INTERNATIONAL CAREERS

CAREER BUILDING ADVICE
FOR YOUNG PROFESSIONALS

November 19th, 2008
Burkle Center Career Panel
Ackerman Union 2nd Floor Lounge
INTERNATIONAL CAREERS
Career-Building Advice for Young Professionals

The Burkle Center presents an international career panel with leaders in the field of international affairs who will provide insight about various professions and guidance on how students and recent graduates can prepare for an international career.

Panel Presentation by:

- **Arthur Grace**: Award-winning Photo Journalist & Author, Life, Time, Newsweek, NYT
- **Soparvan Suphamongkhon**: Former Senior Vice President, HSBC Thailand & Managing Director, Kanta Enterprise Int’l.
- **Michael Julius Idani**: Asset Management Associate, The Capital Group Companies
- **Alex Turkeltaub**: Managing Director & Founder, Frontier Strategy Group
- **(Moderator) Anna Spain** - Deputy Director, UCLA Burkle Center

Additional Resources:

The UCLA Career Center offers the following resources for students interested in international careers: job and internship databases, letter of reference services, information panels, career fairs, resources on graduate & professional schools, onsite interviewing services, a research library and counselors eager to assist you in finding your career.

The UCLA Career Center is located at:

501 Westwood Plaza (at Strathmore near Parking Services)
Floors 2 and 3
Los Angeles, CA 90095-1573
Phone: (310) 206-1915
Open Monday through Friday, 9am to 5pm

Thank you for attending and good luck on finding the internship that fits your needs! Just by attending this panel discussion you are already on your way!
International Careers: At a Glance

There are multitudes of international career opportunities, however breaking into the field can be challenging. This guide provides advice and resources for students and recent graduates looking to build a career in international affairs. The resources included in this guide are not meant to be exhaustive, but to provide an overview of the types of opportunities available to you.

TABLE OF CONTENTS

I. BUILDING YOUR CAREER
   a. Business
   b. Information Technology
   c. Tourism & Hospitality
   d. Internships
   e. Au pairs Programs
   f. Volunteering
   g. Teaching Abroad
   h. Translation & Interpretation
   i. Government
   j. Research

II. RESOURCES
   a. Study Abroad Resources
   b. Funding Sources/Fellowships
   c. Job Search Resources (Work Permits, Visas, International Resumes)
   d. Travel & Live Abroad Resources
   e. Country Resources
   f. Professional Association Information
   g. Professional Skill Sets

*Sources: UCLA Career Center; UC Berkeley Career Center; Monster.com; and Transitions Abroad.com.*
I. BUILDING YOUR CAREER

Business - Business and Banking are tough fields to get into. Most often you need an MBA graduate degree. International graduate schools are one way to propel you into this field. Another way is through internships and study abroad. UCLA Education Abroad Programs (http://www.international.ucla.edu/eap/) has information for undergraduates who want to study business abroad. Since it is easiest to get overseas through companies in the US, start by looking at multinational companies with US headquarters or foreign companies with offices in the US. Forbes magazine (http://money.cnn.com/magazines/fortune/global500/2006/) lists the top international companies, which includes the top multinational and foreign companies in the US; Fortune magazine (http://www.fortune.com/fortune/global500) also lists their top 500 Global companies. Top Jobs on the Net, UK (http://www.topjobs.co.uk/) is a site that will email you job listing of positions you specify, including those for new graduates.

Opportunities/Organizations

- Business and Economics Library’s Foreign Company Directory Sources (http://www.lib.berkeley.edu/BUSI/bbg10.html) - Has alphabetical listing, as well as country-specific resources.
- Hoovers UK (http://www.hoovers.com/freeuk/) - UK version of Hoovers, provides profiles of international companies.
- Bi-national Chambers List through the State Government (http://www.sos.ca.gov/business/ibrp/bintl_chambers.htm) - From the California state government, list of bi-national chambers of commerce and contact information. Also has a link to foreign trade associations.

Information Technology - With the invention of the internet, the "world went wired". Jobs in the technology fields have exploded not just in the US, but around the world. A great way to find a job in this field is by using the technology itself, the Internet. There are dozens, maybe hundreds of sites that are dedicated to IT jobs. The Escape America (http://www.escapeartist.com/jobs32/jobs32.htm) site has a list of websites dedicated to IT jobs overseas. TotalJobs.com (http://www.totaljobs.com/) also offers IT employment listings for jobs throughout the world. You may also consider a job based in the United States but which allows opportunity for occasional travel abroad. To find positions in the US that have overseas projects or components try job databases such as BestJobsUSA.com (http://www.bestjobsusa.com/index-jsk-ie.asp). When searching for jobs, type "international travel" or "overseas" in the keyword box to narrow the list of jobs to those with possible international connections.

