



Internationally Focused Job Search

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The Benefit of Study Abroad to your Career Path

Career Development

	% Full Year	% Fall Semester	% Spring Semester	% Summer	% Total
Acquired Skill set that influenced career path	82%	73%	74%	71%	76%
Ignited an interest in a career direction pursued after the experience	70%	57%	59%	59%	62%

First Things First...Your Resume

Curriculum Vitae (CV)

Much more detail often including other elements not found on your resume, such as:

- Date and Place of Birth
- Country of citizenship
- Visa status
- Gender
- Marital Status
- Some even include a picture of the job seeker

CV Format

- Personal Information (Key contact info)
- Education
- Experience
 - (In reverse chronological order)
- Technical and Language skills
- Educational achievements (honors and awards)
- Research, publications and reports
- List of references with contact information

Top 5 Mistakes When Writing Government Resume

- Length – A federal resume is 2-3 pages long
- Key Words - it is essential to carefully review the job vacancy announcement for the keywords that describe the position you are applying for so you can use those keywords throughout your application.
- Grammatically incorrect and contains spelling errors
- your resume fails to comply with the requirement for Federal submission as detailed in the job vacancy announcement.

Your Resume – Example 1

Education

University of Pittsburgh, Pittsburgh, PA

Graduation: May 2010

BA in Spanish, cum laude

- Overall G.P.A. 3.57, Major G.P.A. 3.9
- Dean's List 1998-2000

Universitat Pompeu Fabra, Barcelona, Spain
December 2009

August 2009 –

Study Abroad, Lengua, Cultura y Economia

- Completed course work in Latin American culture and society.
- Demonstrated willingness to take risks through enrollment in Spanish-speaking curriculum.
- Gained fluency in Spanish.
- Examined the effect of birth control on population growth in Argentina as an independent research project.

Example 2

Experience

The English Connection, Pittsburgh, PA

Sept. 2008 – May 2010

English Tutor

- Developed and implemented lesson plans for adult students.
- Managed classroom of 10-15 adults from diverse backgrounds.
- Integrated cross-cultural learning into lesson plans.

Universitat Pompeu Fabra, Barcelona, Spain

Aug. 2009 – Dec. 2009

Study Abroad, Lengua, Cultura y Economia

- Learned to establish rapport quickly with individuals in an unfamiliar environment.
- Developed culturally appropriate questionnaire.
- Interviewed 25 rural Argentinean women, overcoming linguistic and cultural barriers.
- Analyzed data using Argentinean software and wrote final report in Spanish.

Different Types of International Work Opportunities

- Domestic company in foreign country
- Multinational company in a foreign country
- U.S. governmental agency (referred to as foreign service)
- Teaching English as a foreign language
- Volunteer position or other public service in foreign country



Key Skills and Traits Required for International Work

- Flexibility
- Sensitivity (to other cultures)
- Adaptability
- Risk taking
- Cooperative
- Curiosity
- Adventurous
- Interpersonal Communication
- Teamwork
- Leadership
- Language(s)



Unique Aspects to Seeking International Work

- Language and cultural differences
- Resume/CV development
- Time issues when trying to schedule interviews
- Fewer resources to research companies

Before you search you will need to know:

- What are your reasons for wanting to work internationally
- Length of desired employment
- Where you want to work
- Background information on prospective employers acquired through research

Tapping into your network

- Alumni Office
- Career Development/Student Employment and Placement Assistance
- Study Abroad Office



Online Resources

- Social and Professional networking sites
- Research and join professional organizations
- <http://www.usajobs.gov/infocenter>



Directory of Resources

- **Books**
- **International Job Boards:** [Global & Worldwide Job Resources](#)
- **Work/Study Abroad Resources**
- **Volunteering Resources:** [Volunteering and Nonprofit Career Resources](#)
- **Multinational Corporations:** [Quintessential Directory of Company Career Centers](#)
- **Foreign Newspapers:** [Online Newspapers From Around the World](#)
- **U.S. Government Sources:** [U.S. Department of State Careers](#) and www.usajobs.gov - <http://www.usajobs.gov/infocenter>

More Detail on Finding Government Internship and Job Opportunities

- [Student Resources\Federal+Internships+-+Part+One\[1\].pdf](#)
- [Student Resources\FederalJob.pdf](#)
- [Student Resources\FCE_Top_Resume_Mistakes.pdf](#)



Questions???