

The Center for Career + Calling Presents:



PROFESSIONAL
SURVIVAL GUIDE
FOR THE
INTERNATIONAL
JOB & INTERNSHIP
SEARCH PROCESS



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Searching for job can sometimes seem like a huge task. Searching for an international job or internship can seem almost impossible. However, it can be managed if you have a strategic step-by-step plan. This guide provides a step-by-step process of searching for and applying to jobs overseas. For other tips on job searching, including ideas and strategies for networking among both your personal and professional contacts, see our [Survival Guide for the Job and Internship Search](#).

WHY WORK ABROAD?

Working abroad offers more than just a change of scenery, it provides an opportunity to truly experience another culture and its way of life. Through interning or working abroad you gain more than a unique experience; you develop skills that are difficult to develop otherwise, such as:

- Gain appreciation for **diversity** and expand your cultural horizons
- **Improve communication** skills and language skills – you will learn how to communicate with others who may or may not speak the same language as you, which will help you become more skilled at communicating in almost any setting
- Demonstrate **initiative** and **independence** – working abroad shows qualities of a self-starter, a trait that interests employers
- Increase competence in **flexibility**, **adaptability**, and **patience with ambiguity**
- **Detail oriented** – working overseas requires applying great attention to detail in your work and surroundings in order to navigate new territory
- **Team-player** – comprehension of group dynamics, as it translates across borders, through full immersion will be a valuable skill that can be utilized in any work setting

Adapted from: <http://www.foster.washington.edu/academic/cisb/Pages/InternationalExperience.aspx>

Where will you go?



STEP 1: Know Yourself

ARE YOU READY TO GO ABROAD?

Answer these statements based on how you would currently react to situations, **not** what you think people should do in these situations. These statements are meant to help you gauge your comfort with conditions or situations abroad.

	Agree	Possibly	Disagree
I adjust well to new surroundings, such as changing schools or changing jobs.			
I cope well emotionally when I am away from my family, loved ones, and friends for extended periods of time.			
I am patient when I have trouble understanding what others are trying to communicate to me.			
I can do without medical and financial resources readily available (ex. Banking, medical) for a period of time.			
I like (or I am open to) trying new foods.			
I can adapt to different living conditions without great frustration (ex. Housing changes, terrain, etc.)			
I am comfortable NOT using technology (ex. Cell phone, internet, social media etc.) daily.			
I feel prepared to travel to regions with varying safety and political conditions (ex. Crime, corruption, major class differences, racial prejudice)			
I am comfortable living in a region with the unstable conditions listed above			
I am comfortable living in a different climate – hot humid temp, torrential rainfall, extreme cold, etc.			
I am comfortable being in a culture that differs from my own, with unfamiliar customs and attitudes			
I am capable of being consistently open minded when trying to resolve misunderstandings			
When I am misunderstood, I can patiently seek to communicate my ideas			
I am comfortable leaving my possessions for a period of time (ex. 4 months, 1 year, 18 months)			
I would be able to function within an area’s tremendous contrast of socioeconomic status (ex. Poverty vs. wealth) among its residents			
I am capable of adapting to different situations, even unpleasant ones			
**I can find long term care arrangements for my pets or children.			
Totals:			

** Applies to individuals with immediate dependents.

Total	Explanation
8 or more “Agree”	“Let’s Go!” You feel ready to go abroad and experience the world through a new lens. You possess a cultural awareness and an adaptability that will help you navigate your cross-cultural experience. Continue cultivating your professional and interpersonal skills to maximize your experience.
8 or more “Possibly”	“I’m ready, but...” You feel ready to go abroad, but some additional research would help you gain additional skills and confidence to succeed overseas. Location and profession are really important. Take some time to research areas that are the best fit for you and go from there.
8 or more “Disagree”	“Maybe some other time” Going abroad might look like a fantastic adventure, but it may not be the best time. Using this time to gain more cross-cultural experiences stateside would be a great way to prepare for going abroad in the future. Contact international companies for informational interviews, hangout with international students, and consider a brief mission trip over spring break to build up your exposure.