Tourism & Hospitality - One of the reasons you are interested in an international job may be you want temporary international travel experiences. A job in the tourism and hospitality industry could be for you. The tourism and hospitality industry is one of the biggest and fastest growing industries. Most
Tourism and hospitality jobs are seasonal but there are long-term career opportunities available such as an activities director on a cruise ship, a resort manager at a beach resort, an animation director at a golf and casino resort, a customer services supervisor at an outdoor adventure touring company, etc.

There are no formal training or education requirements. The skills you need are specific to each segment within the industry, and they are best acquired on the job. The salary may be 20 to 30% lower than other international industries, but you may get special benefits such as free accommodations and meals.

Opportunities/Organizations

- **Caribbean Job Fair** (http://www.caribbean-search.com/jobs.htm/) - A database of Caribbean job opportunities including the hospitality and restaurant industries.
- **Cool Jobs Canada** (http://www.cooljobscanada.com/) - listings of tourism and hospitality jobs in and around Canada.
- **Hospitality Careers Online - UK and Ireland** (http://www.hcareers.co.uk/) - Searchable database of all hospitality industry employment in the UK or Ireland.
- **Lhotellerie International** (http://www.lhotellerie.com/) - Job opportunities in the restaurant and hotel trades in France.
- **Payaway** (http://www.payaway.co.uk/dirtourism.htm) - A worldwide listing of summer jobs in tourism.
- **ResortJobs.com** - International resort jobs with ski resorts, camps, national parks, cruise ships, restaurants and hotels.

**Internships** - An internship is an on-site work experience that is directly related either to your major field of study or your career interest. Job duties are professional in nature. Although many overseas internships are unpaid, they can greatly enhance your international career. For international employers this could lead to possible long-term employment.

A number of international internships are actually based in the United States, particularly in the Capital, New York and Los Angeles. For example, the Canadian Embassy offers internships in Washington, DC. Contact foreign embassies in the US using EmbassyWeb (http://www.embassy.org/) as part of your internship search. Several offer summer and/or semester-long experiential learning. You can also search the Los Angeles area to see if internships are available at the various Consulate General offices. Positions with these organizations are often overlooked by students, and are less competitive than internships with well-known entities. (i.e. Australian Consulate)
The US Department of State (http://careers.state.gov/) offers Spring, Summer, and Fall internships. Students must be returning to their academic institution following their internship. While most of the internships are usually in Washington DC (and some in Los Angeles), there are opportunities for students to go abroad as junior Foreign Service Officers!

The US Department of Agriculture (http://www.fas.usda.gov/admin/student/program.asp) Foreign Agricultural Service (http://www.fas.usda.gov/admin/jobs/jobs.asp) also offers an International Internship Program that provides international agricultural experience to college students that will assist them in making career choices. Internships are available for Spring, Summer, and Fall. The Communicating for Agriculture Exchange Program (http://www.cabenefits.org) hosts an exchange program (work for room and board) in the areas of agriculture, equine, horticulture or enology.

Large multi-government organizations, such as The United Nations (http://www.unsystem.org/) offer internship opportunities through different UN offices for graduate and post-graduate students. The World Bank (http://www.worldbank.org) offers undergraduate and graduate interns practical knowledge management experience with members of thematic groups (TG) in a mutual learning and sharing environment.

Lastly, there a number of Los Angeles based internships:

- **ATHGO**: http://www.athgo.org/programs/internships.html (Positions available for research overseas, event planning in LA, online assistance, etc.)
- **UCLA Burkle Center for International Relations**: http://www.international.ucla.edu/burkle/
- **Center for American Progress**: http://www.americanprogress.org/aboutus/intern
- **Human Rights Watch**: http://www.hrw.org/internships/undergraduates/undergraduates.html (Positions available in LA under the Children's Rights Division & Development/Outreach)
- **IGCC Summer Internship in Washington, DC**: http://igcc.ucsd.edu/cprograms/funding/dc_internship_menu.php
- **International Visitors Council of LA**: http://www.ivcla.org/member.html
- **Pacific Council on International Policy**: http://www.lawac.org/students/internship%20program.htm
- **(UCLA) Asia Media**: www.asiamedia.ucla.edu (Positions available in journalism, multimedia training and web design.)
- **(UCLA) Asia Pacific Arts**: www.asiaarts.ucla.edu
- **US State Dept**: http://careers.state.gov/students/
- **World Affairs Council – LA**: http://www.lawac.org/students/internship%20program.htm

**Au pairs** - an au pair is a foreign-national domestic assistant working for, and living with, a host family. Au pairs have a unique employment situation in that they live with their employer - this option is ideal for paid or inexpensive stays overseas. Typically, au pairs work approximately 5 hours a day, some evenings, 5 days a week. They should be provided with a private room and full board. Given the close proximity to your employer it is a good idea to talk with prospective employers well in advance and clearly define your hours and duties to make sure that the position is a “fit” for both of you. Au
pair positions can be found through local listings in newspapers or through dedicated agencies such as International Educational Services (http://www.planetaupair.com), which offers placement in Spain and other Western European countries. Au pairs programs provide a great opportunity to live abroad and work part-time while having the freedom to take courses at a local university, intern and learn the language/culture.

