

DUNKER B. AWESOME

1234 Racer Road | Murray, KY 42071 | dunker@murraystate.edu | 270.123.1234

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, disseminating information in person or long distance
- Fast learner and comfortable working under pressure of time-sensitive situations

EDUCATION

Murray State University (MSU) Murray, KY
Bachelor of Arts in Business May 20XX

- Marketing/Management Option
- GPA: 3.87/4.00 | Summa Cum Laude

EXPERIENCE

MSU Office of Admissions Murray, KY
Student Worker / Tour Guide July 20XX – Present

- Speak to student groups of approx. 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 fulfill mutual goals
- Assess needs and initiate assistance to professional and paraprofessional staff
- Entrusted to process confidential information, utilizing FERPA daily

MSU, College of Business Study Abroad London/Brussels/Paris
International Business Seminar January 20XX – May 20XX

- Observed social trends and corporate cultures in London, Brussels and Paris
- Engaged with locals during independent travel, asking directions, making purchases, ordering meals
- Visited various businesses in each city to observe cultural differences affecting business relations

Murray Law Firm Murray, KY
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, Twitter and Prezi



Resume examples

DUNKER B. AWESOME

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SUMMARY OF QUALIFICATIONS

- Effective verbal communicator offering strong customer service experience with diverse audiences
- Analytical thinker, proven through honors curriculum, research papers and class discussions
- Motivated to achieve and give best whether in classroom, work or organization
- Culturally literate with exposure to diverse cultures, both domestic and abroad

EDUCATION

Murray State University; Murray, KY | *Bachelor of Arts, Economics*; May 20XX

- International Affairs Minor
- Honors Sequence
- GPA: 3.5

Study Abroad; Regensburg Germany; Fall 20XX

- Completed 10 week field study of German language and culture

EXPERIENCE

Restaurant; Murray, KY | *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; Murray, KY | *Volunteer*; Aug 20XX – present

- Build rapport with international students, assisting through transition into American culture
- Assess needs and offer assistance: language, home work, etiquette
- Expose students to cities, restaurants and experiences outside of Murray

Japanese Restaurant; Owensboro, KY | *Server*; Jun – Aug 20XX

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

Department Store; Owensboro, KY | *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: Basic communication (verbal and written) skills in *German*

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



Talking about Study Abroad

- Mock interviews
- Skills assessment



Using language employers can understand

- Remember that the interviewers might not have any international experience
- Don't be too specific or buzz-wordy
 - > Use workplace language rather than academic language

Instead of	Try
<ul style="list-style-type: none">-Culture shock-Cross-cultural adaptability-Cultural sensitivity-Cross-cultural communications-Diplomacy	<ul style="list-style-type: none">-Adjustment-Able to deal with change-Interpersonal skills-Effective listening skills-Political astuteness

Finding a job

- ◉ MSU Resources: GoingGlobal
 - > Log into your Mygate account
 - > Go to *Academics Tab* and select the *Going Global* icon
- ◉ Career Services
 - > Web Links: Federal Jobs
 - > <http://campus.murraystate.edu/services/careerservices/students/webLinks.html>
- ◉ CareerShift



Working in International Education

- ◉ Where to look

- > http://www.nafsa.org/Connect_and_Network/Explore_Careers/

- ◉ Jobs in Education Abroad

- > Advisors
- > University vs. Third Party
- > <http://www.insidestudyabroad.com/2011/05/how-to-get-job-in-study-abroad-without.html>

-Working with International Students



Contact us!

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