WHICH AVENUE IS RIGHT FOR YOU?**Internships**

An internship offers the opportunity to gain professional experience and develop, or cultivate, cross-cultural skills simultaneously. Since internships are typically offered for short-term durations (i.e. summer, 6 months, 1 year), it allows you to have an international experience with the knowledge that it is temporary. Being temporary, the cost to relocate to the country with the internship may not be covered by the organization, therefore financial means are a factor when considering internships.

Jobs

Seeking full-time employment abroad offers a semi-permanent change of scenery. Working abroad provides a full-immersion experience with a benefit of gaining transferrable skills and experience in a professional area, as well as, an opportunity to establish international connections. Relocation costs are a factor, as well as, visa sponsorship by the future employer, however these costs can be alleviated by the employer in certain circumstances.

Mission Trips

Mission trips provide opportunities to go abroad and experience different cultures, fulfill a spiritual calling, make a difference in the lives of others, and gain transferrable skills toward a professional calling. Mission trips will typically have a broader range of duration (i.e. 1 week, 1 month, 1 year, 2 years) and are more focused on altruism than professional benefit. Obtaining your own funding is typically a necessity of a mission trip. If you are interested in serving on a local, action, or outreach team through the Center for Student Action, you can apply through www.centerforstudentaction.org, visit the Center for Student Action located on East Campus, or contact their office at (626) 815-3027.

Graduate School/Fulbright Grants

Attending Graduate School abroad offers a chance to study under an international academic system, gain academic acquaintances, and experience a new culture within a controlled environment (academia). Durations for graduate programs vary, depending on the program, and this abroad experience requires tuition in addition to moving costs. A **Fulbright Grant** is a highly competitive, fully funded opportunity to study or teach abroad in all areas of the world. Applications will be considered in all fields, including the creative and performing arts. You may apply to teach English or to study/research for one academic year (8 -10 months). U.S. citizens who have earned a bachelor's degree by the time the grant begins are eligible. Applications are typically due at the beginning of October for the following academic year. Please contact the Fulbright Program office at 626-812-3034 or nroberts@apu.edu for specific due dates or more information.

Teaching Overseas

A unique experience; teaching English overseas is an opportunity to utilize your college education as an instructor, without prior teaching experience. While teaching overseas, you would be able to learn another language in your host country and establish professional contacts internationally. Teaching overseas doesn't mean you will be in a traditional classroom, you could teach English as a language editor, writer, or a communication consultant.

Study Abroad

Based on your answers from the assessment, working internationally may not be a good fit for you. If so, study abroad might be a better option for your experiential learning goals. If you are interested in working while studying abroad, continue with the packet, otherwise contact the Center for Global Learning and Engagement at 626-857-2440 and ask for the Program Coordinator or email the office at studyabroad@apu.edu to obtain study options and requirements.

STEP 1: Know Yourself

IDENTIFYING YOUR PREFERENCES

Going abroad is a wonderful opportunity. Before packing your bags, it is a good idea to narrow down the specifics of your experience. Determining your goals for this experience will help you identify the location, type of business, and duration. The following section can help you organize information that will help in your search.

LOCATION PREFERENCE

1. _____
2. _____
3. _____
4. _____

PROGRAM/COMPANY/SCHOOL OF INTEREST

***See page 11 for a list of companies & programs to start your research*

1. _____
2. _____
3. _____
4. _____

HOUSING PREFERENCE

1. _____
2. _____
3. _____
4. _____

COMPENSATION

Amount I can live on: \$ _____ Comfortable Amount: \$ _____ Dream Amount: \$ _____

GAIN CROSS-CULTURAL EXPERIENCE

As you prepare to go abroad, there are ways that you can start preparing for your experience. Going abroad requires preparation and it is a good idea to have a preparation strategy when considering international experiences which can include:

1. Conduct informational interviews with employees of organizations that interest you, others who have gone abroad, professors, or international students for their perspective and experiences
2. Take courses with a cross-cultural or international focus
3. Join international clubs or international organizations
4. Network through LinkedIn with professionals internationally and international students and gain insight into other cultures
5. Consider becoming familiar (maybe conversationally) with another language

STEP 2: Research! Research! Research!

