



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

CAREER CONNECTIONS

RESUMES
and COVER LETTERS

STUDY AWAY RETURNER
International Education Week



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

WHAT WE'RE DOING TODAY

1. Identify Skills
2. Overview of Resumes
3. Experience Block Exercise
4. Cover Letters



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

WHY DO SKILLS MATTER?

- Personal development
- Professional development
- Employment
- Service
- Family and friends



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

Marketing Your Study Abroad Experience to Employers

It is up to you to demonstrate the link between your study abroad experience and the specific skills valued by the company or organization that you want to work for.



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

Marketing Your Study Abroad Experience to Employers

Consider the many ways in which you can “unpack” your international experience and “make sense” of it.

- Visit a career connections to revise and re-frame your resume
- Participate in campus or community programs which provides an opportunity to articulate what you learned and how you gained new intercultural and professional skills
- Discuss your experience with international students from the country in which you studied to gain a fresh perspective on the culture and norms of that society
- Practice articulating how you overcame obstacles in adjusting to your overseas experience, became more flexible and open-minded, more competent in a second language, and more self-confident



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

WHAT DO EMPLOYERS WANT?

Figure Attributes employers seek on a candidate's resume



Leadership
Ability to work in a team
Written and oral communication
Strong work ethic
Analytical/quantitative skills
Technical skills
Initiative
Computer skills
Flexibility/adaptability
Interpersonal skills
Detail oriented
Organizational ability
Strategic planning skills
Friendly/outgoing personality
Entrepreneurial skills/risk-taker
Tactfulness
Creativity



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

Transferring the skills and knowledge you learned abroad

Identifying Your International Competencies

Flexibility: How have you developed greater tolerance for ambiguity? Are you a productive team player?

Cultural Adaptability: How have you gained new cross-cultural skills, sensitivity, and awareness?

Wider Worldview: How have you gained a deeper understanding of international affairs & global issues?

Language Acquisition: How have you strengthened your primary, secondary or tertiary language skills?

Leadership: How have you acquired new vision or purpose, abilities to motivate others, core skills in leadership?



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

Characteristics which students studying abroad may frequently develop:

- Independence/Self-reliance
- Self-knowledge
- Self-confidence
- Flexibility
- Perseverance
- Ability to cope with stress, rejection
- Assertiveness
- Inquisitiveness
- Awareness of lifestyle choices and global consequences
- Adaptability to new environments
- Appreciation for diversity
- Ability to establish rapport quickly
- Open-mindedness
- Understanding and appreciation of other perspectives
- Suspend judgment about people and their actions
- Concern/knowledge of international issues and politics
- Learn quickly
- Greater focus on career interests
- Handle difficult situations
- Critical thinking skills
- Function with a high level of ambiguity
- Achieve goals despite obstacles
- Take initiatives and risks
- Communicate despite barriers
- Learn through listening and observing
- Time management skills
- A diverse and knowledgeable worldview
- Comprehension of the international dimensions of your major field of study
- Ability to communicate effectively in another language and/or cross-culturally
- Cross-cultural sensitivity and adaptability



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

RESUME OVERVIEW

- Marketing tool
- First impression
- Demonstrate skills and competencies
- Showcase of experience
- This is a summary of your experience
- Not a complete history of your work
- Continuous process
- **RESUMES ARE SUBJECTIVE!**



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

KEY ELEMENTS OF SUCCESSFUL RESUMES

- Aesthetically pleasing
- Rich with relevant content
- Properly edited



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

WHAT EMPLOYERS WANT

- Previous experience in industry settings
- Relevant industry skills and traits
- Education, certifications, additional training, and coursework
- Business knowledge, communication skills, leadership ability, and a customer service orientation



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

WHAT IS EXPERIENCE?

- Paid, unpaid, volunteer, full-time, part-time, internships, class projects, capstones, etc.
- Used on resumes to demonstrate skills and how you developed them (Experience Block)



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

EXPERIENCE BLOCK

Organization Name Start and End Dates

Organization Location (city and state)

Your Title

- 2-5 bulleted accomplishment statements



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

EXPERIENCE BLOCK EXAMPLE

Callan Associates 2014-2015
San Francisco, CA
Intern

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

ACCOMPLISHMENT STATEMENTS

Bulleted lists that clearly and succinctly show:

- What did I do?
- How did I do it?
- Why did I do it and/or what was the result?
- Bonus: Can I quantify this statement?



