

INTERNATIONAL CAREERS

Career Information for Returned Peace Corps Volunteers (RPCVs)

2nd Edition

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IN TRANSITION

Welcome back! You've had an exciting two to three years of working abroad in one of the most unique employment arenas you could ever encounter—the Peace Corps. Now it's time to take that once-in-a-lifetime experience, including newly acquired interests and skills and personal and professional contacts, and leverage it to your long-term career advantage. If you are like many other RPCVs, you love the international lifestyle which includes working and traveling in fascinating places where you feel you've made some lasting contributions to others as well as where you've learned a great deal about yourself. Indeed, this may become your long-term career addiction!

You're in transition, which means you must deal with many issues common to other groups that frequently experience a career transition—military personnel, teachers, students, retirees, and laid-off workers. From experience, we can tell you this transition will not be easy, but neither does it need to be painful. While the job search is often frustrating and disappointing, it also can be very educational, enlightening, and exhilarating. Indeed, the whole job search process will tell you a great deal about yourself and potential employers and future career opportunities. It may take six months to one year to land an international job. And then you may discover you made the wrong decision by accepting a position that is not a good fit. But your international job search will be extremely rewarding if you approach it with the right attitude, strategies, and resources to make your next career move a perfect fit for your interests, skills, and abilities.

Our mission in this guide to international careers is to make sure you are equipped with the best strategies and resources to make things happen for you. Hopefully, your attitude, which needs to be both positive and persistent despite disappointments, will serve you well as you embark on a great job search adventure to land an exciting new international job with a company or organization that will enable you to contribute and grow in the process of utilizing your unique talents. While it won't be the Peace Corps, that new job should be one that reflects your values. So what do you want to do with the rest of your life? Where do you want to live and work? Who may be most interested in your interests and talents?

In the pages that follow, we outline numerous resources that should help you answer these and many other career-related questions. You may not have a problem finding a job, but finding a job that you really love—one you do well and enjoy doing—will be your real challenge in the days and weeks ahead. Trust us when we tell you to take your time. Do first things first, which involves assessing your interests, skills, and abilities and then developing a clear career and job objective *before* writing your résumé and contacting potential employers. Individuals who have a clear understanding of where they are coming from and where they want to go in the future will be best equipped to conduct a successful job search—one that results in a job they really love and which is on a career path that leads to a great deal of career satisfaction.

USING THIS MANUAL

This manual is for the Peace Corps Volunteers (PCVs) and RPCVs who, following their Peace Corps service, choose to pursue a job that keeps them involved in an international field. It provides a basic introduction to jump-start the exploration of internationally-related careers and to contact potential employers.

FROM GENERAL TO HANDS-ON

Because of the diverse interests of PCVs and RPCVs, this manual contains snapshots of major international fields which are supplemented with a collection of web-based resources to help you launch your own unique international job search. Designed as both a general and hands-on reference, the guide begins by outlining seven major international fields in both the public and private sectors and summarizing basic information on general qualifications. It then shifts to the nuts-and-bolts of employment by providing an extensive Internet directory for conducting each step of your job search, including websites of key international employers. Many of our websites lead to RPCV-friendly international employers who regularly employ RPCVs. As you will quickly discover, the Internet may well become your best job search friend as you conduct research, network, and contact employers 24/7 and around the globe. Using search engines and e-mail, you can mount a powerful international job search from the comfort of your home.

While we may not answer all of your questions, we will at least get you started in the right direction. Indeed, it's important that you hit the ground running with your international job search. You have a lot of work to do in getting focused in the right direction. By including a wealth of job search resources, this manual should prove useful in addressing your international job and career concerns. Plan to use the general information as a starting point to generate ideas and formulate job search strategies and then explore the many websites for networking and connecting with potential employers. In the end, you'll discover a fascinating international employment arena that offers numerous opportunities for someone with your interests, skills, and experience.

If you are currently a PCV, you may want to see what publications and resources are available at your Peace Corps Information Resource Center (IRC), your local embassy, AID Mission, and/or International Chamber of Commerce. NGOs and other local agencies that function in your country may also have libraries and resources that you can access.

