

INCORPORATING STUDY ABROAD IN YOUR *Cover Letter*

Consider *Where* to Incorporate:



Introduction

CONSIDER A THESIS-LIKE STATEMENT IN YOUR INTRODUCTORY PARAGRAPH TO HIGHLIGHT HOW YOUR STUDY ABROAD EXPERIENCE IS AN ASSET TO THIS POSITION



Example of Skills

UTILIZE ONE+ OF THE BODY PARAGRAPHS TO DEMONSTRATE THE SKILLS FROM YOUR RESUME, PROVIDING CONTEXT, ACTION AND RESULTS FROM YOUR EXPERIENCES ABROAD



PRO TIP :

Your cover letter is an opportunity to dive deeper with explaining your skills, providing examples of situations that demonstrate these skills in action. Take inventory of all the stories you have from abroad that exemplify your skills!

Consider *What* to Incorporate:

Tips for Stories/Situations to Include or Avoid:

✓ INCLUDE

- Successes and accomplishments
- Challenges faced and overcame
- Lessons learned from new or difficult situations
- Situations with a clear connection to the skill that don't require too much additional backstory/context
- Experiences both in and outside the classroom
- Stories that might match the company's vision, mission, or overall purpose

✗ AVOID

- Shocking stories or wild misadventures
- Situations involving any behavioral or policy violations from the program
- Issues that were never resolved
- Oversharing or overly personal information
- Overemphasis on personal travel experiences and limited connections to academics/professional experiences

Steps to Piece it Together:

1. Identify a relevant skill you possess directly from the job posting/position description

Ex. You are considering a job as a Client Relations Manager and the job posting suggests that they are looking for applicants with demonstrated strong interpersonal communication skills

2. Reflect upon your experiences abroad and identify a situation/story that exemplifies your mastery of this skill

Ex. During your study abroad experience, you lived with a host family and had to communicate and navigate effectively across a language barrier and cultural differences

3. Get specific and make connections back to your preparedness for this role

Ex. While still keeping things concise/brief, ensure you provide details from your story that demonstrates an end result and brings the story full-circle to connect it back to why this is relevant for the position and will be useful in this role, i.e. perhaps while your family from home visited, you were able to serve as a communication bridge between them and your hosts



PRO TIP :

A strong cover letter, start to finish, is important, but also ask yourself - could I be selected if the employer only reads the first paragraph? While the body paragraphs should provide details and examples, the introduction should be a clear statement on its own as to why you believe you are best fit for this role.

