

WESTERN OREGON UNIVERSITY

Study Abroad Capstone Project Resume Assignment Guidelines

- Follow the timelines and due dates listed in your syllabus for this assignment
- When you return from your study abroad program, visit the Service Learning and Career Development Center (WUC 119) to see samples of professional resumes.
- Decide which format works best for you.
- Prepare a draft resume that includes the standard resume elements but that also incorporates your international experience and the hard and soft skills you developed while abroad.
- After you have prepared a draft with which you are satisfied, make an appointment with the Director or Assistant Director of the Service Learning and Career Development Center.
- Take your draft to your appointment for feedback and note their recommendations on the draft.
- At the conclusion of your meeting, ask the Director or Assistant Director to sign and date this form where indicated.
- Prepare a final resume and submit electronically to Michele Price, pricemv@wou.edu.
- Submit your original draft and this form to the Office of Study Abroad and International Exchanges.
- Total points possible for this assignment: 100

Continues on reverse side.

Your Name _____ V# _____

Year/Term Abroad _____ Location _____

Signature verification, Director or Assistant Director
Service Learning and Career Development Center

Date

Scoring Rubric

After you submit all components of the assignment, I will evaluate the assignment using the following:

Accurately following instructions for the assignment	20
Layout and professional appearance of resume	20
Spelling and punctuation	20
Clear articulation of hard and soft skills developed or enhanced while abroad	20
Incorporation of your international experience in a clear and concise manner	20