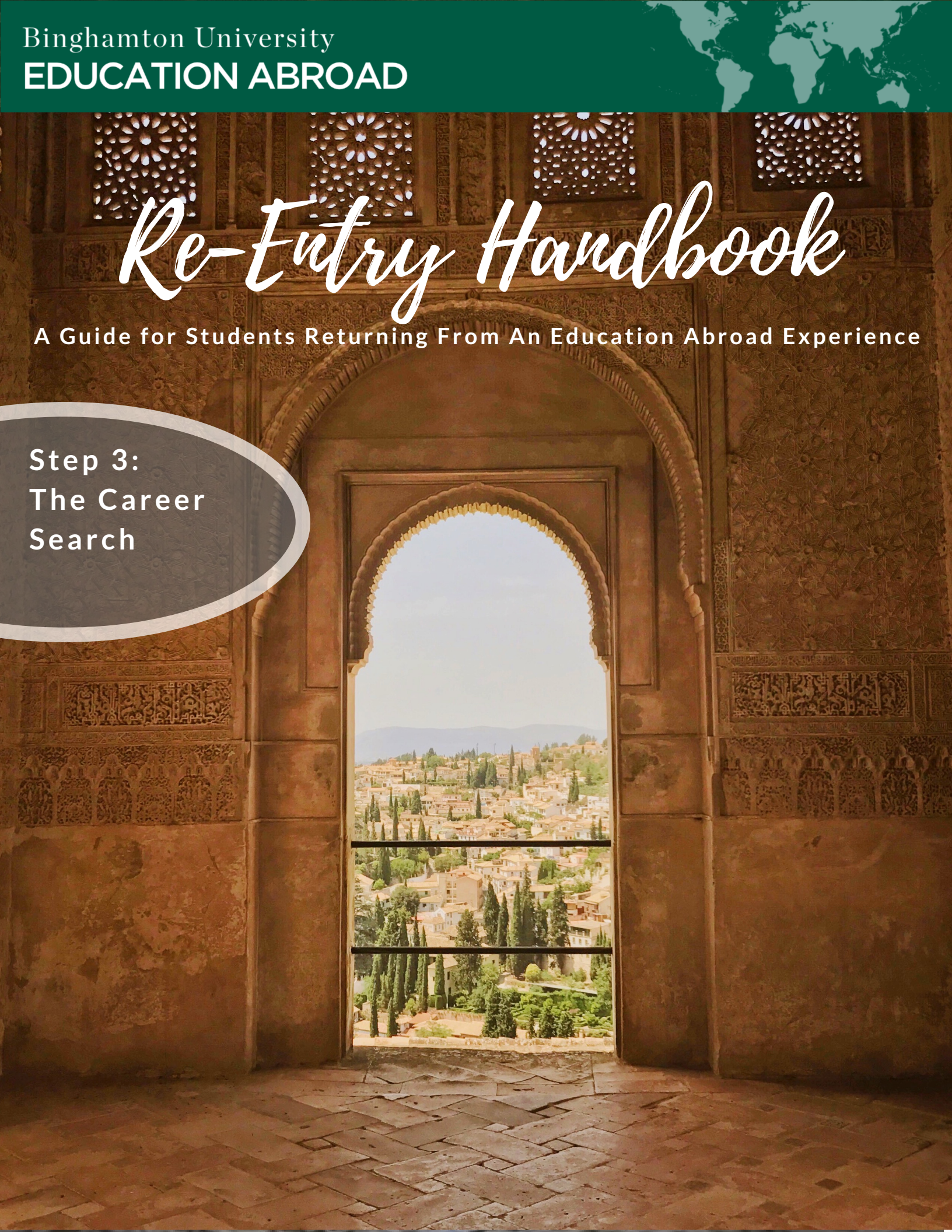


Re-Entry Handbook

A Guide for Students Returning From An Education Abroad Experience

Step 3: The Career Search





Contents

Unpack and Reflect	2
Career Competencies	4
Transferable Skills	6
Depth and Details	7
Résumé Ready	8

Other Available Handbook Sections:

Section 1 – Understanding Re-entry

Section 2 - Returning Home 101: What can you do now?

Section 4 - Additional Resources

*Please find sections 1, 2, and 4 on the IEGI website or within your Binghamton online application.

Unpack & Reflect:

What did you learn?

In order to connect your experience to possible skills you learned abroad, it is important that you take some time to reflect on your time abroad. This requires you to “unpack” everything that you learned while you were away and think about what it means. The following questions are meant to serve as prompts for your reflection. You could write in your responses here or, consider journaling or creating a blog. Maybe you already did this while you were abroad; if so, read through your entries and take note of your personal and professional progress throughout your journey.

1. List three things you learned about yourself or your home country while abroad and how you learned each.
2. What challenges did you overcome while abroad?
4. What surprised you while abroad?