**Volunteering** - Volunteering is one way to get your foot in the door of an organization. Volunteer opportunities are available in a wide range of locations and disciplines. Some provide room and board. If you are focusing on developing countries, volunteer positions are often your best bet for acquiring international experience. They may provide a "pay off" as you enter the job market after graduation by giving you valuable experiences to include on your resume and discuss during interviews. They also offer a fantastic opportunity to learn and use a new language.

Many organizations promoting social change offer volunteer positions. Examine your values carefully if you are exploring this facet of international work, because service agencies usually seek individuals who share their political or religious beliefs. Understand the mission of any organization before joining or working for it.

**Opportunities/Organizations**

- **Peace Corps** (http://www.peacecorps.gov). Volunteers make a 2 year commitment to work with teachers and communities in developing countries to help them take charge of their own futures. After the 2-year term volunteers are eligible to work within the Peace Corps organization or accept smaller terms of service (3 – 6 months).

- **Volunteer Services Overseas** (http://www.vsocan.org) is an organization that places over 800 volunteers aged 20-70 placed around the world each year in the fields of education, health, natural resources, business, social work, librarianship, media, law, the technical trades and engineering.

- **Global Volunteers** (http://www.globalvolunteers.org/) is a private nonprofit, non-sectarian development organization, and was founded in 1984 with the goal of helping to establish a foundation for peace through mutual international understanding.

- **Non Governmental Section of the Department of Public Information** (http://www.un.org/dpi/ngosection/asp/form.asp) at United Nations Headquarters, you can do a search through a database of 1,400 NGOs worldwide that are associated with the DPI and that work to disseminate information about the UN to the local constituencies.

- **American Friends Service Committee** (http://www.afsc.org/). Founded in 1917 by Quakers and based on Quakers’ values of nonviolence and social justice, AFSC offers US internship opportunities in the areas of domestic and international social justice programs to people of all faiths. Summer projects in Mexico, China and Africa are also available. Note: these are fee-based programs.
• **Amigos de las Americas** ([http://www.amigoslink.org/](http://www.amigoslink.org/)). Established in 1965, Amigos sends typically teams of two or three volunteers to one of eight Latin American countries: Brazil, Costa Rica, Dominican Republic, Honduras, Mexico, Nicaragua, Panama, or Paraguay for one to two months in the summer. These fee-based programs are centered around public health and community development projects.

• **Earthwatch Institute** ([http://www.earthwatch.org/](http://www.earthwatch.org/)). Allows volunteers ages 18 and older to participate on peer-reviewed scientific observation projects and field research around the globe for one to three weeks. Fee-based programs.

• **Global Citizens Network (GCN)** ([http://www.globalcitizens.org/](http://www.globalcitizens.org/)). Sends small teams of volunteers led by a trained GCN team leader to work on projects such as setting up a library, teaching business skills, building a health clinic, or planting trees to reforest a village as initiated by the local communities around the world. Trips last from one to three weeks depending on location. Fee-based programs.

• **Global Medical Brigades/Global Business Brigades** ([http://medicalbrigades.com/]). GMB is a secular, international network of university club and volunteer organizations that travel to developing countries to perform health care in communities otherwise without access to medicine.

• **Global Volunteers** ([http://www.globalvolunteers.org/]). GV's goal is to help establish a foundation for peace through mutual international understanding. Its programs center on a 1-3 week volunteer experiences in Southeast Asia, Africa, Latin America, the Caribbean, Europe, and the US. Teams of volunteers live and work with local people on human economic development projects. Fee-based programs.

• **Institute for Central American Development Studies** ([http://www.icadscr.com/]). ICADS, created in 1986, offers four different programs for intensive Spanish learning, study abroad, field experience and/or internship opportunities. Projects involve women's issues, economic development, environmental studies, public health, education, human rights, and wildlife conservation in Costa Rica or Nicaragua. Fee-based programs.

• **International Cultural Youth Exchange** ([http://www.icye.org/]). ICYE is an international nonprofit youth exchange organization that promotes international understanding and sensitivity to social, political, and economic realities in the world through work camps and exchange programs for young people ages 18-30.