When you are looking for an experience internationally, it is important to do your research. Understanding the industry you are interested in working with, the areas where that industry is present, and the conditions you would interact with daily are essential when making the decision to work internationally. Identifying companies that interest you and researching their websites, utilizing resources such as [Go Overseas](#) and [My World Abroad](#) can be helpful in answering some of these questions. When preparing to **work internationally**, take time to address the following:

- Are there US organizations that send employees internationally (i.e. business firms, international development, foreign policy, relief organizations)?
- Collect information about how terms translate (i.e. internship, resume, experience recommendations)
- Is there (or would you need assistance) finding housing and transitioning to your new location? What are those tools?

MY WORLD ABROAD

Visit [My World Abroad](#) for helpful resources and tips for job searching and resume building with or without previous international experience.

1. Go to <http://bit.ly/APUMyWorldAbroad> and click “Register” in the top right corner
2. Scroll down to “Are you a Student?” and click “Check for your school”
3. Select “Azusa Pacific University”
4. Enter your information and click “Register” – You must use an apu.edu email!
5. Start exploring!



GO OVERSEAS

[Go Overseas](#) is a great resource if you want to search for an internship by industry or by country you are interested in visiting. There are also helpful reviews from people who have participated in the programs featured to help you decide the best program for you.

What is Go Overseas?

 Ratings Program alumni rank their experience in six categories. We average these for you (leave that TI-83 at home).	 Reviews The average review is three paragraphs long (the longest is ten). Get comfortable, our reviews mean business.
 Articles We've published over 300 articles, each better than the last. Reading them is a great place to start your journey.	 Country Pages/Guides We have over 400 customized country pages, with listings, expert guides, maps, and more.
 Provider Profiles Looking for a particular provider? We profile hundreds, with their background and all their programs in one place.	 Content Rich Listings We can hardly count all the programs we list, most with reviews, interviews, pictures, and more.

See page 11 for list of companies to start searching for positions and page 13 for additional web resources to search for international opportunities.

STEP 3: Application Preparation

WHAT EMPLOYERS ARE LOOKING FOR IN A CANDIDATE

In terms of qualifications and requirements for open positions, the following will help you present the skills you possess that will catch an employer's attention.

Employers are looking for:

- A **master's degree** is a prerequisite for many positions; do your research
- People who are **socially active and knowledgeable in a culture other than their own**
- Knowledge of **current events and politics** in your country of interest and U.S. relations with them
- **Overseas experience** (study abroad for at least 1 or 2 semesters or volunteer, work or travel abroad for at least 2 months)
- **2nd language skills**
 - International employers can expect you to be **highly conversational or fluent** in a 2nd language
 - For help with learning a 2nd language, try total immersion, listening actively, and being humble. Rosetta Stone (a CD series that uses immersion-based teaching techniques) can provide a great introduction to a new language.

Cross-cultural skills international employers look for:

- Tolerance and sensitivity
- Diplomacy and tact
- Verbal, nonverbal and written communication skills
- Open-mindedness
- Patience and flexibility
- Curiosity and a sense of adventure
- Ability to process culture shock and deal with change

Top 4 Most Important Traits:

1. Content/knowledge of your field
2. Managerial ability (Emphasis on teamwork & Interpersonal Skills)
3. Strategic international understanding
4. Cross-cultural experience

INTERNATIONAL RESUME TIPS

CV vs. Resume

If employers are asking for a "CV" (curriculum vitae), don't be afraid to ask them if they are referring to a resume. While we know a resume as a resume, it is frequently referred to as a Curriculum Vitae (CV) internationally. Chances are that when you are asked for a CV they are referring to your resume; clarification ensures your application is accepted *and* knowing the difference can show your awareness of how things translate across cultures. (see page 15 of this packet for a sample and refer to the [Professional Survival Guide For Resumes, Cover Letters & References](#) for more detailed information)

STEP 3: Application Preparation

Letter of Interest vs. Cover Letter

When applying to positions internationally, the company/organization will ask for your resume (or CV, see above notes) and a letter of interest. Like CV's and resumes, a letter of interest is similar to a cover letter. The letter of interest should articulate how you heard about the position, but it should also contain information about who you are and how your personality will fit with their company/organization. The format of your letter of interest is the same as the cover letter (see page 14 of this packet for a sample and see page 17 of the [Professional Survival Guide For Resumes, Cover Letters & References](#) for more detailed information), with added reference to what you will personally bring to the organization in the second paragraph.