5. How was your life different while abroad?

6. How did your outlook on the world (values, perspectives, goals) change while you were abroad?

7. Did your abroad experiences meet your expectations? Why or why not?

8. What are you concerned or excited about now that you are back?

Career Competencies:

Building a strong foundation

While you were abroad, you most certainly expanded your professional skillset whether it is apparent to you now or not! You undoubtedly learned to adapt and problem solve and you now have an international network. Your education abroad experience will benefit you throughout your academic and professional career, but what else did you gain?



The National Association of Colleges and Employers (NACE) outlines eight core competencies that prepare students for their future careers and define career readiness.

Your experiences abroad have provided you with a platform for developing these abilities. On the next page, we encourage you to explore the NACE competencies and to think about how you improved any or all of them!

ARE YOU CAREER READY?

Eight competencies outlined by the National Association of Colleges and Employers (NACE) to define career readiness

CAREER & SELF-DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Transferable Skills:

Making career connections

Identifying transferable skills will allow you to market yourself to prospective employers. Job descriptions will usually include key words that the search committee is looking for on your résumé or in your cover letter. Use your experience abroad as an asset to strengthen your career search. Below are a few examples of connections you can make between your new or enhanced skills and what employers are looking for in a new hire.

Skill Developed Abroad

NACE Competency Fit

Improved language skills and ability to communicate despite language barriers



Communication

Global perspective and ability to engage well with people from different cultures



Equity & Inclusion

Independence, confidence, and ability to take initiative



Leadership

Ability to adapt to new situations, people, and places



Critical Thinking

What other skills did you obtain or strengthen that match up with the career readiness competencies?



Depth and Detail:

Adding meaning to your skills

Now that you have identified the skills and competencies that you gained from your experience abroad, it is time to add some depth.

For each skill that you developed or strengthened, think of specific examples from your time abroad to support them.

By having thought through concrete examples, you will be better prepared to articulate how your learning abroad relates to the job you are applying to within your resume, on your cover letter or during an interview.

Résumé Ready:

Including education abroad

Your résumé should effectively communicate the skills you have that demonstrate an ability to perform the tasks required in the position you are applying to. We encourage you to incorporate the transferrable skills you have identified that are applicable to the job. There are several different ways to include your experience on your résumé.

Below are some tips as you prepare your materials.

Education Section:

- ▶ Name of university, city, and country of program
- ▶ Term of enrollment
- ▶ Description of program components that highlight the academic, professional, and personal impact
- ▶ Relevant coursework

Experience Section:

- ▶ Experiential education abroad components and achievements can be listed under experience
 - E.g., internships, service-learning, research

Skills Section:

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

Additional Section Options:

- ▶ A separate “International Experience” section can be added to highlight experience abroad
- ▶ Additional “Leadership” section can include any leadership opportunities from abroad
- ▶ Honors and scholarships linked to programs abroad (such as the Gilman Scholarship or Fulbright Grant) may be listed under “Honors and Awards” or added to the education sections

Ben Traveling

340 Management Street | Upstate, NY 10999 | (914) 123-4567 | astudent@binghamton.edu

EDUCATION AND HONORS

Binghamton University, State University of New York

Bachelor of Science in Business Administration

Concentrations in Management Information Systems, and Consulting and Leadership

Cumulative GPA: 3.98/4.00

Expected May 2019

INTERNATIONAL EXPERIENCE

Study Abroad: St. Mary's University, London England

January 2018 – August 2018

- Analyzed British and English History with regional professors through weekly seminars with guest speakers, written papers and a semester capstone project in collaboration with a team of 7 students
- Co-designed a livelihoods development project with a refugee community from Bhutan now living in London, in partnership with local leaders as a capstone project for a course on Globalization in the 21st century
- Gained inter-cultural experience through an 8 month homestay with a local family; participated in family discussions related to British History and current affairs related to Brexit.

Prepared by the Binghamton University Fleishman Center Staff, 2019

EDUCATION

Master of Arts, International Education

SIT Graduate School, Brattleboro, VT (2010)

Capstone Presentation: "Risk Management Policies Specific to Graduate Students Abroad: What Should Universities be Doing?"

Bachelor of Arts, International Studies

Western Oregon University, Monmouth, OR (2007)

Research Abroad: "The Road to Employment: Is Education a Factor?" Agua Prieta, Mexico

Study Abroad: Semester at the University of Ghana

Prepared by IEGI Staff, 2019

These are just two examples of ways you can incorporate your education abroad experience into your job application materials. Remember to tailor your résumé (and cover letter) to the job you are applying to.

Visit your university's career counseling office for more specific advice on how to tailor your resume effectively.



If you have any questions or would like more information about the tools provided in this handbook, please reach out to us. We want you to make the most of your experience abroad, and we are here to help!

Office of International Education and Global Initiatives

Old Champlain, Room 240
Binghamton University, State University of New York
4400 Vestal Parkway East
Binghamton, New York 13902-6000

Phone: 607-777-2336
Email: iegi@binghamton.edu
Web: www.binghamton.edu/iegi