• **International Foundation for Education and Self-Help (IFESH)** ([http://www.ifesh.org/IFESH]). IFESH offers an International Fellows program for recent graduates or mature college seniors. Program entails a nine-month, field work opportunities with self-help, economic development projects working with various international organizations in African countries.

• **International Volunteer Program** ([http://www.volunteerinternational.org/]). IVP's mission is to develop educational exchanges and foster international understanding. With programs in 31 countries, it offers a wide range of international programs and services for students, faculty, and the general public. Fee-based programs.

• **Joint Assistance Centre** ([http://www.jacusa.org/]). Offers one to three-month placements in various nongovernmental village development organizations in rural India in areas including sanitation, health care, and women's welfare. Fee-based programs.

• **Mobility International (MUSA)** ([http://www.miusa.org/]). Manage the National Clearinghouse on Disability and Exchange (NCDE) and educates people with disabilities about international
exchange and volunteer programs. Advocates for the inclusion of people with disabilities in all types of opportunities.


- **VIA (formerly Volunteers in Asia)** ([http://www.viaprograms.org/](http://www.viaprograms.org/)). Sends over 40 volunteers to Asia to teach English for a summer, one-, or two-year commitment. Fee based programs. VIA also bring 250 Asian students to the United States in educational and cross-cultural exchange programs.

- **Visions in Action** ([http://www.visionsinaction.org/](http://www.visionsinaction.org/)). Is an international nonprofit organization founded in 1989. Visions offers 6 and 12 month volunteer placements in Uganda, Tanzania, South Africa, and Mexico. Short-term programs of 3-7 weeks are offered in Tanzania and Mexico. Positions are available with local nonprofit development organizations (NGOs), research institutes, health clinics, community and activist groups, and the media. There are also internship opportunities available in Visions in Action's US Office in Washington, DC. Fee-based programs.

- **Voluntary Service Overseas** ([http://www.vsocan.org/](http://www.vsocan.org/)). Places volunteers from all walks of life on two-year projects in developing nations. The aim of VSO projects is “help people help themselves.” VSO Canada accepts applications from citizens or permanent residents of the United States.

- **Volunteers for Peace** ([http://www.vfp.org/](http://www.vfp.org/)). An international network of organizations that organizes work camps, typically for two to four weeks in duration since 1981. The program’s aim is to promote citizen diplomacy by maximizing personal contact with local people

- **World Relief** ([http://www.wr.org/](http://www.wr.org/)). Offers one- and two-year assignments through its Hands On! program in Africa, Latin America, Asia, and the Pacific. Volunteers must be Christian and active in a local church. A college degree and/or language skills usually are required. Couples with dependents sometimes are accepted. Expenses are not always covered. In some cases volunteers are responsible for travel and part of their living expenses.

- **WorldTeach** ([http://www.worldteach.org/](http://www.worldteach.org/)). Sponsored by Harvard University, WorldTeach sends 250 volunteers around the world for one year to teach English in Africa, Eastern Europe, Central and South America, and Asia. In Africa, some math and science courses may be taught. A fee paid to Harvard University covers transportation, insurance, room, and stipend.

**Teaching Abroad**—Teaching abroad is a popular option for paid or inexpensive stays overseas. Interest in teaching English abroad is growing. Proficiency in the local language is rarely a requirement for employment, although some knowledge of the host country’s language and culture will strengthen your rapport with students. Language institutions in most countries require a minimum of a bachelor’s degree and a commitment of 1-2 years.

**Opportunities/Organizations**

- **English International** ([http://www/english-international.com/](http://www/english-international.com/)) has FAQs about TEFL, overview of the TEFL job market, training options, and more.
• French Ministry of Education Teaching Assistantships (http://www.frenchculture.org/spip.php?article396). The French Ministry of Education offers 1000-1500 paid positions for Americans to teach 6-9 months in primary and secondary schools and Instituts universitaires de formation des maîtres in all parts of France and the DOM-TOM. Students without a major or minor in French but with a basic proficiency in French can also apply. Deadline to apply: December for the following Fall.

• Japan Exchange & Teaching (JET) Program (http://www.jetprogramme.org/). The Japanese government offers university graduates the chance to spend a year or more living and working in Japan while team-teaching in Japanese public schools as Assistant Language Teachers (ALTs) or assisting local governments as Coordinators for International Relations (CIRs). Deadline to apply: December for the following Fall.

• North American Language and Culture Assistants in Spain (http://www.mec.es/sgci/usa/en/programs/us_assistants/default.shtml). The Ministry of Education and Science of Spain, with agreement with the Autonomous Regions, have teaching assistant positions for North Americans to assist in elementary or secondary schools in Spain. Need to have at least an intermediate level of Spanish. Deadline to apply: April for the following academic year.

