

Taking Your Re-entry Roadmap Reflection into the World of Work

Prepared by:

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For the Re-entry Roadmap Workbook



Introduction

Hello, fellow returnee!

We're happy that you've decided to embark on a re-entry journey that extends into the professional world. Now that you've worked through the Re-entry Roadmap (RR) workbook and have reflected on who you are and what you want your life to be like *now*, maybe you're thinking about how you can best incorporate your international experience and global ambitions into your professional career going forward.

We know that this is often one of the most challenging parts of re-entry! That's why we hope this resource will help you find a constructive and intentional way to pursue a job or career path that's aligned with your experiences abroad and who you are *now*. Whether you're looking to make a few career tweaks or a major career shift, this guide will help you discover your needs, interests, and opportunities.

In this resource, you'll apply what you reflected on and learned about yourself in the RR to consider how your skills and interests align with various jobs and career paths. This resource specifically draws on the *Global Life Ingredients* and the *What (and Who) is Most Important to Me* sections of the RR and is designed to help you:

- Reflect on and prioritize your interests and goals for a job or career
- Identify industries and sectors aligned with your goals and interests
- Take initial steps to update your resume to reflect your experiences abroad
- Begin using your connections to grow your network

Before we get started, let us introduce ourselves!

Priya Jindal is a Third Culture Kid (TCK) who was primarily raised in Ohio. Growing up internationally and coming from a multicultural background has always inspired her desire to understand new cultures. As a Foreign Service Officer, Priya advances U.S. policy goals worldwide.

A military brat, Priya has lived in Germany; studied abroad in France, Egypt, and the UK; and volunteered in India following university. As a foreign service officer, she has been posted to Mali, the Philippines, and Pakistan. One of her favorite ways to explore the world is through dance and art - universal communication methods!

Mary Frances Litzler was born and raised in Cleveland, Ohio, but an insatiable curiosity for other cultures and a desire to escape the snow and cold of the Midwest led her to live in Los Angeles, Tokyo, London, Paris, and Madrid. She is currently Coordinator of International Programs and Associate Professor of English for the College of Education at Universidad de Alcalá in central Spains

She is an enthusiast of spreading peace through individual encounters on a day-to-day basis, be it in the classroom or at the neighborhood market. Having gone through the process of re-entry a number of times, she is aware that taking time to be with oneself during the transition is key.

We look forward to accompanying you on this journey as you discover how to align your experience abroad with your job search.

The only thing a person can ever really do is keep moving forward.

- Alyson Noel

Part 1: Global Life Ingredients & Your Career

To begin, take the Global Life Ingredients (GLI) you identified in the RR workbook and write them in the table below. Then indicate whether your current or desired job or career path could facilitate or support each ingredient by circling *yes*, *maybe* or *no*. For example, if one of your GLI is to *travel frequently* and you plan to become a pilot, you'd circle *yes*. **Do this for each of the GLI you identified in the RR workbook.**

My GLI	Could my job or career path facilitate this GLI?		
	Yes	Maybe	No
	Yes	Maybe	No
	Yes	Maybe	No
	Yes	Maybe	No
	Yes	Maybe	No

Next, for each ingredient you answered *yes* or *maybe* above, define more clearly what that ingredient means to you in a career context. For example, if one of your GLI is to *travel frequently*, you might ask yourself questions like:

- Where do I most want to travel?
- How frequently do I want to travel?
- How much time would I like to spend in the office (or at home) vs on the road?
- Which is more important to me: simply visiting a country, even if I don't get to see much outside of work, or choosing where and for how long I travel and what I get to do there?

NOTE: If you cannot find a way to include one or more of your GLI in your professional life, that's okay! You may decide that you'd rather fulfill it outside your job.

Jot down notes from your reflection here:

The next step is to consider what you would need from your job or career path in order for it to facilitate or support your GLI. For example, if one of your GLI is to *travel frequently*, you might decide that you absolutely need a job that requires a specific amount of travel each year. **For each of the GLI you indicated *yes* or *maybe* above, answer the question below.**

Global Life Ingredient #1:

What would I need in a job or career path to facilitate or support this ingredient?

Global Life Ingredient #2:

What would I need in a job or career path to facilitate or support this ingredient?

Global Life Ingredient #3:

What would I need in a job or career path to facilitate or support this ingredient?

