

Résumé Tips and Tricks

A résumé should effectively communicate why an applicant is an ideal candidate for a specific position or field. We recommend that you add your transferable skills and knowledge gained from exchange experience to your résumé in order to show why you would be a valuable employee.



If your program was primarily academic, we advise that you list the program information under the **education section**. If the program abroad entailed an experiential learning component, such as an internship, work experience or volunteer opportunity, you could list this under **experience**. You may also choose to include leadership achievements, honors and skills developed abroad under the appropriate headings.

Education section

- Name of university, city, and country of program
- Term of enrollment (i.e. Spring 2012)
- Description of program to highlight the academic, professional, and personal impact
- Coursework that is relevant to the position or graduate program

Experience section

- Experiential education abroad components and achievements can be listed under experience, i.e. internships, independent research, service-learning

Skills

- List foreign language acquisition and level
- Add any further abilities acquired from experience abroad

Additional Heading Options

- Separate "International Experience" section can be added to highlight experiences abroad
- Include leadership opportunities abroad or at home in additional "Leadership" section
- Honors and scholarships (such as the Gilman Scholarship or Fulbright Grant) may be listed under "Honors and Awards" or added to the education section
- A statement of purpose or goal at the top of your résumé can be added to briefly summarize and preface your experiences in an "elevator speech" format

Focus on what you achieved

- Use action verbs, describe tasks or situations, and highlight the impact
- Example for an Editor-in-Chief of a university newspaper: "Managed volunteer submissions, provided topic guidance and compiled and reviewed over 20 articles per week, increasing campus readership by 45%"

Tailor your résumé to fit job descriptions

- Analyze job descriptions and highlight background and experiences pertinent to the position
- Use the organization's terms in the job descriptions when detailing your responsibilities and accomplishments