How to list education and experience form different countries on your resume

Author : Karen Watson

Date : August 14, 2014

As a society, we pride our selves in our diversity and make conscious effort to appreciate each other's cultures and backgrounds. In any given company in America, you can find training teams conducting inclusion trainings, and openly discussion diverse work environments. Diversity has become a part of our culture, both in and outside of work, and it is something that we seldom stop to appreciate.

A sizeable portion of the American workforce has acquired at least a part of their education in a foreign country. If you are in that group, one of the main challenges you will face when composing your resume is transferring your education and any experience you may have from another country in a way that shows your qualifications and achievements in a way that is relevant to your American employer.

When it comes to your scholastic achievements, make sure that you understand the education system in the US. Familiarize yourself with various levels of college degrees; make sure that you understand the difference between trade schools, colleges and universities, as well as the various degrees you can acquire at each of these educational facilities. Do not translate your degree directly – make sure that the terminology you are using is appropriated to educational achievements in the US.

I would advise seeking assistance from a translating service or from a resume writing service that may have someone on staff that speaks your language or is familiar with your country and its culture. This will assure that the education and employment information you acquired in another country is properly listed in your resume. Do not make a mistake of exaggerating the position you have held or the degree you received in another country. Consider the fact that your potential employer has very limited resources in order to verify the foreign education or employment you list on your resume. This doesn't mean you have a free pass to make things up; instead, gather any documentation you may have that shows your achievements. If you have any transcripts or degrees from your school, or any awards from your previous employment, take them to a translating service that will recreate and notarize these documents in English. Make a note on your resume or in your cover letter that you can show such documentation upon employer's request. Additionally, if English is your second language, under your qualifications make sure to list any additional languages that you speak fluently. Having a resume free of typos and grammatical errors will indicate to your employer that you have taken the time to learn the language and that you place high emphasis on your communication skills.

As a best practice, if your resume includes education or work experience you acquired in a foreign country, your cover letter should address any concerns that may be brought up by this

information. Your employer may have questions on why you left the country where you previously work, or if you intend to go back after some time (if you came to the United States to further your education, indicate the length of time you are staying). Keep these things in mind – put yourself in a position of your potential employer who is reviewing your resume and anticipate any questions they may have about your professional history. Addressing any concerns about your resume ahead of time will assure that you are taken seriously as a qualified and credible candidate.