• Teach English in Asia (http://www.teachenglishasia.net/) is a great resource for individuals interested in living, teaching, traveling and/or working in Asia. This web site provides information and teaching jobs available in countries such as Taiwan, China, Japan and Korea. While you are looking into teaching jobs abroad remember to do your research and ask the right questions. Read "This is How We Say "Hello!" - Teaching English as a Second Language in Asia" (http://career.berkeley.edu/Article/051202b-mh.stm) for more information and ideas about questions to ask before you go.

• TESL/FL Resource Guide (http://www.tesol.net/mele.faq.html) is a valuable and useful site (although copyrighted in 1996) packed with information on differences among ESL/EFL/ESOL, bibliographies, web resources, and more.

• University of Northern Iowa (UNI) Overseas Placement Service for Educators (http://www.uni.edu/placement/overseas/) is one of the largest international recruiting fairs held annually in the US for certified K-12 educators from the US or Canada.

Translation & Interpretation - If you know more than one language, you may want to consider a translator or interpreter career. A translator deals with written text and an interpreter works with live speech. In addition to knowing a second or third language, you should have a thorough knowledge of the culture and customs of the countries where these languages are spoken. The requirement of being a translator or interpreter varies. Some employers may require you to be certified and others may not. The United Nations requires a candidate to have a Bachelor of Arts in the main language, passing a test and being skilled in three of the six official United Nations languages.

Few schools in the United States provide certificate programs in translating and interpreting and fewer provide actual degree programs. The Monterey Institute of International Studies (http://www.miis.edu/) offers a Master’s degree program in California. UC Riverside Extension (http://www.extension.ucr.edu/certificates/interpretation/), UCLA Extension
and UCSD Extension offer certificate programs in translation and interpretation. San Francisco State University (College of Extended Learning) offers legal/Court Interpretation Certificate program. The American Translation Association has an accreditation program, with exams scheduled regularly around the US and in several international locations.

Opportunities/Organizations

- **Career Focus: Translator** - General information, industry trends, and pros and cons of being a translator
- Translatortips.com - Resource that helps freelance translators.
- The Translator's Home Companion - A focal point of information about resources available on the Internet and elsewhere for translators and interpreters.
- Northern California Translators Association - Resources on Translation Agencies, professional workshop, etc.
- The American Association of Language Specialists - This association represents language specialists working at the international level, either at conferences or in permanent organizations, and determines their qualifications and standards. It includes a membership of over 150 interpreters and translators based in many countries. You may access a listing of interpreters and translators which may be useful for networking.
- American Translators Association - Information on translation and interpretation professions. Job postings are reserved for members only. This association offers accreditation to translators and also provides information on their annual conference. There is also a listing of regional/state affiliated chapters of this organization.
- California Court Interpreter - Information on how to become a California court interpreter.
- California Court Interpreters' Association - is a nonprofit association promoting the profession of court interpreters. Also provides links to resources.
- Institute of Translation and Interpreting - This association in the UK has a great section of handouts under "Getting Started." Titles include: Getting into Translation, Getting into Interpreting, Translation & Interpreting Courses, Presenting yourself to Work Providers and to Translation Companies in Particular, How to Make Money Working Freelance for Translation Companies, and more.
- Language Automation - Access a very thorough list of translation related organizations, or click on "find a job" for links to subscribe to approximately 10 useful list serves where translation jobs are posted.
- The National Association of Judiciary Interpreters and Translators is a nonprofit organization dedicated to the furtherance of the court interpreting and legal translation profession. Through the website you can access general information about the profession under "Frequently Asked Questions about Court Interpreting."
• **The Translators and Interpreters Guild** (http://www.ttig.org/). The Guild’s mission is to help raise the standard of living for translators and interpreters by focusing on core issues: assistance in finding work, lobbying for favorable legislation, helping beginners get into the field, and improving pay, benefits and working conditions.

• **Transref.org**. (http://www.transref.org/) Click on "Newcomers" for good career information on how to take the initial steps into interpreting and translation, job hunting advice, information on contracts, rates, and payments, and information on proposed codes of practice for translators and companies.

**Government** - Working for the government is what many think of when they think of overseas employment. There are many types of jobs with the government in areas such as, intelligence, foreign policy, economics, translation and research.

**Opportunities/Organizations**

• The US Agency for International Development (USAID) (http://www.usaid.gov/careers/) lists positions available overseas and domestic, including all levels of Foreign Service agents.

• Another link of interest for jobs in government is through FedWorld (http://usajobs.opm.gov/), which lists positions by state and overseas.

• State Department (http://www.state.gov/careers/) - The State Department offers jobs as Foreign Service Officers, Civil Service Officers, Foreign Service Specialists, Diplomatic Security Personnel, Attorneys and Student Internships.