Creating an International Resume

Unlike employers in the US, international employers are looking for distinctive qualities (see previous page) and a certain format. Starting the resume with a focused career objective *is* desirable. Including a summary of your qualifying skills and then grouping your experiences as they apply to their professional job posting is a definite when writing a resume for international organizations. This helps them review the information they are looking for more easily than in a traditional resume. (Adapted from myworldabroad.com)

For working internationally, incorporate instances from above that you have experienced through study abroad or within other cross-cultural experiences (i.e. cultural clubs, general travel experiences, academic courses focused on culture, international mission trips, etc.).

If you are really interested in working internationally, but don't have study abroad or international experience to draw from, [My World Abroad](#) can help! This is a resource that we have made available to you through our office for **FREE**. [My World Abroad](#) has first-hand experiences from others who have gone abroad and tips for those eager to go abroad for the first time. To access [My World Abroad](#), see page 6 in this guide.

Things to keep in mind:

International employers place equal emphasis on both your related work experience and getting to know your personality and cross-cultural skills.

- **Resumes are often called "CVs"** (curriculum vitas) in other countries. Your international resume will be laid out similarly to your regular resume, but is not limited to one page *IF your information is all relevant to the job, country or company.*
- Emphasize **cross-cultural skills and adaptability**, as well as your understanding of international work and living
- International employers need more personal data such as **languages spoken, travel, mobility, marital status, spouse's employment and two contact addresses** (*do not include marital status or spouse's employment if you are applying to work for an American company that will send you abroad*)
- Clearly state your **ability and willingness to relocate**
- Include an **international experience section** if your cross-cultural experience is not already woven into your work, volunteer or education sections
- Research the country where you will be applying for a position to see if employers there prefer a **photo with a resume** (*never include a photo if you are applying to an American company that will send you abroad*)

INTERNATIONAL INTERVIEW TIPS

International interviews are similar to traditional interviews in the United States- see our [Survival Guide for Interview Preparation](#) for details about the interviewing process and how to prepare. For interviews for international jobs, remember that the employer is not only focused on your experience, but your **personality and interest in living and working in a cross-cultural environment**. This is the opportunity to make sure that you are good fit for that organization, and that they are a good fit for you. Here are a few things to consider when doing an interview for an international position:

Types of Interviews.

There are typically two types of interviews – *group interviews* (multiple candidates and 1 interviewer) and *panel interviews* (1 candidate and multiple interviewers). However, when it comes to international positions, it is unlikely that you will fly to every organization and company to interview due to the expense. This means you will probably interview via Skype or Phone.

- *Skype* – it is highly recommended that you practice communicating via Skype. It is a challenge to convey professionalism when talking to a webcam or a computer screen. Practice looking comfortable, being articulate, and translating yourself through clear oral communication, since they will not get a good representation of your physical presence through online media.
- *Phone* – Dress for the occasion. Make sure you prepare physically and mentally for the interview as if you were meeting them in person, and remember to smile. Smiling over the phone changes the inflection of your voice and communications pleasant feelings.

Consider Time Differences.

Clarify interview times and due dates. Companies will not typically cater to your time zone since interviews occur during their work day.

Professional background.

If you have a Skype interview, make sure that your interviewers will see a pleasant backdrop. A nice piece of art or some plants are not distracting or awkward. Try to avoid conducting the interview with a busy backdrop containing lots of photos or papers visible such as a bulletin board or your bedroom wall.

Things to keep in mind:

- Present yourself in the best possible light by focusing on your related skills and concrete examples from your experience working, living or studying abroad.
- Discuss the nature of the living and work arrangements during the first interview if your employer is asking you to live elsewhere. Find out if you will be living in close proximity to your colleagues.
- The interviewer will be judging your ability to survive in a different and sometimes challenging environment.
- The interviewer may ask:
 - What working conditions do you anticipate will be different in another culture?
 - Have you been separated from your family or your loved ones for long periods of time?
 - Have you ever had to cope with loneliness? How did you cope?
 - Have you ever lived in situations in which you have not had a lot of privacy?

