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INTERNATIONAL RESUME SAMPLES

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International experience can be demonstrated in many different sections of a resume. Here are some examples of ways you could describe your study abroad experiences within a resume format. For more information on general resume writing, visit the How-To-Guide section of the Loeb Center Website <https://www.amherst.edu/campuslife/careers/resources>.

## Education

List your educational experience abroad in the “Education” section of your resume underneath your Amherst College entry. Be sure to list where you studied abroad and with whom. List any relevant coursework you took while studying abroad (that is relevant to the particular job for which you’re applying).

### EDUCATION

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**Amherst College***Bachelor of Arts, Psychology*

Amherst, MA

*Expected May 2020***Hamline University***Mexico Semester*

Guanajuato, Mexico

*Fall 2019*

Intensive travel and study of Mexico’s history, customs, traditions, politics and religion

**SIT Study Abroad, Nicaragua: Youth, Culture, and Literacy**

Managua, Nicaragua

*Fall 2019*

- Studied youth culture and expression, historical and contemporary challenges for youth, and Nicaraguan literature, advocacy, social change, and expression
- Traveled to Cuba for a week to gain comparative perspectives on Cuban and Nicaraguan youth
- Lived with two different host families and learned to speak Spanish in every day interactions

## Skills and Interests

You can also highlight language skills, travel experience, or other hard skills within a “Skills and Interests” section.

### SKILLS AND INTERESTS

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Conversational Spanish; Intermediate Proficiency Portuguese (studied 5 years).

World traveler (40 countries and 41 U.S. states), including a solo trip around the world.

Trained as a seasonal farm hand (raising livestock, tractor driving &amp; maintenance, harvesting crops) in Guatemala.

Fluent in Japanese (written &amp; spoken), including academic translation of primary source documents and trained court interpreter.

## Experience

You could also describe any internships, volunteer work, service learning, or other educational experiences within an “Experience” section (which could also be labeled: Community Service/Volunteer, Relevant Experience, Extracurricular Experience, International Experience, or Work Experience section). Make sure to list entries in reverse chronological order within each section.

### INTERNATIONAL EXPERIENCE

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**Casa de Madre | Managua, Nicaragua**

September-December 2018

*Volunteer*

- Taught beginning English to residents between the ages of 5-10 years old through games and activities
- Helped prepare meals and serve them to the residents

**Interim Independent Elections Commission | Kilgoris, Kenya**

August 2018

*Polling Station Clerk*

- Coordinated and monitored voting at a polling station with over 600 voters
- Helped disabled and illiterate people to cast their ballots
- Collaborated in tallying and announcing of the poll results

**Prince Albert II of Monaco Foundation | Monte Carlo, Monaco**

June-August 2017

*Summer Internship*

- A foundation geared toward supporting projects that promote a sustainable environment through research, technological innovation, and education
- Researched, wrote, and produced a manual on sustainable yachting practices
- Conducted interviews with local experts in yachting industry and environmental scientists, and interacted with local government, all in French

**Jamaican Nswma | Department Of Human Resources | Kingston, Jamaica**

June-July 2015

*Human Resources Intern / Consultant*

- Aided the HR Department of the Jamaican National Solid Waste Management Authority
- Developed an Employee Satisfaction Survey for completion by over 250 employees nationwide
- Assisted in the 2019-2021 budget planning and preparation (total budget exceeding \$25 million USD)
- Prepared the Staff Complement and Employment Report for governmental submission