

■ ■ ■ BASAA CAREER TIPS ■ ■ ■

Adapted from *International Opportunities* by the Student Resource Center, St. Michael's College (Vermont)

How do I use what I learned while studying abroad to get a job or get into graduate school?

- Start your international job or graduate school programs search early in your college career.
- Build a strong resume, highlighting your experiences.
- Identify skills you want to highlight to employers/ admissions counselors. These should include:

Initiative	Interest in continuous learning
Ownership of projects	Positive outlook toward hardship and adversity
Self control	Relationship building skills
Strong work ethic	Adventurous spirit, curiosity
Adaptability - flexibility and comfort with uncertainty	Creativity
Ability to make "transitions"	Good sense of humor
Goal orientation – clear-cut goals and objectives	Risk taking
Motivation to achieve	Language and communication skills
Intelligence/ability to learn	
- Remember that, according to a study by the Career Services and Placement Collegiate Employment Research Institute at Michigan State University, employers' associate resourcefulness and adaptability with having studied abroad. You may want to demonstrate these traits in your resume or interview.
- Highlight any research/projects you carried out while abroad, focusing on challenges, rewards and outcomes.
- Participate in interviewing skills workshops and practice interviews offered by your college or university. Work on articulating your skills.
- Schedule informational interviews.

How do I establish contacts to find a job overseas or with a U.S. company with overseas travel/operations?

- Reestablish any current overseas connections by phone, email or mail.
- Visit your college's student resource or career center and use the available resources to make a list of overseas companies OR U.S. companies with overseas operations that you would like to pursue as employers.
- Do some preliminary research on these companies.
- Get the names of people to write to in the companies that you have chosen.
- Polish your resume to highlight any international experiences (study abroad, language abilities, work experiences with international companies, course work with international/global aspects).
- Write cover letters, send out with your resume and follow up with your chosen firms.
- Look into working in international education: study abroad or other fields.

▪ ▪ ▪ REFERRAL LIST FOR HUMAN SERVICE ORGANIZATIONS ▪ ▪ ▪

<p>The Academy for Educational Development, AED 1255 23rd Street, NW Washington DC 20037 Phone: 202-862-1904 http://www.aed.org</p>	<p>The Asia Foundation 465 California Street, 14th floor P.O. Box 193223 San Francisco, CA 94108 Phone: 415-982-4640 http://www.asiafoundation.org</p>
<p>Adventist Development and Relief Agency International, ADRA 12501 Old Columbus Pike Silver Spring, MD 20904-6600 Phone: 301-680-6380 http://www.adra.org</p>	<p>Doctors Without Borders 333 7th Avenue, 2nd Floor New York, NY 10001-5004 Phone: (212) 679-6800 http://www.doctorswithoutborders.org/</p>
<p>The Africa-America Institute, AAI 833 United Nations Plaza New York, NY 10017 Phone: 212-949-5666 http://www.aaionline.org</p>	<p>Oxfam America 26 West Street Boston, MA 02111-1206 Phone: 617-482-1211 http://www.oxfamamerica.org/art1716.html</p>
<p>African Children Welfare Foundation 2630 South Manhattan Place Suite 1 Los Angeles, CA 90018 Phone: 213-735-6570 http://www.takingitglobal.org</p>	<p>Salvation Army World Service Office 615 Slaters Lane P.O. Box 269 Alexandria, VA 22313 Phone: 703-684-5528 http://www.salvationarmy.org</p>
<p>American Friend Service Committee 1501 Cherry Street Philadelphia, PA 19102 Phone: 215-241-7000 http://www.afsc.org</p>	<p>Save the Children 54 Wilton Rd. Westport, CT 06880 Phone: 800-243-5075 http://www.savethechildren.org</p>
<p>American Red Cross 2025 E Street, NW Washington, DC 20006 Phone: (202) 303-4498 http://www.redcross.org/</p>	<p>The World Health Organization Office at the United Nations (WUN) 2, United Nations Plaza Dc-2 Building Rooms 0956 - 0976 New York, NY 10017 Phone: 212-223-2920 http://www.who.int</p>