OPPORTUNITIES FOR YOU

To land the job you want, you need to combine your dreams and passions with work experience and street savvy job search skills. Since employers want to know what it is you will do for them—your likely performance, benefits, or outcomes—you need to clearly communicate your qualifications. While this may involve a specific level of education and solid relevant experience, job search success also involves common sense, a realistic outlook, and a healthy dose of luck and serendipity. *Who* you know is as

important as *what* you know. The more you network with those in the international field, the more you will see that the international arena is a tightly knit cornucopia of long- and short-term jobs and workers. From accountants to zoologists, you will find that nearly any career field that interests you could have an international bent. But job searching—in a field where the given is that “everybody knows somebody”—takes more than just knowledge, skills, and abilities to get your foot in the door. It takes much of what you learned as a PCV: dedication, respectful networking, savvy, patience, and a good sense of humor. Add to these characteristics focused passion, drive, and enthusiasm, and you should be well prepared to land an international job that is fit for you.

Opportunities to pursue an international career have grown phenomenally during the past two decades. The number of international jobs continues to grow steadily and provide opportunities to those who know the market as well as their own skills and potential. The majority of new international jobs are in business—from large-scale international finance and technology firms to small-scale import-export businesses—but numerous opportunities continue with government agencies, nonprofit organizations, and consulting firms involved in development work that may directly relate to your recent Peace Corps experience.

If your passion is to work for causes and beliefs, you should have little difficulty finding rewarding work in the international arena. The poorest countries are still home to the majority of the world's population, and work in education, health, and infrastructure development will continue. Increasingly, however, countries—particularly in Asia and Latin America—are developing their own corps of development experts and will rely less and less on foreign personnel for traditional development needs.

The international arena is filled with job and career opportunities for just about anyone—from the RPCV with wanderlust who revels in the thought of living in a different country every two or three years, to the RPCV who wants the excitement of working on challenging global issues but is perfectly satisfied do so in a U.S.-based job. Indeed, you need to seriously consider lifestyle when pursuing international work. Some jobs are purely home-based with little or no travel involved, while others require regular travel. Many people don't mind leaving home several times a year for weeks at a time. While such travel experiences may be stimulating, personal lives can suffer, especially if you have home-based family obligations requiring your regular presence.

If you are just returning from abroad, do not expect to find, right off the bat, a high-level job in an organization with a high salary and travel opportunities. It shouldn't be a surprise to start at the bottom, or close to it. Many positions require graduate degrees as well as language ability, computer literacy, and, often, three to five years or more of relevant international experience. But there are other positions, such as travel writer, nanny, and trainer, that don't always follow the standard levels of qualifications for international work.

Lastly, it's worth mentioning that a significant number of RPCVs work in the international arena. Indeed, you'll be joining a very distinguished group of RPCVs who

continue to pursue their international passions through a wide variety of international careers. They enjoy a wonderful lifestyle that also enables them to do what they love to do as well as contribute to the well-being of others. In a sense, they've become "mainstream PCVs" with a significant number of resources. Once you secure employment, you will be joining the thousands of other RPCVs who are making a difference in the organizations in which they work and, thus, are continuing to make a difference in the world. You will find that employers value RPCVs because of their abilities, because of their commitment, and because of their Peace Corps experience. RPCVs work in positions ranging from environmentalist to entertainer, from agronomer to ambassador, from foreign service officer to photojournalist. They are nonprofit agency directors and big-business CEOs. They are importers, exporters, and deporters. They are government administrators and private sector analysts. They are scattered throughout the States and in all corners of the world. They are diverse, but not divided. They all have one thing in common—they are RPCVs. And most began their international careers with the Peace Corps. Welcome to the club. It's a wonderful world where you should be able to find your special niche.

A WORLD OF OPPORTUNITIES

Today's international employment arena offers a wealth of opportunities for those who know the who, where, what, and how of landing an international job. As you get started on your international job search, you'll need to address three important questions:

1. What do you want to do over the next one, three, or five years? Do you want to do something related to your recent Peace Corps experience or other career interests and skills? You answer this question by accessing your interests and skills as well as by exploring career options through research and networking.
2. Where do you want to work? Do you plan to work abroad again, or are you primarily interested in finding an international job based in the United States which also allows you to occasionally travel and work abroad? This is an important lifestyle question. Your answer to this question has implications for the direction of your job search. If, for example, you are very region- or country-specific, you'll want to target employers who operate in those places.
3. Who's offering international job and career opportunities? In other words, who's hiring where? You answer this question by identifying employers who offer international opportunities. Many of these employers periodically announce job vacancies, or they draw from their network of contacts and in-house résumé databases. Your job is to identify employers who most interest you and who might be interested in your experience, and then contact them.