Global Life Ingredient #4:

What would I need in a job or career path to facilitate or support this ingredient?

Global Life Ingredient #5:

What would I need in a job or career path to facilitate or support this ingredient?

The next step is to brainstorm the kinds of jobs or career paths that might line up with your GLI — or to determine which GLI are better suited to being facilitated in your personal life.

For example, if one of your GLI is to *travel frequently* and you've decided that you want to travel at least one week a month, you might be interested in a job that requires travel - perhaps a consulting position or a job that allows you to set up new offices in new places (or something similar).

Alternatively, if your reflection leads you to realize that you'd actually rather enjoy traveling on vacation once or twice a year in the location of your choosing, perhaps you'd prefer a job that includes generous time off and provides a high enough salary for you to save up for your trips.

Jot down notes from your reflection below:

Part 2: Connecting What's Most Important to You Now to Your Job or Career Path

Remember *joy, mastery, connection, and legacy* from the RR workbook? We're going to return to those four things that make you feel *alive* and see how they can fit into your work!

In this section, you'll use each of those four categories - joy, mastery, connection, and legacy - to consider what kinds of jobs or career paths might be right for you going forward.

LEGACY

Let's start by using your **legacy** goals from the RR workbook. What kinds of jobs or career paths might have responsibilities that fulfill your legacy goals?

For example, if one of your legacy goals is to *help people to find their voice*, you might consider a job as an ESL teacher, world language instructor, facilitator or coach. If one of your goals is to *help promote peace*, perhaps you would enjoy working at a center that assists refugees.

TIP: What if you realize that your legacy goals lend themselves naturally to volunteer experiences rather than a specific job? In that case, you might want to seek out an organization that has a strong culture of corporate social responsibility and offers the flexibility to volunteer as part of your job.

Use this space below to write down the characteristics of a company or position that would help you reach your legacy goals.

JOY

Using the insight gained from the RR workbook section on **joy**, consider what kinds of industries align with the things that make you happiest.

For example, if your list includes spending time in nature, what lines of work are related to the outdoors or environmental stewardship and protection? Alternatively, if many of the things that bring you joy involve learning, which industries prioritize continuous growth?

Finally, are there certain things that you would like to actively seek out in a company's culture that would make you feel more joyous about going to work (e.g., type of office or work environment, specific perks, opportunities for team work or socializing, etc)? If these types of things are important to you, ask about them in interviews (e.g., what professional development opportunities do staff have available to them? What kind of funding for continued learning is there, and how to staff apply for it?).

Use the space below to write down industries or company culture priorities that align with the things that bring you joy.

TIP: At this point you may be starting to get a sense of what you prioritize when it comes to a company or position. When seeking work we have to balance three legs of a stool - passion, lifestyle, and comfort (i.e. compensation). Because these things are often are a balancing act, we have to give up something in favor of gaining something else, and this requires a good sense of your priorities when pursuing your next position.

Deciding the order of importance of your legacy goals, GLI, and the things that bring you joy can help you prioritize the industries, types of positions, or types of work you will want to pursue.

TAKE ACTION >> Take a few minutes to review your reflections and notes thus far looking specifically for repeated words or themes. **List them below.**

As your job ideas and career priorities start to take shape, use this list as a starting point for keyword searches on job board listings (e.g., monster.com or indeed.com or onet.com).

What kind of job advertisements come up when you put in the words related to your priorities? Make a game of it and play around with a variety of words - get creative! You can then identify other words or positions that pique your interest based on this search and then consider them when you get serious about seeking work.

Do you see any trends in what you are attracted to or companies that align with your goals? **Keep a running list of these positions, companies, and additional keywords to support your future research below:**



TIP: You'll probably see jobs that are completely unexpected. Don't rule them out! Instead, read the description for the ones that grab your attention and take note of them. Do so even if they require qualifications and/or experience that you don't have. You may decide at some point that moving in that direction could be worth your while.

If you don't meet all the qualifications and/or experience for jobs you're potentially interested in, make a note of those requirements/skills. Then consider if they are important to gain prior to applying and how you might pursue them, whether through volunteering, taking an online course or personal research and skill building.

You may also decide to apply to the position regardless, in order to start getting name recognition or just to see what happens. You never know what could come out of your efforts!

MASTERY

Now that you have an idea of what kind of job or career path you might be seeking, let's think through how you can clearly identify the hard and soft skills you've gained while abroad.