• Government Jobs Database (http://www.usa.gov/Citizen/Topics/Defense.shtml) - Search government jobs available in defense or international relations.


• FBI (http://www.fbi.gov/)

• CIA (https://www.cia.gov/)

**Research** - Research positions are for those interested in fields such as public policy, politics or international affairs. The focus of the job is on writing papers and examining theoretical positions, all in the effort to gain new knowledge and understanding. Many research centers or "think tanks" can be based in the US or world wide and look at international issues such as development, world peace, and arms control.

**Opportunities/Organizations**

• Political think tank resources (http://www.lib.umich.edu/govdocs/psthink.html#comp)

• International relations think tanks in the US and in foreign countries(http://www2.etown.edu/vl/research.html)

• World think tank directory (http://www.nira.go.jp/ice/index.html)
• **IFES** (http://www.ifes.org/partners.htm) has a very useful website with links to allied organizations dealing with human rights, international development, government agencies, research and think tanks, and more.

• **Directory of development organizations worldwide** (http://www.devdir.org/) including: international organizations, government ministries, private sector institutions, development agencies, universities, research and training institutes, NGOs/PDOs, grant makers, banks, microfinance institutions, and development consulting firms working to promote private sector development and poverty reduction. Searchable by geographical region and specific country.

• **The Foundation Center** (http://lnp.fdncenter.org/finder.html) has an online database of over 70,000 private and public foundations in the US that you can search by keywords or location.

• **RAND** (http://rand.org/) - a non-profit think tank helping to improve policy and decision making through objective research and analysis.

• **University of Michigan’s Political Science Resources Think Tanks** (http://www.lib.umich.edu/govdocs/psthink.html#comp/) - Comprehensive listing of links to think tanks, with a search feature.

• **World Directory of Think Tanks** (http://www.nira.go.jp/ice/index.html) - maintained by the National Institute for Research Advancement.

• **WWW Virtual Library: International Affairs Resources** (http://www2.etown.edu/vl/research.html/) - International relations think tanks and institutes here in the U.S. and abroad. Categories include specialized fields such as Peace, Conflict Resolution, and International Security, American Foreign Relations, Global Environment, and International Development.

## II. RESOURCES

### Study Abroad Resources

• **American Institute for Foreign Study (AIFS)** (http://www.aifsabroad.com/) - Semester and summer programs offered around the world.

• **Center for the Internationalization of Colleges and Universities World Wide** (http://www.usc.edu/schools/college/overseas/) - directory and information on study abroad programs, resources and funding.

• **EAP Home for UC’s** (http://eap.ucop.edu/) - Information on Education Abroad Programs for the UC system

• **International Study and Travel Center** (http://eap.ucop.edu/) - Information about study abroad programs, working and funding resources

• **National Security Education Program (NSEP)** (http://www.iie.org/programs/nsep/default.htm) - Study abroad programs offered in many fields and languages of study.

• **Studyabroad.com** (http://www.studyabroad.com/) - Searchable directory of study abroad programs

• **Peterson’s Study Aboard Program Directory** (http://www.petersons.com/stdyabrd/us.asp?sponsor=1&path=ug.fas.go) - Searchable directory of academic and summer study abroad programs.
- Take the Shock out of Culture Shock (http://www.petersons.com/ugchannel/landing.asp?id=838&path=ug.fas.go) - Information and tips for study-abroad students to deal with the unexpected going overseas and coming home.
- What’s the Word for Band-Aid?: Keeping Safe and Healthy Overseas (http://www.petersons.com/stdyabrd/abroad5.html) - Recommendations on health and safety issues for study-aboard students.

Funding Sources/Fellowships - You know you want to go abroad, now how do you pay for it?

Funding can come in a variety of ways. It is best to look in different areas, not just funding strictly for going abroad. There may be an academic or community related scholarship or fellowship that you are perfect for (i.e. Fulbright Fellowships). The UCLA Career Center offers a comprehensive list of scholarships and awards for studying abroad. The UCLA Education Abroad Program (http://www.international.ucla.edu/eap/) can also help you to find funding sources. Talk to family, friends and local organizations such as Rotary, Kiwanis, community cultural centers or the International Institute at UCLA. The following programs offer some support for short-term work abroad:

The World Pulse Program (http://www.worldpulse.org/) provides people of color, community organizers, and people from low-income backgrounds with unique 8-month community service and learning opportunity that combine 2-3 weeks of international work with service learning in the US.

The Public Policy and International Affairs (PPIA) Fellowship Program (http://www.ppiaprogram.org/) prepares students of color for future careers in public policy and international affairs through activities leading to a master’s degree. Those who have successfully completed a junior institute and have received their undergraduate degrees may receive support for internships.

