

# THE FIVE PARTS TO ACQUIRING GLOBAL CAREER SKILLS

The BIG Guide helps you prepare for work in the global economy



## PART ONE: YOUR INTERNATIONAL IQ

People who have lived and worked abroad are different than people who have not traveled. There is universally recognized set of common traits that defines the international person. If you plan to go abroad to study, volunteer, intern, teach, travel or work, then you should be ready to face recruiters who are looking to know if you have a high International IQ. Learn the skills that internationally-focused recruiters are looking for. Learn what it takes to succeed abroad or work within multicultural teams. Start building your International IQ today!

### CHAPTERS:

1. The Effective Overseas Employee
2. Myths & Realities
3. Living Overseas
4. What Expats Say About Living Abroad
5. Learning a Foreign Language
6. Women Living & Working Overseas
7. The North American Identity in the International Workplace
8. Re-Entry

## PART TWO: ACQUIRING INTERNATIONAL EXPERIENCE

International careers are built step-by-step over time. If you want to build up your International IQ, you need to acquire multiple layers of international experience throughout your years in college. Employers require previous international experience. They want proof that you can work in a cross-cultural work environment and that you have the skills to succeed abroad. While building international experience you can also have fun all along the way. So start early and begin acquiring your international skills today!

### CHAPTERS:

9. Starting Your International Career
10. Short-Term Programs Overseas
11. Hosting Programs
12. Cross-Cultural Travel
13. Study Abroad
14. Awards & Grants
15. International Studies at Home
16. International Studies—The World's Top Schools
17. Internships Abroad

## PART THREE: THE INTERNATIONAL JOB SEARCH

International recruitment is different than domestic recruitment, no matter if you are looking for a volunteer or internship position abroad or applying for your first professional job. Learn why international employers focus on your international personality during recruitment. Learn how to sell your international skills, write an international resume, and conduct an international interview. Most importantly, learn how to target your job search and find international recruiters in your areas of expertise.

### CHAPTERS:

18. Your Career Path & the Ideal International Profile
19. The Hiring Process
20. The Job Search & Targeting Your Research
21. Resources: International Job Search
22. Phone Research Techniques
23. Selling Your International Skills
24. International Resumes
25. Covering Letters
26. Interviewing for an International Job
27. Jobs by Regions of the World
28. Job Hunting When You Return Home

### FLAGSHIP CHAPTERS:

23. Selling Your International Skills
24. International Resumes

## PART FOUR: THE PROFESSIONS

There are international jobs in every field of specialization. Find out about the unique aspects of international job hunting in the most popular employment fields and apply these principles to your area of specialization. Learn the pitfalls of doing a country-specific job search (which almost never succeeds) and find out why a sector job search is the much better approach.

### CHAPTERS:

29. Teaching Abroad
30. Careers in International Development
31. International Law Careers
32. Engineering Careers Abroad
33. Health Careers Abroad
34. Spousal Employment & Freelancing Abroad
- 34b. The 50+ Worker Abroad

## PART FIVE: INTERNATIONAL CAREER DIRECTORIES

The most productive way to research internationally focused jobs is to target international employers in your home country who are also working in your field of expertise. Understand why 85% of young professionals graduating from college go abroad with home-based organizations (private firms, NGOs, government departments). Learn to recognize the types of employers who regularly hire recent college grads for international work.

### CHAPTERS:

35. Private Sector Firms in Canada
36. Private Sector Firms in the US
37. Canadian Government
- 37b. USA Government
38. NGOs in Canada
39. NGOs in the US
40. NGOs in Europe & the Rest of the World
41. United Nations & Others

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