Using the **mastery** section of the RR workbook, first identify your hard skills - the types of skills you'd normally see on a resume. These could include foreign language

proficiency, communication skills, computer or IT skills, or perhaps even something related to a volunteer activity in a particular area of work. **Take a few minutes to write them down below.** These are skills you will need to add to your resume/CV:

Now, what are the soft skills or attitudes you've developed by living abroad? These could include adaptability, resilience, empathy, etc. What words capture the soft skills you've mastered, and can you incorporate them into your resume/CV? **Write them below:**

The next step is to think about how the hard and soft skills you developed by living abroad could be attractive to a hiring manager and how you could showcase them in your resume. **After reading the examples below, fill out the rest of the table using your hard and soft skills:**

The soft and hard skills I gained abroad:	What is attractive about this skill for a hiring manager:	How I might showcase these skills:
<i>Spanish proficiency</i>	<i>I can work directly with clients who don't know English.</i>	<ul style="list-style-type: none"> - I wrote a letter to the editor of the local newspaper and was interviewed on TV. The letter can go in a portfolio for seeking work. - It's a hard skill that can be included on my resume
<i>Adaptability</i>	<i>I can quickly adapt to new situations and think on my feet while being resourceful to operate in a new environment.</i>	<i>I can include an anecdote and highlight this in my cover letter or include it in a character profile on LinkedIn.</i>

Re-entry Roadmap Bonus

Once you have a list of your skills, it helps to think about how you can convey them effectively to others in a meaningful way during the job search process. Decide how you can describe these skills clearly to a hiring manager to show that you are an ideal fit for their team. It might be through a story from abroad or through an entry in a portfolio that shows you at your best. Can you think of any stories that capture your mastery that you can incorporate into a cover letter? Where else can you highlight your new skills?

Make some notes below:

CONNECTION

Finally, let's move to the fourth element that makes you come alive, **connection**. Or in the context of jobs - *connections*! Did you know that 80% of job positions are filled by someone who knows the applicant? This means if they know that you're a great fit for a job, a company might seek *you* out instead of advertising the position.

To improve your chances of landing a job, especially if you're just starting out or want to forge a new career path, it will be beneficial for you to grow your connections by taking the time to network. You can do informational interviews to get to know people, assist them in any way that they might need, and convey to them the types of positions or industries that interest you along the way.

Take the connections you listed in the RR workbook and think about how you might categorize them. One person might be a more personal, friendly connection, while another could be a purely professional one. Arrange your contacts how it makes the most sense for you. This could be categories such as private vs. public connections, social vs. personal, fulfilling and engaging, or physical, emotional, mental, and spiritual.

Create your categories and lists in the table below:

Category 1:	Category 2:
Category 3:	Category 4:

TAKE ACTION >> Using the connection categories and the connections listed in the RR workbook, take things one step further by thinking through which individuals or organizations support the type of connection(s) you seek.

Which individuals are in sectors or industries that are similar to the ones you are interested in? Looking at them from a different angle, can you see if they are able to obtain some type of benefit within their work that you are seeking out of yours? When you find people and/or organizations that have similar interests and benefits, you may find that an informational interview with can help you learn more about their line of work or the culture within their industry as you navigate your career search.