WHERE IN THE WORLD TO WORK

While many jobs involve living and working abroad, many other jobs are based in the United States and involve periodic travel to work sites abroad. In fact, one of the first decisions you need to make is whether or not you want to primarily live and work abroad or join the headquarters operations of an organization based in the United States. If it's the former, you'll want to target your job search toward organizations with extensive field operations. If it's the latter, plan to focus your job search on the headquarters operations of international employers who are disproportionately found in Washington, DC, New York City, Boston, Atlanta, Miami, Chicago, Houston, San Francisco, and Los Angeles—the major U.S.-based hubs for international jobs. If, for example, you're interested in joining a corporation with operations in Central and South America, plan to focus much of your job search attention on the more than 500 multinational companies headquartered in Miami. Having lived and worked abroad, you may find your “field” experience to be especially attractive to employers who need to strengthen their home offices with individuals who have recent international experience.

Given the public service interests and orientations of many RPCVs, government and the nonprofit sector offer numerous international job opportunities. Well known among many RPCVs, these agencies and organizations attract RPCVs who are primarily interested in “public service” careers.

Don't overlook the private sector, which offers the largest number of international jobs. This sector includes numerous contractors and consulting firms which do much of the work of government as well as similar work done by nonprofit organizations, especially NGOs and PVOs; large corporations involved in everything from energy, technology, and pharmaceuticals to construction, food production, and banking and finance; and smaller companies specializing in particular products or services. If you love to travel, including working abroad, you should seriously consider opportunities with the world's second largest industry—travel and hospitality.

An extremely diverse and segmented industry, travel and hospitality includes airlines, cruise lines, tour operators, travel agencies, hotels, publishing, public relations, travel associations, tourist organizations, research and marketing, and education and training. Indeed, some RPCVs have become major travel writers who have had a tremendous impact on the travel industry, especially on understanding different countries, peoples, and cultures. You might also consider becoming a “free agent” by starting your own international business, be it international consulting, import/export, or travel. There is literally a world of exciting possibilities that go far beyond the limited number of international jobs available through government and nonprofit organizations.

INTERNATIONAL ORGANIZATIONS

International organizations are often multilateral and regional in their mission and objectives. These organizations primarily focus on promoting regional/international security as well as economic and social development.

Like the U.S. Agency for International Development (USAID), the United Nations (UN) and the World Bank are major influences on development trends and, similar to USAID, have developed lists of priorities and shifts in emphasis to reflect current issues. The World Bank recognizes a strong correlation between the economic viability of a country and the continued focus on well-planned domestic and international market policy. This is directly linked with investment in capital, education, infrastructure, and technology to support the expanding market.

Getting a job with these organizations is usually difficult and competitive. They often have quotas for hiring people from each of the sponsoring countries and often are not located and/or do not have a main office in the United States. Basic requirements for positions within these organizations include an advanced degree, several years of practical experience, political and cultural sensitivity, and competency in more than one language.

Because of the complexity of the organizations, in this section we include only the two largest and most well-known international organizations: the World Bank and the United Nations.

The World Bank Group
www.worldbank.org

One of the most well-known of all multilateral organizations is the World Bank. It is comprised of five institutions:

The International Bank for Reconstruction and Development
The International Center for the Settlement of Investment Disputes
The International Development Association
The International Finance Corporation
The Multilateral Investment Guarantee Agency

The World Bank was formed to help rebuild Europe after World War II. Today's Bank, however, has sharpened its focus on poverty reduction as the overarching goal of all its work and is one of the world's largest sources of development assistance. In Fiscal Year 2001, the institution provided more than \$17 billion in loans to its client countries. The Bank is making progressive changes in its philosophies and policies, placing serious emphasis on environmental impact issues and recognizing that participatory development improves the quality, effectiveness, and sustainability of development efforts.

In terms of employment opportunities with the World Bank, the most common is that of a contractor, supplier, or consultant. Approximately, 8,000 employees work in Washington, DC and 2,000 work in the field.

The Bank does not keep a large staff of internal implementation experts, so most of the projects' financing must be supported with external oversight and technical advice. You can track projects of interest directly through the embassy of the country in which a project is occurring. Individual consultants can register for assignments directly with the World Bank by requesting a consultant roster form from the personnel department. Employment opportunities as a staff member of the World Bank are available but not easily obtainable. Staff members come from around the world and are generally experienced professionals.

