



Resume Sample: Global Competencies

The main goal of writing a resume is to concisely describe your experience and education relevant to the position for which you are applying. As a student seeking to showcase foreign language skills, it may be difficult for you to decide what to include on your resume. As a starting point, consider the tips below when you are drafting your resume. You can stop by the Arts and Sciences Career Services Office during walk-in hours to have your resume draft reviewed. Information about walk-in hours can be found at [https://ascareerservices.osu.edu](https://asccareerservices.osu.edu)

- 1 Include your GPA, and don't forget your Major and Minor GPA. Always include your GPA if it is above a 3.0. If your overall GPA is not a 3.0, you could always include your major and/or minor GPA- just make sure you specifically state which GPA you are mentioning. Including your major and minor GPA as well as your overall GPA is a great way to showcase your strengths in different areas of study. You can easily find your GPAs on your degree audit.
- 2 Include a Global Profile. You can use a Global Profile section in your resume to highlight study abroad trips and even mission trips. When creating this section, it would be best to keep information about the position you're applying for handy. That way, you can confirm that the experiences you choose to include correlate with what the employer is looking for in a candidate. Although a Global Profile works well for those who have multiple international experiences, this section is not applicable for every student and it is not a section that many employers expect to see on a candidate's resume.
- 3 Include your ILR Scores. If you speak another language and are looking to apply your foreign language skills in your career, including your ILR scores on your resume is a great way to show employers that your skills are well developed. You can include your scores in a Global Profile section or in a skills section under a language subheading. If you have not taken these tests, it is okay to guesstimate your scores- just be sure to be honest in your assessment of your skills and abilities. Information about ILR proficiency levels can be found at <http://www.govtilr.org>
- 4 Elaborate on what you did. When you are writing about a study abroad or service learning trip, be sure to elaborate on what happened and what you learned. This task may seem daunting, but it is helpful to think about it as a thesis statement. You should be able to sum up the most relevant experiences in a bullet or two.

A desirable skill that employers seek in applicants is cultural awareness and sensitivity, a competency that is easily developed during a study abroad program or volunteering at one of the many central Ohio non-profit organizations that assist those who have recently immigrated to the U.S. You are encouraged to review the list of global competencies, found in the resource below, and identify the ones that are a part of your skill set. Does your resume account for how you developed those competencies?
- 5 Don't start writing paragraphs. When you reflect on these experiences, you might be overwhelmed by the amount you can write. Keep in mind that resumes are scannable documents; an employer doesn't want to see paragraphs of what happened during your time abroad- that's what cover letters and interviews are for. Instead, they want to know why your past experiences make you a suitable fit for their company. Use of bulleted statements allow you to succinctly capture the duties and accomplishments associated with your experiences.

Additional Tips. The sample resume featured in this tip sheet is an example of a tailored resume. As you review it, you'll be able to notice how the content – as well as the sequencing of the information on the resume – is directed at supporting the student's objective to obtain work abroad with an organization focused on human rights, housing, disaster relief, or community development. If you are preparing a resume to use to apply to a specific position, place emphasis on the employment, internship, and volunteer activities that are most relevant to the position. Consider the order in which your skills/experiences are presented as well as the space allocated to describing particular skills/experiences. Your strongest qualifiers should be listed toward the top of the document as this will "hook" the reader and prompt them to review your entire resume.

Resources/Websites

Finding Work Abroad http://asccareerservices.osu.edu/sites/asccareerservices.osu.edu/files/Finding%20Work%20Abroad_v82014.pdf

Foreign Language: What Can I Do with This Major? <http://whatcanidowiththismajor.com/major/foreign-language/>

Global Competencies http://www2.pacific.edu/sis/culture/pub/2.3.1_-_Seventy-five_long_te.htm

Global/International Studies: What Can I Do with This Major? <http://whatcanidowiththismajor.com/major/global-international-studies/>

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Permanent Address: 222 Main Street, Toledo, OH 43608

EDUCATION

The Ohio State University

Bachelor of Arts, Major in Psychology with minors in French and International Studies

Overall GPA: 3.48 GPA in Major: 3.33 GPA in French Minor: 3.91

Columbus, Ohio

Expected May 2016

GLOBAL PROFILE

- Twelve months of paid, language interpretation experience with Language Access Network.
- Lived part-time in Quebec, from age four to thirteen, with native French speakers.
- ILR proficiency levels: Speaking=4; Listening=5; Reading=4; Writing=3+
- Studied abroad at the Sorbonne (Fall 2013). Completed language and culture courses, included work with a cross-cultural team focused on studying compliance among tourists with the Metro subway rules. Lived with a host family and volunteered 40 hours at a French daycare center, required day-to-day communications in French.
- Traveled to Central America for a two-week service-learning program. Worked side by side with Guatemalans to build a home for Habitat for Humanity's Global Village program (Summer 2012)
- Volunteer as an English conversation partner to support international students attending Ohio State (October 2012-Present).
- Seeking to expand international awareness by obtaining work abroad with an organization focused on human rights, housing, disaster relief, or community development.

RELEVANT WORK EXPERIENCE

Language Access Network

Interpreter

- Apply language and cross-cultural communication skills to assist health care workers in their treatment of patients from French speaking countries, largely those from Haiti and African countries (e.g., Senegal, Chad).
- Completed training on LingvoSoft speech interpretation software.
- Recognized by supervisor for my adherence to quality standards and ability to handle difficult situations.

Nationwide Children's Hospital

Activity Intern

- Assisted with storytelling activities designed to provide emotional support for siblings of pediatric patients.
- Collected data relevant to patient and sibling interactions and compiled using MS Excel.

SKILLS

Languages: English (native); French (advanced conversation, intermediate writing); Spanish (basic comprehension)

Computer: Proficient with MS Office (Word, Excel, PowerPoint), digital video editing, and speech interpretation software (LingvoSoft); familiar with statistical software (SPSS).

AWARDS & ACTIVITIES

- Vice President of French Club (August 2015-Present)
- Recipient of Wolfe Scholarship (2013)
- Intramural soccer (2012-Present)