

Study Abroad on the Resume

Study Abroad is a great experience to explore different cultures and complete several courses over the summer or winter semesters. Students can also complete projects and connect with innovative firms to explore opportunities abroad. These projects can bring value to a resume if they are relevant to a student's career goals. These projects should be included under the Experience section and follow the provided format. If the study abroad program consisted only of classwork, then students should place that information under the Education section on the resume.

Template for Study Abroad Project's:

EXPERIENCE

[PROGRAM NAME] - Waco, TX

Semester Year

Title for Project Involvement (Project Name)

- [Open resume bullet points with a variety of action verbs to avoid repetition]
- [Include details that are performance oriented and quantify results when possible]
- [Avoid resume bullets with "hanging words" – Single words on the 2nd line. Use resume space wisely and make sure resume is weighted properly]
- [Use Calibri font. Font sizes – Section Heading 14, Name 17, Spacer lines: 8-6, Text 11-10.5]

Examples:

*If you had a project within your study abroad program, please utilize the following framework below and add this position to your **Experience Section**:*

BAYLOR BUSINESS IN EUROPE

Summer 20XX

Project Manager – Case Assessment for London International Inc.

- Analyzed company financial and performance data to create innovative recommendations
- Created a PowerBI report and presentation that consisted of data findings and a plan of action resolve inefficiencies within the technology department

*If you networked with professionals or business leaders within your study abroad program, please utilize the following framework below and add this position to your **Experience Section**:*

BAYLOR IN GREAT BRITIAN

Winter 20XX

Attendee

- Networked with 5 executives such as Dell's and Apple's Chief Financial Officers to gain a better understanding of finance and accounting practices within Great Britain
- Led over 5 team members to effectively collaborate in industry specific workshops

Examples Continued:

*If your study abroad program only consisted of classwork, please utilize the following framework below and add this position to your **Education Section**:*

BAYLOR IN GREAT BRITIAN

Principles of Marketing (MKT 3305)

Relevant Coursework: Planning & Implementing Marketing Strategies, Market Research & Information Systems, Consumer Buying Behavior, and reaching global markets