STEP 4: Closing the Deal

MUTUAL EXPECTATIONS

Once you have been offered the position, it is important to clarify the details of the arrangement:

- Get the terms of your relationship (i.e. internship, professional position, study arrangements) **in writing**
- Be courteous and pleasant – pay attention to the cultural norms
- Listen first, then speak
- Once in the position, ask questions – make sure you understand what is being asked of you (until you get more familiar with your environment)
- Be open-minded with your new duties
- Consider a learning plan – chart your learning objectives so you can stay on target with your professional development and avoid wasting opportunities

Learn the culture and people – this will help you prepare for the environment that you are about to make your new (possibly temporary) home.

TIPS FOR INTERNATIONAL STUDENTS

For students who are international students holding current visas studying in the US, make sure that you complete the necessary forms with the US Citizenship and Immigration Services (USCIS), your academic institution and/or your employer (depending on if you are pursuing CPT or OPT).

CPT – Curricular Practical Training is training that you complete while you are in your course of study (before you obtain a degree). You are allowed to work up to 20 hours a week on campus while pursuing your degree (less than 20 hours a week requires you to maintain a certain amount of units (see International Student Services for details) and does **not** have to be related to your current field of study.

OPT – Optional Practical Training is optional training that **must** be related to your area of study that you can complete after you have obtained a degree. Training duration is 12 months unless student has participated in CPT. If you complete CPT, that time will be subtracted from the 12 months of OPT you would normally have available (For STEM majors, a 17 month extension is available for a total of 29 months for those in approved areas, see www.ice.gov/sevis for a complete list).

Please contact the Office of International Students and Scholars whose specialists are available to assist you with your applications and any questions about procedures.

For more detailed information, we recommend contacting the Senior International Student Advisor in the Office of [International Students and Scholars](#) at (626) 815-3055 or email them at international@apu.edu.

Job Search Resources:

H1B Visa's: <http://www.myvisajobs.com/>

INTERNATIONAL COMPANIES & ORGANIZATIONS

This list does not detail every American or international company that has offices overseas - use it to get you started brainstorming potential employers.

Federal Government

International Development Cooperation Agency	Department of Agriculture
Central Intelligence Agency	Department of Commerce
Defense Intelligence Agency	Department of Defense
Foreign Service of the Department of State	Department of Energy
Public Diplomacy and Public Affairs	Department of Labor
International Broadcasting Bureau	Department of Transportation
National Security Agency	Federal Reserve System
The Environmental Protection Agency	National Aeronautics and Space Administration
Peace Corps	Congressional Budget Office
U.S. International Trade Commission	U.S. Department of State
Federal Bureau of Investigation	U.S. Military Intelligence

The United Nations and Related International Organizations

United Nations Children's Fund	United Nations Industrial Development Organization
UN Trade Conference on Trade and Development	World Health Organization
United Nations Development Program	International Atomic Energy Agency
United Nations Volunteers	International Bank for Reconstruction and Development
United Nations Environment Programme	International Monetary Fund
United Nations Institute for Training and Research	World Trade Organization
United Nations Fund for Population Activities	Asian Development Bank
UN Relief and Works Agency for Palestine Refugees in the Near East	Inter-American Development Bank
International Labour Organization	European Investment Bank

International Banking and Business

Berkshire Hathaway	National Aeronautics and Space Administration
Boeing	Raytheon Co.
ChevronTexaco	Boston Consulting Group
ExxonMobil	McKinsey and Company
General Electric	The Monitor Group
International Business Machines	Accenture
Johnson & Johnson	PricewaterhouseCoopers
Merck	Deloitte & Touche Consulting
Microsoft	Cap Gemini Ernst & Young
Pfizer	Bearing Point
Philip Morris Companies	Mizuho Holdings
Proctor & Gamble	Deutsche Bank Group
SBC Communications	Sumitomo Mitsui Financial Group
Wal-Mart Stores	UBS
A.T. Kearney Inc.	HSBC Group
Bain & Company	Bank of America
Booz Allen Hamilton	