United Nations
jobs.un.org

The United Nations is the world's largest international employer. Its over 60,000 staff members come from all over the world. Among them are secretaries, engineers, mechanics, linguists, physicians, accountants, editors, maintenance workers, and sociologists. Although UN staffing levels are guided by the levels of financial support of member nations, most UN offices are interculturally integrated. About 4,500 UN employees are American.

The United Nations is a complex array of organizations, commissions, and councils, all related to one of the six major parts of the UN: the General Assembly, the Secretariat, the Security Council, the Economic and Social Council, the Trusteeship Council, and the International Court of Justice.

The intergovernmental agencies are separate autonomous organizations related to the United Nations by special agreements. They have their own membership, legislative and executive bodies, secretariats, and budgets, but they work with the UN and with each other through, among other things, the coordinating machinery of the Economic and Social Council. Any State, signing the constitution or agreement establishing a specialized or related agency, becomes a full member of that agency, whether or not it is also a member of the UN.

Although UN staff are found in nearly every country, the majority work in New York at United Nations headquarters, and in Bangkok, Geneva, Montreal, Nairobi, Paris, Rome, Vienna, and Washington, DC. Most UN staff are associated (sometimes distantly) with the secretariat and the Economic and Social Council. Secretariat offices are generally based in New York while the Economic and Social Council has five regional offices: Addis Ababa (the Regional Economic Commission for Africa); Bangkok (for Asia and the Pacific); Amman (for Western Asia); Geneva (for Europe); and Santiago (for Latin America). Altogether, some 32 specialized agencies are associated with the Economic and Social Council.

Working for the United Nations is considered by many to be a rewarding and attractive international career. The work is interesting, salaries and benefits are competitive, and most positions offer opportunities for travel. Qualifications for UN employment are very high and competition for professional positions is very keen. Most professional positions require an advanced degree, competency in at least two official United Nations languages (Arabic, Chinese, English, French, Russian, and Spanish) and several years of specialized professional experience, much of it gained from service in a particular country or region.

Types of employment in United Nations organizations are usually divided into 1) professional positions, and 2) experts and consultants. The experts and consultants are hired for a short term to provide technical advice on specific projects in developing countries. Permanent positions are in all fields related to development, with economics being the most sought after.

As in most organizations or businesses, computer experts may find jobs in these organizations without other qualifying skills.

The United Nations and many of its organizations have their own standard application form, though most now accept individual résumés or CVs and many applications can be filled out online. For American citizens, the U.S. State Department's UN Employment Information and Assistance Unit in the Bureau of International Organization Affairs publishes a comprehensive biweekly list of current UN and other international organization vacancies (www.state.gov/p/io/empl), along with a *Fact Sheet* and other information on employment with international organizations.

The following UN agencies employ more than 3,000 people:

- International Atomic Energy Agency
- United Nations Children's Fund
- United Nations Development Program

United Nations Educational, Scientific, and Cultural Organization
United Nations Food and Agriculture Organization
United Nations High Commissioner for Refugees
United Nations Secretariat
World Health Organization

Other UN organizations offering employment opportunities include:

International Civil Aviation Organization
International Fund for Agriculture Development
International Labor Organization
International Maritime Organization
International Telecommunications Union
United Nations Disaster Relief Organization
United Nations Council on Trade and Development
World Intellectual Property Organization
World Meteorological Organization
World Trade Organization

UN Volunteers

The United Nations Volunteers program (UNV) is the UN organization that supports human development globally by promoting volunteerism and by mobilizing volunteers. It is administered by the United Nations Development Program. Every year some 5,000 UN Volunteers from more than 150 different nationalities actively support the programs of the United Nations itself and almost all UN-funded programs and specialized agencies.

The Peace Corps serves as the focal point for the UNV program in the U.S. The UNV program involves a wide spread of sectors: it maintains a roster covering 115 professional categories, including agriculture, health, human rights promotion, information and communication technology, community development, vocational training, industry, and population. Find out more at www.peacecorps.gov/index.cfm?shell=resources.former.unvol.