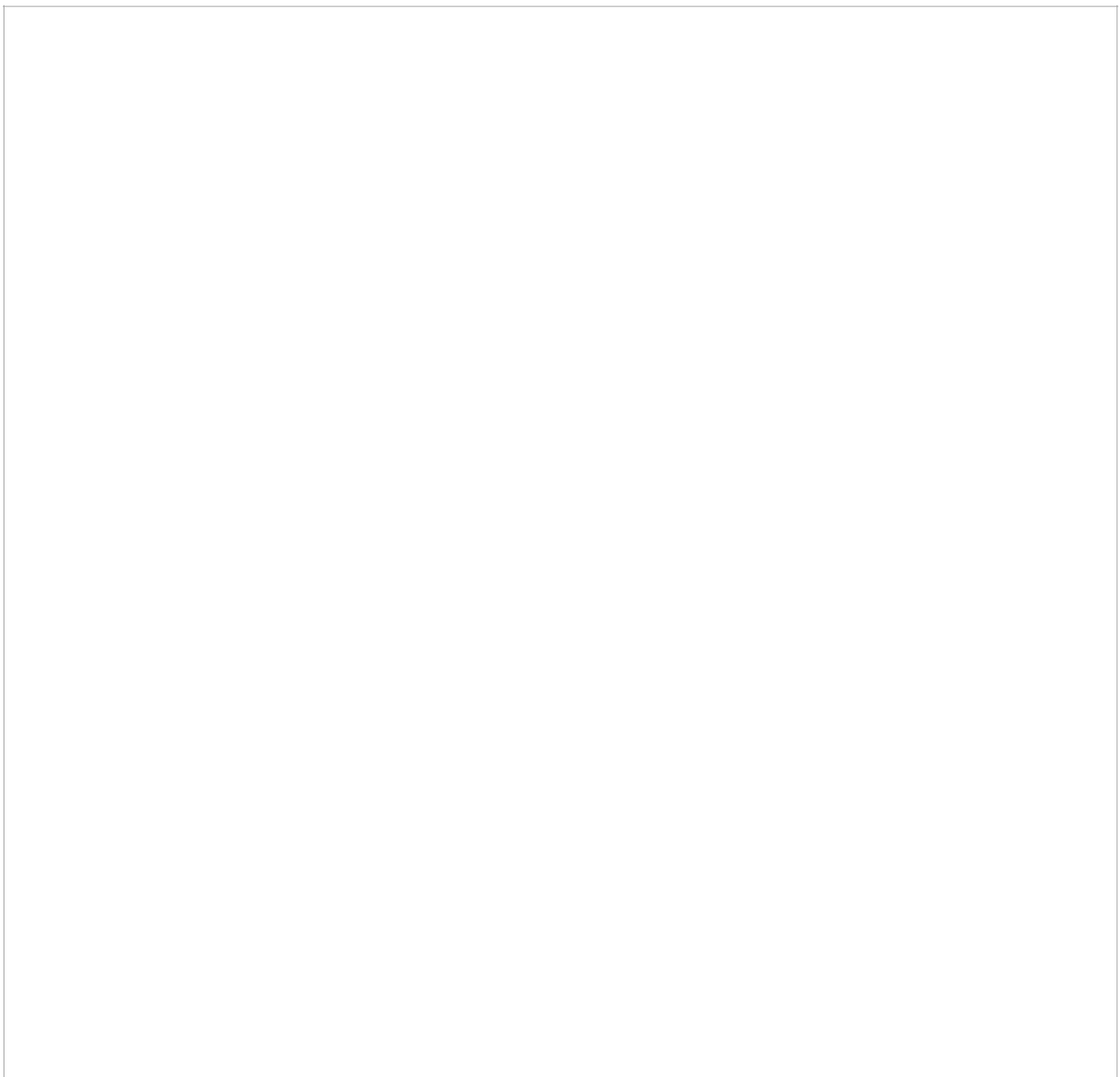
TIP: An informational interview is a conversation with a professional that helps you make a connection and gain insight into your fit and interest within a sector, as well as opportunities within that sector. You can also gain insight into how to best set yourself up to be competitive in the hiring process. Here are some things to reflect on before initiating a request for an informational interview:

- Who do I know?
- What about their job or career path is attractive to me?
- How can I engage with them on this topic?
- What are my top 1-3 goals from a conversation with this person?
- How can I make it easy for them to talk with me?
- How can I assist this person in their endeavors?

Start by connecting with people you know. Always ask each person you talk to who they'd recommend you speak with next - and then ask them if they can make an introduction. Then make new contacts by working your way through networking websites (like LinkedIn) or in-person or virtual networking events. The alumni association of the university where you obtained a degree is a starting point. Relevant professional associations are also a good place to network, especially if you join a committee.

Before you make contact, decide on a brief set of focused questions that will help you learn about the person's line of work, company, and industry before you make contact. The interview should last no more than 30 minutes, and remember to send a thank you note. Be sure to seek out ways to maintain communication and stay in touch. The informational interview is a great way to grow your network and be considered for jobs that haven't yet been posted.

Jot down some potential informational interview questions below:



Wrap-up & Send Off

Now that you've taken time to reflect on some of your ideas from your Re-entry Roadmap experience, you probably have a clearer idea of where and how to proceed in finding a job or pursuing a career path that will help you bring your Global Life Ingredients alive in your life and work. We hope that you have enjoyed our exercises and that they help you start down the career path of your liking.

All the best,
Priya & Mary Frances