International Law

Baker & McKenzie
Davis, Polk, and Wardwell
Jones Day

INTERNATIONAL COMPANIES & ORGANIZATIONS

Nonprofit Organizations

American Enterprise Institute for Public Policy Research
The Brookings Institution
HIS years
Carnegie Council on Ethics and International Affairs
Center for Defense Information
Center for Strategic and International Studies
The Century Foundation
The Conference Board
EastWest Institute
Foreign Policy Association
Social Science Research Council
WorldWatch Institute
American-Scandinavian Foundation
Childreach
InterAction
Save the Children
U.S. Committee for UNICEF

National Geographic Society
Nature Conservancy
World Wildlife Fund
Rockefeller Foundation
American Economic Association
American Political Science Association
Amnesty International
American Near East Refugee Aid
National Foreign Trade Council
Human Rights Watch
Project HOPE
Refugees International
World Concern
International Peace Academy
International Republican Institute
National Endowment for Democracy
World Vision

International Communications

Agence France-Press
Associated Press
Bloomberg
Deutsche Presse-Agentur
Dow Jones & Company
Reuters
United Press International
Boston Globe
Christian Science Monitor
The Economist Group
Editor and Publisher
Euromoney Institutional Investor PLC
Facts on File
The Financial Times Group
Forbes
Foreign Affairs
Foreign Policy
International Herald Tribune
Knight Ridder Newspapers, Inc.
Los Angeles Times

The Nation
New York Daily News
New York Times
Newsweek
Time Inc.
Tribune Company
Wall Street Journal
Washington Post
U.S. News and World Report
BBC World Service
Cable News Network
Columbia Broadcasting System
Corporation for Public Broadcasting
Fox News Channel
National Broadcasting Company
Public Broadcasting Service
Public Radio International
J. Walter Thompson Company
Edelman

Teaching Abroad

The Department of Defense Education Activity
Peace Corps
International Schools Services
World Teach
English Language Institute/China (ELIC)
Japan Exchange and Teaching Program
AEON
America-Mideast Ed. and Training Services
AI English

INTERNATIONAL ONLINE JOB/INTERNSHIP SEARCH BOARDS

APU's Center for Career + Calling is not responsible for the content of the links and makes no guarantees regarding the opportunities listed on these websites. Verification of advertised conditions is the responsibility of students and alumni to take necessary precautions when interviewing for and accepting employment, internship and volunteer opportunities.

JOB AND INTERNSHIP OPPORTUNITIES

- **AIESEC.org**- an international student organization that places students all over the world in internships and other working situations
- **EuroGraduate.com**- up-to-date careers database featuring thousands of opportunities across Europe
- **Fulbright.state.gov**- Fulbright scholarships for study abroad
- **Globaledge.msu.edu/international-internships**- searchable by type of organization, country and subject
- **Globalheed.org**- Service learning opportunities abroad
- **Idealist.org**- provides information on jobs, internships, fellowship and volunteer opportunities with nonprofit orgs
- **Internabroad.com**- providing information on international educational opportunities and alternative travel
- **Internships.com**- general internship database with domestic and international opportunities
- **JobsAbroad.com**
- **Rileyguide.com/internat.html**- jobs searchable by country/region
- **Studyabroad.com**- consortium of dozens of university study abroad programs, and information on cultural differences
- **Transitionsabroad.com**- information on study, work and volunteering abroad

WEBSITES FOR SPECIFIC ORGANIZATIONS WITH INTERNSHIP PROGRAMS

There are many organizations that run international internship/work/volunteer programs, often for a fee. Following are just a sampling of them.

