

HOW TO ADDRESS FOREIGN WORK/EDUCATION EXPERIENCE ON RESUMES

US resume formatting may be different than what you are accustomed to. You will need to format your resume to meet the expectations of US employers. Have your CSC review your resume for formatting errors, typos and grammatical mistakes.

FOREIGN EDUCATION

- Always include the following information: the degree you received, your major, the name of your school, its location, and your graduation year.
- When you are listing a degree you received from a university in another country on your US resume, provide the US/English language equivalent of the degree and the institution along with the degree and institution in the original language.

For example: Bachelor of Engineering in Renewable Energy (La Licenciatura de Ingeniería en Energías Renovables – LIER), May 2012

- If you had your degree evaluated for equivalency with the National Association of Credential Evaluation Services (NACES), consider listing the equivalency conclusion and reference number on your resume under the degree.

For example: Transcript Research member of the National Association of Credential Evaluation Services (NACES) has determined The Titulo de Administradora de Empresas (Title of Business Manager) in Administradora de Empresas (Business Management) from National University of Colombia is considered equivalent to completion of a Bachelor of Business Administration from a regionally accredited college or university in the United States.

Reference #: XXXXXX

- List your most recent degree first and all other degrees in reverse-chronological order
- You do not need to include your high-school education if you already graduated from college

FOREIGN WORK EXPERIENCE

To keep your resume to one-page, it will be important to focus on the key aspects of your international work experience.

- List the name of the employer, city and country.
- If you have employment from various employers, you can simply list the name of the employer, city and country and the time-frame without the bullets. This way an employer can see your total years of experience working.
- Focus on the key duties/responsibilities or outcomes (3-5 bullets).
- If you advanced your career with the same employer, list the employer, city and country, titles of all positions and highlight your key accomplishments.

A WORD ABOUT FOREIGN WORK AND EDUCATION HISTORY

- Your work history, education, and experience are part of what has made you who you are today. Be proud of that history and of the resilience, flexibility, and hard work that it takes to relocate to a new country.
- U.S. employers are interested in understanding all of your professional and education experience, not just what you've done since coming to the U.S. Be sure and include all relevant work and education, even if it came from another country than the U.S.
- When preparing your elevator speech in response to the "tell me about yourself" question in interviews, be sure to practice telling your story in a way that includes what brought you to the U.S. and your work history/education prior to coming to the U.S. You don't have to share personal details (e.g., family issues, children, sickness, conflict or difficulties, etc.), but have a polished response ready when interviewers ask you what brought you to the U.S.