Other Regional/Multilateral Organizations

To get further information about the organizations listed below as well as other international organizations and to understand their purpose, visit the appropriate websites. You also should see the *Yearbook of International Organizations* which has information on over 20,000 organizations, including addresses, a brief description, number of staff members, and financial sources. Following is only a sample of other similar organizations:

African Development Bank (Abidjan, Ivory Coast)
Asian Development Bank (Manila, Philippines)
Inter-American Defense Board (Washington, DC)
Intergovernmental Committee for Migration (Geneva, Switzerland)
International Finance Corporation (Washington, DC)

International Telecommunication Union (Geneva, Switzerland)
Organization of American States (Washington, DC)
Organization for Economic Cooperation and Development (Paris, France)
Pan American Health Organization (Washington, DC)
South Pacific Commission (Noumea, New Caledonia)

NONPROFIT ORGANIZATIONS

There are hundreds of American voluntary agencies engaged in overseas relief that are registered with USAID. There are also agencies that do not choose to be registered with USAID, that are based outside the United States. These organizations, typically referred to as NGOs (non-governmental organizations) or PVOs (private voluntary organizations) range from five employees to 2,000 and from budgets of \$25,000 to over \$600,000,000. One will have a very specific goal, such as to supply humanitarian care to children of Romania, while another will provide a huge array of services to countries around the world.

Most NGOs have philosophical ideals that guide their agency and a working culture that plays a significant role in the overall function of the agency. This is an important concept to understand and use to your advantage. Understanding how an agency views their own corporate development and relationship to other agencies will help you articulate goals and your own skills in a way that enhances their identity.

The following career fields are especially relevant to these organizations:

Agriculture
Building/Governance
Children/Sponsorship/Child Health/Youth Development
Community Development/Rural Development
Cultural Preservation
Debt Conversion for Development/Economic Development/Food for Peace
Democratic Processes/Strengthening Civil Society/Constituency
Disaster and Emergency Relief
Economics/Financial Management
Education/Student Exchange/Human Resource Development
Engineers
Enterprise Development/Village Banking/Cooperatives/Credit
Environment/Natural Resources/Forestry/Energy
Evaluation
Gender Issues/Women in Development
Human Rights/Peace/Conflict Resolution
Lawyers
Medicine/Public Health/HIV-AIDS/Nutrition
Mental Health
Migration and Refugee Services
Policy Research and Analysis/Public Policy/Advocacy
Population and Family Planning

Rehabilitation/Vocational Services
Relief
Rural Development
Social Workers
Technical Information Resource Management
Training
Transportation
Urban Development
Water Systems/Irrigation

Humanitarian Agencies (Disaster, Refugee, and Relief)

Frequently, positions with disaster relief can be short-term contracts, not stable long-term career positions. The long-term career positions generally require three to five years of disaster relief experience. As you can imagine, disaster relief is characterized by a high level of stress, mental commitment to a cause, high burnout rates, sometimes dangerous conditions, and the potential for great rewards. It is definitely not a career for everyone.

If you are in a country or situation where disaster relief is needed, consider applying to work for the project while you are in that country. It is easier to get hired for these positions while you are there. (Note, this wisdom does not hold true for all types of development work.) Also note, that once a crisis does develop, there are often many relief organizations that provide services to the stricken area. There are several obvious agencies that devote themselves to these situations, such as the Red Cross, International Rescue Committee, American Rescue Committee, and Doctors Without Borders.

InterAction (www.interaction.org) is an umbrella organization of over 150 agencies. They help coordinate efforts of high priority, such as Rwanda relief, and can provide you with more information about agencies supporting a particular area. Similarly, the USAID Office of Foreign Disaster Assistance can provide you with information about current efforts to support humanitarian relief.

Democracy Building and Research (Policy)

Democracy building is a relatively new but increasingly vital and expanding field. Democracy building includes a wide range of activities designed to help fledgling institutions, both governmental and non-governmental, develop democratic policies and organizations. Whether it is the growth of a multiparty system, assisting in elections, strengthening legislation, building local governments, developing civil-military relations or enhancing civic organizations and helping spread free market concepts, democracy-building institutions are increasingly involved in these efforts. This is an exciting and challenging field that covers a wide variety of work. Opportunities exist in areas of communication, policy making, training, education, community organization, conflict resolution, management and many more.

FEDERAL GOVERNMENT

The U.S. government (www.fedworld.gov) is involved in varied aspects of international work. Providing an international workforce of nearly 80,000, it is one of the largest international employers in the United States. Although several federal agencies, such as the Peace Corps, State Department, and USAID, focus specifically on international matters, you will find that nearly all federal agencies have some ties to the international arena. This section outlines some of the most common forms of direct hire for the following agencies and departments:

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Health and Human Services
- Department of State
- Environmental Protection Agency
- International Trade Commission
- The Peace Corps
- Smithsonian
- U.S. Agency for International Development