- **Abroadchina.net**- wide range of services to universities, students, recent graduates, faculty and professionals via their internship and study, service learning, volunteer programs, study tours, and travel planning
- **Allianceabroad.com**- customized internship, work, teach and volunteer programs for students and graduates
- **BUNAC.org**- offers a variety of work and volunteer programs
- **CDSintl.org**- runs internship programs in Germany, Spain, Argentina and the Russian Federation
- **Crossculturalsolutions.org**- offers international volunteering and/or internship opportunities in 12 countries
- **Interexchange.org**- specializes in youth exchange programs including Work & Travel, Au Pair, Internships, Volunteer, Teaching English, and Foreign Language Study
- **Interaxinternshipsabroad.com**- can help arrange summer internships in Costa Rica, France, Japan, Spain, and the UK
- **Mountbatten.org**- opportunity to pursue a 12-month business internship with a London sponsor company
- **Peacecorps.gov**- 2 year volunteer positions located worldwide
- **Projects-abroad.org**- sends volunteers abroad to 22 developing countries to do internships and service projects
- **Proworldvolunteers.org**- provides 2 to 26 week sustainable development and service learning programs
- **Worldendeavors.com**- a US-based organization that offers volunteer, study, and intern programs around the world
- **Worldteach.org**- offers summer teaching opportunities and 10-11 month opportunities to volunteers

TEACHING ABROAD

- **CIEE.org**
- **ESLcafe.com**
- **Frenchculture.org**
- **Internationalcenter.umich.edu/swt/work/options/-** Listing of jobs abroad, including teaching, hosted by University of Michigan
- **LanguageCorps.com**
- **Overseasdigest.com**
- **Transitionsabroad.com**- K-12 and University level
- **State.gov/m/a/os**- Department of State's Office of Overseas Schools

APU Career Network

There are many international opportunities posted APU Career Network that are specifically for APU students & alumni. If you are a **current undergraduate student**, you can access APU Career Network through home.apu.edu, under the Quicklinks. **Graduate Students and Alumni** can register for an account at <http://bit.ly/APUCareerNetwork>.

SAMPLE COVER LETTER

Mr. Michael P. Jones, M.A.

Home: 626-123-4567 mpjones2@hotmail.com

Permanent Address: 123 Main Street, West Covina, CA. 91791, U.S.A.

Date
Name of Recruiter
Name of Company
Phone
Email Address

Dear Mr. Yoo,

With a Master of Arts in Teaching English to Speakers of Other Languages and two years of experience working with ESL students in the United States, I believe I am an excellent candidate for the English teacher position for university students in Korea. I bring experience working with international students from two universities in California, many of who come from Korea. Because of this, I believe I would be a great fit in a challenging academic environment in Korea. I am motivated to teach in Korea because I recognize the importance that Koreans place on education and especially on learning English as a global language.

I currently work with Korean students as a Writing Consultant at Azusa Pacific University in the Los Angeles area. I work hard to establish trusting relationships with them, giving them feedback and instruction at the grammatical, discourse and sociolinguistic levels. In addition, at the University of La Verne, I teach Korean and other international students in English grammar, pronunciation, listening skills and writing. I recognize that part of my job is to teach them about American culture and to assist them in navigating a new environment and make sure that they feel welcomed in this country. In doing this, I can bridge the gap between the two cultures and prepare them to be able to work more confidently in their future global careers and lives.

Overall, my experience and specialized language training has sharpened my ability to communicate effectively across cultural and language barriers. I am adaptable and ready for a new adventure. I believe that I can be an asset to any Korean school in which you decide to place me. I can be reached at any time at the above phone number or email address. Thank you so much in advance for your consideration.

Sincerely,

Mike Jones

SAMPLE RESUME/CV

Jim Collins (Mr.)

jrcollins11@apu.edu
(604) 254-4360

Current Address:
901 E. Alosta Ave
Azusa, CA 91702

Permanent Address:
123 Maple Street
Forest Grove, CA 12345

OBJECTIVE

Seeking a contract with an investment group working in a developing country as a junior consultant or IT technician. Possess a unique blend of technical abilities and understanding of business principles application – with previous international experience.

