

# Job Search Abroad Checklist

There can be different steps to finding international professional work versus the typical job search. There are things you can do to simplify the job search and increase your likelihood of success. By following the steps listed below you are more likely to increase your chances of finding international career opportunities.

## Take initiative in your job search!

✓	Checklist For Success	Target Date
	Identify <b>specific jobs/industries</b> based on your skills, interests and future relevance.	
	<b>Register.</b> Using your Laurier email address register with <a href="http://www.workingoverseas.com">www.workingoverseas.com</a> for valuable information including a directory of organizations that have international opportunities.	
	<b>Search in Canada</b> — recognize that you are more likely to find international professional work with a Canadian-based firm vs. a foreign firm — 80% of people working abroad do so with a Canadian (and sometimes US) employer.	
	<b>Research specific industries</b> and sectors of interest rather than a country-specific job search — you want to find out who the international players are in your targeted industry.	
	<b>Review industry relevant information</b> , publications, trade journals and websites that focus on the international area of your industry — you may discover current international projects, organizations, areas they specialize in, as well as job openings and relevant job links.	
	Look for ways to <b>build on your international experiences</b> — work abroad using organizations like SWAP, participate in exchange programs, join international clubs, work with people of other cultures.	
	<b>Join relevant professional associations</b> and/or attend professional/employer events — the best way to make a contact is in person.	
	Research and identify relevant <b>volunteer opportunities</b> to augment your skills, build your cross-cultural experiences and generate contacts — be strategic in your volunteer selections.	
	Find people with international experience and <b>request informational interviews or find other networking experiences</b> — this will give you the opportunity to gather specific information and discover methods to enter the field.	
	<b>Investigate organizations</b> with the goal to find out who sends their employees abroad - particularly who sends entry level employees rather than more senior employees.	
	Prepare quality, targeted <b>résumés and cover letters, and create a Networking card</b> ; use effective marketing tools (generic résumés and letters will not do).	
	<b>Be enterprising in your job search</b> — stand out from the rest and demonstrate to employers your clear interest in international work.	
	<b>Prepare for interviews</b> by researching companies, identify transferable skills and practice answers — the more you know yourself and the better you know the job, the better able you are to connect these in the interview.	
	<b>Follow up</b> on all contacts or leads (in person or over the phone) - do not wait for people to contact you, conduct an active search and be in charge of your success.	
	Ensure that <b>thank-you letters</b> are distributed to anyone who has been of assistance in your job search — a thank-you today may lead to an opportunity tomorrow.	