Department of Agriculture

www.usda.gov

This department is one of the larger federal employers of specialists. It plays a critical role in developing international trade policy related to its divisions. Divisions within the Department include positions related to trade, marketing, policy, environment, conservation, agriculture, economics, meteorology, and inspection. International-related offices and divisions include:

- Agricultural Marketing Service
- Agricultural Research Service
- Animal and Plant Health Inspection Service
- Economic Research Service
- Economics Management Staff
- Food Safety and Inspection Service
- Foreign Agricultural Service
- Forest Service
- International Affairs and Commodity Programs
- Office of International Cooperation and Development
- Soil Conservation Service
- World Agricultural Outlook Board

Department of Commerce

www.commerce.gov

The mission of the department is to promote the interests of the United States in international trade, economic growth, and technological advancement. It is involved in numerous activities worldwide and includes positions related to: commerce, investment, engineering, economics, business seminars, market research, trade, marketing, telecommunications and information services and products, negotiations, trademark and copyright protection, tourism marketing, weather services, criminal investigation, demographics, oceanic research, advertising, and public relations. International-related offices and divisions include:

- Bureau of Census
- Bureau of Economic Analysis
- Export Administration
- Import Administration
- International Trade Administration
- National Environmental Satellite Data and Information Service
- National Marine Fisheries Service
- National Oceanic and Atmospheric Administration
- National Telecommunications and Information Administration
- Oceanic and Atmospheric Research
- Trade Development
- U.S. and Foreign Commercial Service
- U.S. Patent and Trademark Office

Department of Defense

www.dod.mil

Involved primarily in international affairs, the Department of Defense covers a broad range of career positions, aside from those requiring military status. All levels and nearly all types of positions are available, including positions related to: administration, education, security, budget, information sciences, negotiation, policy, economics, arms control, and search and rescue. International-related offices and divisions include:

- Advanced Research Projects Agency
- Defense Intelligence Agency
- Defense Security Assistance Agency
- Department of Defense Dependents Schools
- Department of Education
- International Security Policy
- National Security Agency

The Department has one international division which provides services in training and research: Center for International Education.

Department of Health and Human Services

www.dhhs.gov

This department focuses on the health and welfare of U.S. citizens both in the U.S. and abroad. Further, HHS promotes international health policy and researches international health issues of interest. Positions focusing on international activities are related to: administration, health-related programs, disease prevention, communication, policy, law, economics, social security, management, science, program coordination, education, research, consultation, and training programs. International-related offices and divisions include:

- Centers for Disease Control and Prevention
- Food and Drug Administration
- Health Resources and Services Administration
- National Cancer Institute
- National Center for Health Statistics
- National Institute of Environmental Health Sciences
- National Institute of Mental Health
- National Institutes of Health
- Office of International Affairs
- Office of International Health
- Office of International and Refugee Health
- Social Security Administration

Department of the Interior

www.doi.gov

Focusing mostly on national concerns, this department maintains international interests and positions related to several fields: territory, trust territory, mining engineering, geology, mineral resources, park management, and hydrology. International-related offices and divisions include:

- Bureau of Land Management
- Bureau of Mines
- Bureau of Reclamation
- National Park Service
- Office of Territorial and International Affairs
- U.S. Fish and Wildlife Service
- U.S. Geological Survey

Department of Justice

www.usdoj.gov

This department focuses on enforcing federal laws and advising with regard to legal matters. Its divisions monitor, administer, and/or enforce laws related to the division's responsibilities. Positions focusing on international activities are related to: compliance with

civil laws, criminal behavior, antitrust, U.S. foreign trade, policy, civil proceedings, litigation, accounting, prosecution, treaty negotiations, administration, immigration and naturalization, examination, law, regulations and procedures, etc. International-related offices and divisions include:

Antitrust Division: Foreign Commerce Section
Civil Division: International Trade Field Office
Criminal Division: International Affairs Office
Drug Enforcement Administration: International Operating Programs
Federal Bureau of Investigation
Foreign Claims Settlement Commission of the United States
Immigration and Naturalization Service: International Affairs
Interpol-U.S. National Central Bureau
U.S. Marshals Service

Department of State

www.state.gov

Chiefly, this department monitors foreign policy, makes recommendations to policy makers, and engages U.S. foreign policy abroad. However, the State Department and the multi-agency Foreign Service, whose primary entrance qualifications exam (the Foreign Service Exam) is administered by the State Department, are multi-faceted with regard to programs, goals and employment opportunities.

Most positions are specialists, but backgrounds of all Foreign Service Officers vary significantly. Many overseas positions with the State Department, USIA, USAID, and Department of Commerce require the well-known Foreign Service Exam.

