

# Marketing Your Experience from Off-Campus Study



Some skills you may have developed during your off-campus study experience are the top skills and qualifications sought by employers. Articulating and incorporating what you have learned and experienced while away from campus can assist in your job search. Additionally, off-campus study may allow you to network across different global communities, and gain experience in your area of study or perhaps in another language. It is important that you are able to discuss these skills and experiences through stories of your time studying off-campus.

	<b>My examples. Stories I can share. Discussion points.</b>
<p><b>Analysis &amp; Problem Solving</b></p> <ul style="list-style-type: none"> <li>• Willingness to confront problems and look for alternative solutions</li> <li>• Ability to listen and observe carefully</li> <li>• Ability to think critically</li> <li>• Capability to ask for and receive help from others.</li> </ul>	
<p><b>Integrative &amp; Adaptive Skills</b></p> <ul style="list-style-type: none"> <li>• Experience and capability in balancing two or more cultures</li> <li>• Awareness of values and lifestyles in diverse communities</li> <li>• Ability to interact with and relate to many different people</li> <li>• Aptitude to perceive things from another person's viewpoint</li> </ul>	
<p><b>Communication/Language Skills (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Oral competence</li> <li>• Written expression</li> <li>• Listening and comprehension skills</li> <li>• Vocabulary/grammatical structure utilization</li> <li>• Intercultural awareness and non-verbal communication differences</li> </ul>	
<p><b>Openness</b></p> <ul style="list-style-type: none"> <li>• Ability to compromise and be flexible</li> <li>• Tolerance for differences</li> <li>• Openness to new experiences and activities</li> <li>• Awareness and respect for beliefs of others</li> </ul>	
<p><b>Resilience</b></p> <ul style="list-style-type: none"> <li>• Patience and adaptability</li> <li>• Ability to keep a sense of humor in stressful situations</li> <li>• Capacity to deal with setbacks</li> <li>• Strength in handling unpredictable and unfamiliar situations</li> </ul>	
<p><b>Confidence</b></p> <ul style="list-style-type: none"> <li>• Ease in establishing relationships with people from different cultures</li> <li>• Willingness to take risks</li> <li>• Awareness of personal strengths and weaknesses</li> <li>• Self-sufficiency</li> </ul>	

# Highlighting your Off-Campus Study Experience

## On your RESUME:

### EDUCATION

**Colorado College**, Colorado Springs, CO

May 2015

*Bachelor of Arts*, Major in Economics with emphasis in Mathematics and Political Science GPA: 3.36

**Relevant Courses:** International Trade, Financial Accounting, Statistics, Calculus I and II, International Relations

**Awards:** Order of Omega National Leadership Honor Society, 2008; Alpha Lambda Delta Honors Society, 2007

**Sydney Internship Program**, Boston University, Sydney, Australia

September - December 2013

Intensive semester of study and experience focusing on Australian history, culture, literature, politics, economics

### WORK EXPERIENCE

**Citigroup Corporate And Investment Bank**, Sydney, Australia

October - December 2013

*Transition Team Intern* – Global Markets, Equities Trading Division

- Executed daily tasks of Excel valuations, learned IRESS trading platform, research clients
- Worked under Managing Director of Portfolio and Implementation Risk Management in Equity Capital Markets
- Performed reconciliations, analyzed/researched equities for trade portfolio, conducted with pre/post-trade analysis

### COMMUNITY SERVICE AND LEADERSHIP EXPERIENCE

**Volunteer**, La Cruz Roja, Guadalajara, Mexico

August – December 2011

- Assisted children in need weekly at local hospital, played games, read, provided companionship

## In your COVER LETTER:

Explain specifically why the off-campus education experience is relevant. Include how the skills apply to the job.

Examples might include:

- Recognized the stages of cross cultural adjustment...
- Obtained multicultural communication skills...
- Interacted in intercultural and intracultural settings...
- Obtained Spanish language proficiency...

## During your INTERVIEW:

Be prepared to talk about your experience, the skills you gained, and how you grew out of the experience. Share interesting, yet brief, stories of your time spent abroad. Use the Behavioral/STAR method to tell your story concisely:

1. **Situation**
2. **Task (that needed to be done)**
3. **Action (taken)**
4. **Result (must be positive or reframed in a positive way)**

They should be able to “see” your story clearly from your description, and understand how you will use these skills in your future work.

*What examples could you provide for these questions?*

- Give me an example of a time when you learned something important to you outside of the classroom.
- How was your off-campus study experience different from a vacation?
- Describe a situation where you were forced to overcome logistical, cultural, or language issues.
- Have you ever had to deal with someone very different from you?
- Tell me about a time when you were faced with a situation which didn’t turn out as you had expected.
- Give me an example of a time when you had to act under pressure.
- Did you ever have to follow a rule, policy, or procedure with which you did not agree?
- Describe a situation in which you were faced with a communication breakdown.