

Your CV

Increasingly employers are looking for students to have a global mindset and the ability to work effectively with people from other cultures – this could be work colleagues, clients or suppliers. Study abroad can help you develop this, but it is essential to demonstrate examples of how you have developed and shown these qualities too. In this document we aim to give you a brief summary of some of the different ways that you can incorporate your study abroad into your CV or interview responses.

We'll start with the CV as this is how you get your foot in the door. For general advice on formatting and structuring your CV, the Manchester Careers Service has a comprehensive "CV guide" document which you can find on the Careers Service website

<http://www.careers.manchester.ac.uk/applicationsinterviews/cv/>. Use this first of all to make sure your CV is correctly formatted and structured. Include a few bullet points of key details to further highlight the value of your experience abroad.

Here are some examples of how to include the fact that you studied abroad in the '**Education**' section of your CV;

Jan 2015 – May 2015 Nanyang Technological University Singapore (exchange programme)

- Challenged myself in studying modules in Accounting, Finance, Economics and IT from a different perspective and in different format than in the UK with the greater amount of workload throughout the academic year.
- Gained greater adaptability when encountering unfamiliar situations in academic environment, example being a presentation of financial statements in compliance with Singaporean reporting standards (FRS).
- Improved team working skills by regularly working in groups with local and other exchange students on academic projects, gave presentations to international student audience.
- Analysed financial statements of company based in China by doing the regression/trend analysis in fair valuation of assets.

2012-2016 The University of Manchester

BSc Psychology with International Study
First year result: 67%

Expected result: 2:1
Second year result:

77%

2014-2015 Erasmus Exchange Program: Universidad Complutense de Madrid

Modules Studied: Cognitive Neuroscience, Developmental Psychology & Cognition, Perception and Action, Developmental Disorders, Emotion, Topics and Issues in Social Psychology.

Achieved grade: 62%

2013-2017 The University of Manchester (with 1 semester at Arizona State University)

English Literature

Expected result 2:1

First year result: 65%

Second year result: 58%

2012-2016 The University of Manchester

Spanish (with 3rd year in Universidad del Salvador, Argentina)

Achieved overall grade: 2:1

Here is an example of how to include experience of working abroad. Depending on what you think is more relevant, you can put this in your '**Experience**' section, or your '**Employment**' section of your CV;

Sep 2014- May 2015 English Language Assistant, Rome, Italy

- Assisted teacher with class of 32 12-year old Italian children improving my team working skills and time management to assist in lesson planning.
- Supported and enhanced students' knowledge of English language and culture using a range of media and materials.
- Developed planning, time management and organisational skills within a foreign environment.
- Improved Italian language and communication skills.
- Developed my adaptability within a new working culture, and advanced my problem solving skills and initiative when confronted with these differences.

In addition you can include:

- a section titled **Study/Work Abroad Experience** and use it to showcase the skills and experience you've gained
- any part-time jobs or volunteering you got involved in whilst abroad
- use examples to provide evidence for key skills that your employer is looking for
- potentially a section called 'Global Skills', if applicable to the positions you intend to apply for
- basic skills as found in CV guide above, namely the following:
 - Communication skills
 - Organising ability
 - Problem-solving
 - Working in a team
 - Drive and initiative
 - Taking responsibility
 - Working under pressure
 - Analytical skills
 - Creativity
 - Leadership
 - Motivating others
 - Planning
 - Numeracy

Remember:

- Be honest about your language skills! If you need to be clearer about your language ability, do so by stating if you are just capable of conversation, of reading and writing, or if you are of GCSE standard. It will all help towards showing that you are a global graduate, and that you have an aptitude for learning new skills.
- If you kept a blog during your time spent abroad, do not forget to include a link to it! This provides evidence of your writing skills and commitment to a task, as well as contributing to your digital skills set

Though be sure to read the job advertisement fully to find out which specific skills the company regards as most important. Now you need to think about how your experience abroad can evidence these skills. If you are having any trouble thinking of things you have done and what skills they demonstrate then please refer to the **Highlighting your Skills** page on the Go Abroad website where

common study/work abroad experiences have been examined for the skills they possess.

Once you have a skill and evidence of it you should then consider how you write it. You should use active language in order to make it sound more professional. For concrete examples of words you can use to make yourself 'sound smart' see CV guide, p.13

(<http://www.careers.manchester.ac.uk/applicationsinterviews/cv/>).

If you are looking at jobs overseas, we highly recommend browsing this country by country information on **GoinGlobal** (http://www.goinglobal.com/en/topics-overview/?topic_id=12) for information on CV layouts and format around the world.