Resources

- 101 Top College, University and Scholarship Websites (http://www.college-scholarships.com/100college.htm) - Huge list of links to funding resources
- Association of University Women: Career Development Grants (http://www.aauw.org/) - Grants and fellowships for scholars and women at others stages in their career development.
- FastWeb (http://www.fastweb.com/) - will email scholarship information based on profile you provide
- FinAid! Guide to Financial Aid (http://www.finaid.org/) - information and links on all types of financial aid and scholarships
- Financial Aid for Study Abroad (http://www.finaid.org/) - List of financial aid links from UCI’s Center for International Education.
- Institute for International Education - (http://www.iie.org/) Assists in administering the Fulbright and related programs.
- International Education Financial Aid (IEFA) (http://www.iefa.org/) - Search database by field of study to find funding resources.
• **Luce Scholars Program** (http://www.hluce.org/redirect.aspx) - "Luce Scholars Program provides stipends and internships for eighteen young Americans to live and work in Asia each year."

• **NSEP: Graduate Fellowships** (http://www.iie.org/programs/nsep/default.htm) - "Fellowships enable US graduate students to pursue specialization in area and language study or to add an important international dimension to their education."

• **Sara’s Wish Foundation (Travel for Women)** (http://www.saraswish.org/) - Scholarships are awarded to women who exhibit qualities of leadership, service, and adventure.

• **Study Abroad Forum** (http://www.studyabroad.com/) - Click on "financial aid" for list of links.

• **The Harry S Truman Scholarship Foundation** (http://www.truman.gov/) - "Scholarships for students who plan to pursue careers in government or elsewhere in public service, and wish to attend graduate or professional school to help prepare for their careers."

• **World Bank: Scholarships and Fellowships** - (http://www.worldbank.org/wbi/scholarships/) "Scholarship programs to help create an international community of professionals working in the field of economic and social development, and build capacity for research in developing countries."

### Job Search Resources (Work Permits, Visas, International Resume)

**Work permits and Visas** - Work permits and visas are necessary documents for working abroad. No employer can legally hire you abroad without authorization, which varies from country to country. Getting a work permit is easiest when done through a company that regularly acquires work permits for its employees. Since this isn’t always an option, plan ahead for what can be a lengthy process. Contact the embassy of the country you are targeting for further information. Go to The Electronic Embassy Help and Resource Center (http://embassy.org/hrc/index.html) for an online list of embassies.

Students and new graduates can get short-term work permits for certain countries through programs such as **Council on International Educational Exchange (CIEE)** (http://www.ciee.org/) and the **British Universities North America Club (BUNAC)** (http://www.bunac.org/).

- **Chambers of Commerce** - Directory for Chambers of Commerce around the world. (http://clickcity.com/index2.htm)
- **Iagora: Visa Requirements** - Use searchable database to find visa requirements and other info for any country. (http://www.iagora.com/itravel/tools/intl/embassies.html)
- **The EmbassyWeb** - Directory of foreign embassies in the US. (http://www.embassy.org/)
- **US State Department - Bureau Consular Affairs** - Important information for traveling and obtaining visas. (http://travel.state.gov/)
- **Workpermit.com: Immigration Services** - Provides information on obtaining visas for many country. (http://www.workpermit.com/)
- **Monster.com** (http://www.monster.com/geo/siteselection.asp) - Search for jobs based on the country and job type.
International Resume - Develop a specialized resume for your international job search. Emphasize your international experience. List any languages in which you are fluent enough to conduct business conversations. Study abroad and international travel are relevant because they reflect an interest in other cultures. However, the key components of your resume will be the experience, training and skills related to the specific job for which you are applying.

To "internationalize" your resume for employers from other countries you will need to change certain parts of your resume.

- Instead of listing your "G.P.A." which is based on the American educational system, state your class ranking as a percentage, "top 10% of class." If you want to include your Grade Point Average, state it as such, not using acronyms. Also remember to put the grade point over the total possible grade point, i.e., 3.79/4.0.
- Instead of the one page as is standard in the United States, international resumes tend to be longer, what we would consider a "curriculum vitae," although shorter version (2-3 pages) are becoming popular in some countries. The curriculum vitae covers much of the same categories that a standard American resume would cover, but in more detail and would include references.
- Whereas personal information such as, marital status, age, and health are never put on an American resume, it is not unusual for employers from other countries to want and expect this information in addition to your education background and work experience.
- CV Tips.com (http://www.cvtips.com/cv_international.html) - Tips on how to write an international CV
- Writing Your International Resume - Resume/job application guidelines for Canada, Japan, Spain, United Kingdom (England), and France (http://www.jobweb.com/Resume/help.aspx?id=1607)
- Are you ready to work in Europe? - Learn how to present your CV and prepare for the job interview for employers in Europe. (http://www.eurograduate.com/)
- JobEra.com (http://www.jobera.com/job-resumes-cvs/international-resumes-cvs/international-resumes.htm) - Get country-specific tips on writing a resume or CV.