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

THE FORMULA

1. (WHAT) Skill based action verb
2. (HOW) Specific detail on action taken
3. WHY/RESULT (Quantify if possible)

NOT TERRIBLE

- Calculated and verified portfolio returns

BETTER

- Calculated and verified portfolio returns using custodial statements by reconciling returns with fund managers resulting in investment measurement reports



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

LET'S BREAK THAT DOWN

WHAT

Calculated and verified portfolio returns

HOW

by reconciling returns with fund managers

WHY/RESU
LT

resulting in investment measurement
reports

BONUS: (QUANTIFY)



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

EXERCISE

1. Choose one experience of yours that could be used on your resume
2. Identify one or two skills you wish to highlight
3. Using the handout, craft an experience block with one or two accomplishment statements



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

DEVELOPING AN EFFECTIVE COVER LETTER



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

WHY WRITE A COVER LETTER?

- Relate your skills to the organization's needs
- Convey your interest in the organization/shared values
- Demonstrate writing skills
- Entice the employer to read your resume



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

CONTENT

- Same Heading as Resume
- Formatting
- Length
- To whom are you writing?



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

SECTIONS OF A COVER LETTER

- Introduction
- Body
- Closing
- Signature



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

INTRODUCTION

- Introductory Paragraph should include:
 - Why you are writing and for what position you are applying
 - How you heard of the position
 - Why you want to work for them specifically
 - Look into the organization's mission and values



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

EXAMPLES

- **I am writing to apply for the earthquake catastrophe model developer internship which I found on the Career Connections Opportunities Board at Pacific Lutheran University (PLU).**
- **I am delighted to know that Benfield Impact Forecasting has one of the best models for employee training and development, and I am confident that my training experience will be a good fit for your team.**
- **Your company's mission to uphold integrity, excellence in service, and community partnerships matches both my values and my experiences.**



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

BODY PARAGRAPH

- Prove you have the skills that are in the job description
- What does the position need?
- Story of how you developed the skills
- How will you use it for the company?
- What value can you add to the company?



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

EXAMPLE

WHAT THE JOB NEEDS:

The earthquake catastrophe model developer intern will need an understanding of earthquake seismology to ensure EPA regulatory compliance and written communication skills to create technical reports.



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

EXAMPLE

PAST EXPERIENCE (STORY):

As the Pacific Lutheran University Geo Club president, I organized an employer panel of alumni working at the U.S. Geological Survey whose background related to our Earthquakes, Volcanoes and Geologic Hazards class. The event was well attended and students learned about how the regulatory agency interacts with private organizations. Following the event I distilled the technical information into a brochure to recruit students interested in geoscience as a possible major.



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

EXAMPLE THE FUTURE:

This experience will allow me to learn quickly what {Organization Name} customers are like, work with our vendors, and balance the books.



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

CLOSING

- Include anything you want shared with the employer that is not on your resume
 - EXAMPLE: You will be moving home for the summer
- Refer to your resume
- Provide your contact information (again)
- Thank the employer for their time and consideration



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

EXAMPLE

Please refer to the enclosed resume for additional information about my background. I can be reached at 253-855-0000 or at myname@plu.edu. Thank you for your time and consideration, I look forward to hearing from you.



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

SIGNATURE

[LAST SENTENCE OF CLOSING PARAGRAPH]

Handwritten/
electronic signature

{ blank
blank

{ blank
blank

{ blank
blank

Sincerely,

Thomas Jacobs

Thomas Jacobs

Enclosure

Write your name if on paper; if electronic you can use a handwriting font (optional)

Use only if you mail a hard copy of your cover letter and include your resume.





CAREER CONNECTIONS
FIND YOUR WAY FORWARD

POP-IN ADVISING

No appointment needed!

15- to 20-minute sessions

Cover Letters

Résumés

Interview Prep

Ramstad 112

M-F, 9-11am and 3-5pm



CAREER CONNECTIONS
FIND YOUR WAY FORWARD

CAREER CONNECTIONS

Ramstad 112
253-535-7459
M-F
8am-5pm

Pop-In Hours
M-F
9am-11am and 3pm-5pm

www.plu.edu/career