There are three main avenues for getting work with the Department of State. By taking and passing the Foreign Service Exam, you qualify to become a Foreign Service Officer responsible for formulating, implementing, and coordinating U.S. foreign policy. Your second avenue is as a Foreign Service Specialist. Specialists do not take the Foreign Service Exam and are considered experts in a certain field, which means that, while they may hold positions in several countries and the United States, they are hired for a specific skill, unlike the general Foreign Services Corps. The third option is being a civil-service employee. Generally, these positions are located in the United States in a support role to the Department of State's mission. Typical positions in the civil service include: architects, attorneys, computer specialists, economists, engineers, passport examiners, budget and finance officers, personnel specialists, public information specialists, secretary/office support, and visa examiners. International-related offices and divisions of the State Department include:

African Affairs Bureau
Bureau of Consular Affairs
Bureau of Inter-American Affairs
Bureau of Population, Refugees and Migration

East Asian and Pacific Affairs Bureau
Economic and Business Affairs Bureau
European and Canadian Affairs Bureau
Intelligence and Research Bureau
International Communication and Information Policy Bureau
International Narcotics Matters
International Organization Affairs Bureau
International Security Affairs
Near Eastern and South Asian Affairs Bureau
Oceans and International Environmental and Scientific Affairs Bureau
Political - Military Affairs

Peace Corps

www.peacecorps.gov

This federal agency is one of the most popular among federal job-seeking RPCVs. This is demonstrated by a large percentage of RPCV staff. Unique to federal agencies, however, employees can work for the Peace Corps for only up to five years, which means regular and high staff turnover and more opportunity for interested RPCVs. More than 800 people work for the Peace Corps in the United States and overseas. There is an increasing focus on hiring Host Country Nationals for many overseas positions. Full-time positions include: APCD, medical staff, training staff, recruiters, management services, administrative services, post-Peace Corps services, budget officers, press, and communications staff. If you are interested in more detailed information about specific positions, check the section in your *Career Resource Manual* or visit the Peace Corps website.

Short-term contracting positions are filled regularly with RPCVs. These are most frequently for specific technical training programs such as health, small enterprise development, etc. There are two avenues for becoming a contractor to the Peace Corps: directly through the Peace Corps with a Personal Services Contract (PSC), or through a contracting firm that recruits trainers for specific countries. PSCs through the Peace Corps often take place directly from your country of service, utilizing your recent experiences and saving travel expenses. You can also apply for a short-term consulting position directly through the Peace Corps.

Contact the Short-Term Assistance Unit (STAU) or visit the Peace Corps website at www.peacecorps.gov/index.cfm?shell=pchq.jobs.overseasop.contract. You may also send an e-mail to stau@peacecorps.gov. STAU provides trainers for Pre-Service Trainings when requested by a Peace Corps overseas post. To identify trainers, the STAU maintains a database of potential short-term contractors and actively recruits new candidates. In addition to sending contractors overseas, the STAU assists other offices in need of qualified short-term contractors for other positions, such as workshops, in-service trainings, and program evaluations.

If you are interested in short-term training positions, remember that most Peace Corps field offices hire training staff locally. In the event a post is not able to identify qualified trainers,

the STAU helps to identify and hire contractors through its short-term contractor database. Typical contract positions include: pre-service training directors, pre-service training technical trainers/coordinators, and language specialists.

Smithsonian Institution

www.si.edu

The Smithsonian preserves, promotes, and presents items and knowledge related to history, science, culture, and the arts. Maintaining 16 museums and galleries in Washington, DC, and New York as well as the National Zoo, the Smithsonian is the largest museum complex in the world. Varied international-related programs include positions related to curating, research, exhibitions, promotions, administration, science, management, etc. International-related offices and divisions include:

- African and Asian Art Museums
- Center for Folklife and Cultural Heritage
- Center for Museum Studies
- International Center
- Office of International Relations
- Smithsonian Institution Traveling Exhibition Service
- Woodrow Wilson International Center for Scholars

U.S. Agency for International Development

www.usaid.gov

USAID is an independent federal government agency that receives overall foreign policy guidance from the Secretary of State. The agency works to support long-term and equitable economic growth and advancing U.S. foreign policy objectives by supporting: economic growth, agricultural and trade; global health; and democracy, conflict prevention, and humanitarian assistance.