Travel & Live Abroad Resources

- EscapeArtist Home Page: Overseas Living- A guide to international living and helpful links. (http://www.escapeartist.com/)
- IAgora: International Travel, Multilingual, Work, Study - Country and cultural information, links to info on living abroad and chat with people from around the world. (http://www.iagora.com/pages/html/index.html)
- Lonely Planet Online- Website of the popular travel guide publisher. Has lots of travel info and tips. (http://www.lonelyplanet.com/)
- Rick Steves' Europe Through the Back Door (ETBD)- Country and other great information and tips for traveling abroad. (http://www.ricksteves.com/)
**Country Resources**

- **Library of Congress Country Studies** - Lesser known country information divided by chapter and other subheadings, including transportation, cultural identity, geography, and health concerns. ([http://memory.loc.gov/frd/cs/](http://memory.loc.gov/frd/cs/))
- **Department of State: International Information Programs** - News, policy, and information for countries around the world. ([http://www.america.gov/](http://www.america.gov/))
- **Salary Calculator** - Includes international sites to compare the cost of living in different locales. ([http://www2.homefair.com/calc/salcalc.html](http://www2.homefair.com/calc/salcalc.html))
- **The Internationalist** - Access to international business news, international phone rates, a currency converter, worldwide weather and more. ([http://www.internationalist.com/](http://www.internationalist.com/))
- **The Web of Culture** - Educates about effective cross-cultural communication in the global marketplace. Includes literature reviews and a panel of experts to answer questions. ([http://www.webofculture.com/](http://www.webofculture.com/))

**Professional Association Information** - Participating in associations can be a valuable avenue for learning about an occupation or field. Associations are an excellent resource for networking, and their websites often have information about careers.

- **The Los Angeles World Affairs Council** located in Los Angeles, has over 10,000 members and offers multiple programs a year on current and important foreign policy issues. ([http://www.lawac.org/](http://www.lawac.org/))
- **The Los Angeles Chamber of Commerce** has programs and networking events related to international business and global issues. Check out the "international" or "program/events" sections of the website for more information. ([http://www.lachamber.com/](http://www.lachamber.com/))
- **California Council on Trade Development** - "statewide organization dedicated to advocating sound US trade policy to open overseas markets for the benefit of California producers of goods and services". ([http://www.ccit.net/](http://www.ccit.net/))
- **International Trade Administration** - Offers information on trade shows, missions, and a calendar of upcoming events sponsored by the US Department of Commerce. ([http://trade.gov/index.asp](http://trade.gov/index.asp))
- **Union of International Associations (UIA)** [click on "Website databases"] - Can link to huge list of international organizations, click on "international organizations" ([http://www.uia.be/](http://www.uia.be/))
- **Yahoo! Business and Economy: Organizations** - Links to professional organizations, grouped by industry. ([http://dir.yahoo.com/Business_and_Economy/Organizations/Professional/](http://dir.yahoo.com/Business_and_Economy/Organizations/Professional/))
Professional Skill Sets - When drafting your resume or interviewing for a job, it is important to recognize the types of skills that you have and are valuable to organizations and, in particular, the international field. (And often the things you don’t think of first are what count the most.)

- Administrative and Logistics skills: knowledge of Microsoft Office Systems (experience with Word, Excel, PowerPoint, etc.); polite and effective communication (via telephone, in person, via email, correspondence, etc.); attention to detail (highly valued - be sure you to draw on experiences where detail and precision was emphasized);
- Research skills (an ability to use multiple search engines and surf the Internet efficiently and effectively is a plus);
- Interpersonal skills (effective communicator, easy to work with, etc.);
- Public speaking skills (experience speaking before groups of people, comfortable under pressure, able to think quickly, etc.);
- Language Skills (familiarity or fluency in another language);
- Exposure to other cultures (sometimes just having interacted with a particular group, taking a class on a specific culture, etc., will help you land the job);
- Volunteer Experience (non-profit organizations have a unique ability to work efficiently on a budget - when volunteering try to learn the organizations fundraising efforts, marketing schemes, talking points, and culture - this will help you in future jobs when interacting with groups similar to those you worked with);
- Writing Skills (effective and concise business correspondence is a always a plus);
- Multimedia skills (smaller organizations and non-profits are always looking for the candidate with the most bang for the buck - web design experience, familiarity with HTML, Photoshop skills, photography skills, etc. are always a plus).