

## 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