EDUCATION

Bachelor of Science Computer Science, Minor: Business/Administration
Azusa Pacific University – Azusa, CA, USA
GPA: 3.5 – Dean's List 6 Semesters

Expected: May 2014

RELEVANT EXPERIENCE

Eastman Kodak Company – La Brea, CA, USA

Software Developer

May 2010 – August 2013

- Led team from many positions in the company in finding and implementing a new bug-tracking solution
- Investigated current system (Lotus Notes), created requirements for a new tool, conducted meetings and demonstrations of possible solutions, created proposal for recommended course of action, configured and administered the new system (JIRA) after decision was made
- Created applications for migrating data between systems/databases using C#, XML, and Excel Macros

Software Quality Assurance

May 2007 – April 2010

- Tested new software releases for the Kodak Picture Kiosk
- Designed and executed test procedures, reported incidents, and worked with databases and Rational software
- Organized and led meetings of project leaders, developers and QA team members for each original test procedure. Learned to work independently and in a group setting

Azusa Pacific University Association for Computing Machinery – Azusa, CA, USA

September 2007 – Present

Website Developer

- Create and maintain the Azusa Pacific University ACM Website using Dreamweaver and Photoshop
- Attend seminars by guest speakers in the computing industry to represent organization and increase professional knowledge of the industry

SKILLS

Programming Experience – C++, Java, C#, XML, and Web Development

Writing Skills – Ability to efficiently produce concise, organized reports, labs and memos

Public Speaking – Finalist in Senior High School Public Speaking Competition. Gained confidence and learned to engage audiences with my creative speeches

EMPLOYMENT

Azusa Pacific University Writing Center – Azusa, CA, USA

August 2007 – Present

Tutor

- Conduct writing conferences with students to educate them on grammar and syntax
- Identify weaknesses in organization, development and style to improve writing abilities
- Guide writers in solving the problems through constructive feedback and writing analysis, developing critical thinking skills in students
- Learned valuable interpersonal communication skills by collaborating with students from many fields

TEAMWORK

Rugby Club

September 2007 – Present

Intramurals – Captain of Basketball and Softball teams

September 2006 – Present

SAMPLE RESUME/CV

Hailey Cruise

555-555-1234 hrcruise10@apu.edu
456 Oakwood Terrace, Azusa CA, 91702, United States

EDUCATION

Azusa Pacific University, Azusa, California, United States Expected May 2015
Bachelor of Arts in Liberal Studies; Minor in English - Cumulative GPA: 3.80

Study Abroad Experience – Azusa Pacific University, Azusa CA September-December 2011
Universidad de Madrid, Madrid, Spain

- Immersed in culture, learned Spanish, cultivated desire to live and work abroad
- Lived and interacted with Spanish host family and traveled throughout Spain for one semester

TEACHING AND RELATED EXPERIENCE

Volunteer Tutor, AVID – Pomona Valley High School, Pomona, CA January 2012-Present

- Teaching study skills to high school students to increase their retention and reading skills
- Utilize Spanish language skills to communicate with students and parents important needs

ESL Intern, Madrid, Spain September-December 2011

- Taught English conversation and grammar to first-year university students
- Developed lesson plans for each class
- Met one-on-one with students who struggled most with the course

Supervisor, Glendora Parks & Recreation, Glendora, CA Summer 2011
Lifeguard / Swim Instructor Summers 2009-2010

- Taught swim lessons to children ages 3-8
- Created and led aqua aerobics class for senior citizens
- Supervised staff of 20 lifeguards and attendants

Volunteer After School Tutor, Homework House, Azusa, CA 2010-2011

- Taught third grade students various religious topics using class discussion, games and handouts to engage all
- Directed students in a religious-themed play which they performed for family

ADDITIONAL EXPERIENCE

Research Assistant, Foreign Languages Department, Azusa Pacific University, Azusa, CA 2012-2013

- Collect information from Spanish and Latin American print resources
- Answer phones, make copies, send faxes, and perform other administrative duties

Student Departmental Representative, Academic Council, Azusa Pacific University, Azusa CA 2008-09

- Collaborated with International Student representative to create "Cultural Awareness Week" on campus

CO-CURRICULAR ACTIVITIES

- Azusa Pacific University, A-Capella Group Fall 2009-Spring 2010
- Azusa Pacific University, Club Swim Team Fall 2010-Spring 2011
 - Received Most Improved Swimmer Award

COMPUTER / LANGUAGE SKILLS

- Fluent in Spanish
- Proficient with Microsoft Word, Excel, and PowerPoint