



# How to Effectively Include Study Abroad on Your Résumé

When it comes to highlighting your study abroad experience on your résumé, where you put it matters. Here, we show you how...

**If your program was heavy on the academic side, list it under the “Education” heading:**

## **EDUCATION**

### **State University, Chicago, IL (2011-2015)**

- BA in Business Administration, overall GPA 3.5
- Minor in Spanish

### **Study Abroad, CEA Barcelona, Spain (1/2014-4/2014)**

- Completed course work in International Business and Spanish Language/Culture
- Gained fluency in Spanish
- Demonstrated willingness to take risks through enrollment in Spanish-speaking curriculum
- Completed research project on cross-cultural management

**If your experience included an internship, service learning, or other hands-on experience, list it under the “Professional Experience” heading:**

## **PROFESSIONAL EXPERIENCE**

### **Sales Associate, ABC Company, Chicago, IL (Summer, 2014)**

- Developed sales strategy for ABC’s new product line
- Increased sales by 29% over two months

### **Study Abroad, CEA San José, Costa Rica (1/2014-4/2014)**

- Completed international internship at Costa Rican marketing agency
- Gained Spanish language proficiency
- Practiced international business strategies and skills

Remember to keep your verbs active! Action words like *immersed*, *cooperated*, *translated*, *exchanged*, *practiced*, *recognized*, *navigated*, *adapted*, *shared*, and *learned* effectively communicate what you gained from your time overseas.