



INCLUDING INTERNATIONAL EXPERIENCE ON YOUR RESUME

EDUCATION

MORGAN STATE UNIVERSITY, Baltimore, MD

Candidate for Bachelor of Arts degree in English, May 20XX

FUNDACION DE ORTEGA Y GASSET, Toledo, Spain, Spring 20XX

Study abroad program with a focus on Spanish art, language and culture

INTERNATIONAL EXPERIENCE

Art Intern, MUSEO DE SANTA CRUZ, Toledo, Spain, Spring 2013

- Maintained, catalogued and restored pieces
- Administered the lending of pieces to exhibitions
- Enhanced understanding of Spanish history and culture; developed global perspective
- Improved verbal and written Spanish communication skills

INCLUDING INTERNATIONAL EXPERIENCE ON YOUR COVER LETTER

- Briefly describe the skills and experiences gained from international experience and how those skills are transferable to the position you are applying for.
- Do NOT simply repeat your resume.
- Highlight experiences from overseas that will make the potential employer want to know more about you.
- Indicate how your experience makes you the ideal candidate.

COVER LETTER EXAMPLES

- Through studying abroad in Spain, I gained an appreciation of diversity and was inspired by the Spanish art and culture.
- I am excited about the opportunity to work for a company with a strong international presence, such as Sony, I will bring to this position my previous experience developing marketing plans, my skills in providing innovative presentations and my international experiences in understanding the cultural differences that influence consumers in different countries.
- While living and studying in Spain, I had the opportunity to volunteer as a tutor for Spanish speaking children to help improve their English speaking and reading skills. Through this opportunity, I learned to communicate and interact effectively with people from diverse backgrounds. I also gained sensitively for other cultural norms and values and learned to adapt quickly. I believe these skills will be beneficial in working with children at Rosemont Elementary School.

INCLUDING INTERNATIONAL EXPERIENCE IN INTERVIEWS

- ☆Your opportunity to share information regarding skills/experience/personality and how these fit the needs of the company.
- ☆Highlight how skills/experiences gained overseas will add value to the employer and enhance your job performance.
- ☆Remember, your international experience is a great way to distinguish yourself from other job candidates! Be sure to emphasize your skills are necessary in the ever increasing global economy and are transferable to any job.



COMMUNICATION SKILLS

- Foreign language skills (Ex: Spanish, German, etc.)
- Lead others in formal/informal groups
- Effectively participate in group discussions with people from diverse backgrounds
- Identify and manage different needs of people and groups
- Excellent intercultural communication skills
- Communicate despite barriers
- Highly developed cross-cultural Communication skills combined with ability

INTERPERSONAL SKILLS

- Global point of view
- Appreciation of diversity
- Cultural awareness
- Establish rapport quickly
- Understand an organization's culture
- Understand global dependence
- Sensitive to other cultural values, norms, customs and communication patterns
- Tolerant of differences
- Open to new ideas and practices
- Empathetic toward other perspectives
- Thrive in multicultural settings with a diverse range of personalities and learning styles
- Able to work effectively as a part of a multinational/multicultural team
- Effective and knowledgeable in working in cross-cultural settings

ORGANIZATIONAL SKILLS

- General travel and navigational skills
- Successfully juggle multiple demands
- Able to prioritize
- Time management skills

INTRAPERSONAL SKILLS

- Patience
- Function with a high level of ambiguity
- Achieve goals despite obstacles
- Take initiative and risks
- Accept responsibility
- Handle stress and difficult situations
- Learn/adapt quickly
- Cope with rejection
- Flexibility
- Assertive/self-confident
- Inquisitive
- Independence
- Learn through listening and observing
- Capacity to adapt and be flexible in new & changing situations
- Extremely adaptable and resourceful in new and challenging environments
- Function well in multiple, dissonant environments
- Capable of working in difficult and ambiguous settings
- Effective and cooperative team player who also works well independently
- Identify problems and utilize available resources to resolve them
- Positive outlook toward adversity