The agency provides assistance in four regions of the world: Sub-Saharan Africa; Asia and the Near East; Latin America and the Caribbean; and Europe and Eurasia.

Highly competitive in its recruitment, USAID's staff leans toward professional mid- to senior-level administrators. However, the agency also has a large clerical and administrative staff. Because of the competition for USAID positions, many interested potential applicants gain experience working with USAID through consulting firms that work in collaboration with the agency.

Due to major downsizing of this agency during the past decade, today USAID offers a very limited number of job opportunities for international job seekers. For more information on current employment programs, vacancy announcements, and application procedures, visit the employment section of USAID's website at www.usaid.gov/about/employment.

Other Federal Agencies

Many more agencies, departments, divisions, and offices within the executive, judicial, and legislative branches of the federal government maintain an international connection. Listed above are only the better known, larger employing organizations within the federal government.

State and Local Governments

States with extensive international trade and tourism, such as California, Illinois, New York, and Florida, offer positions to develop international relations. Many states also have jobs to develop international investment in their states. The governor's office in your state or the Trade section of the Commerce Department may be able to give you information on these opportunities.

State international business representatives currently tend to be few in number, but the number will probably expand. These jobs often require a number of years of experience working in tourism in the state, with a background in marketing, conventions, and tourism. Examples of two states likely to have this kind of work are Colorado, which is working in Japan to promote skiing and other tourism, and Nevada, which has representatives in Taiwan and Japan to entice tourists to come and gamble. As other states develop particular business and tourist interests, they may have a need for representatives.

Some states offer foreign companies tax and other incentives to build factories or bring other operations into less-developed parts of the state. State jobs promoting foreign business development would probably require marketing or financial experience.

CONSULTING

Contracting with Consulting Organizations

Contracting is a major source of employment for many people. There are different avenues this can take—short-term independent work, long-term expert for a few particular agencies, freelancing, etc. It can be intimidating and difficult to get into the contracting world.

Whether it be a two-year contract to build a new telecommunications branch in a South American capital city, a three-week contract to accompany a group of teenagers wanting to build a hiking path through a rainforest, an annual contract to identify international staff for a Fortune 500 company, or a regular consultancy to identify programming changes in a development organization, contracts exist in every corner of nearly every organization involved in international work. It appears that the best opportunities for the majority of contract-seeking RPCVs are contracts with organizations with a focus on development. Thus, this section will focus mostly on contracts in the field of development.

The number of organizations involved with international development consulting is immense. Many of the organizations receive funding for projects from USAID, though they

are increasingly seeking contracts with the World Bank and its affiliates, the African Development Bank, the Asian Development Bank, and the InterAmerica Development Bank.

The type of project varies with the needs of the countries and the interests of the organizations. Often firms specialize geographically or functionally, or both. For instance, a firm may concentrate solely on privatization and private sector development in Asia or environmental projects in Africa.

Employers in international development are interested in technical expertise in different aspects of development, including small-enterprise development, credit unions, agricultural economics, and other business functions. They are looking for experience in the field and academic study to support it. The agencies often require at least a master's degree in a relevant technical field. Some support-level positions are available for those with bachelor's degrees. Degrees in international relations or international affairs are less likely to be of interest to them than a degree and experience in business or agricultural economics.

Often they require a minimum of five years of overseas field experience. Therefore, additional work with development agencies beyond the Peace Corps is valuable or required. Language skills are important, especially in French, Spanish, Russian, and Arabic.

If you're just beginning your career, consider working for a short period of time as a program assistant for a consulting firm to start learning the ropes and understand the contracting culture. Keep in mind that the Peace Corps and other governmental agencies also contract with independent training organizations. For Internet contact information on some of the major international contracting and consulting firms, see the last chapter of this book.

Negotiating Contracts and Consultancies

If you are considering a Personal Services Contract (PSC) or a contract through an agency, or have landed one, congratulations. There are many things to consider during the negotiation stage and there are few well-defined guidelines. Talk to your friends and network contacts who have done contract work and get their insights. (Note: These topics are useful to think about in many settings, not just contract work.) Not all these things apply to all situations. However, it is wise to negotiate everything and make sure it is in written form in your contract. Please keep in mind that Peace Corps policies differ greatly from USAID and the State Department, and you will need to check with each on specific rules.

The Peace Corps hires many short-term contractors in various fields, while most of the agency's long-term contractors are medical personnel. Additionally, compensation for overseas Peace Corps training contract work tends to fall between the range of \$80/day to \$240/day depending upon qualifications and experience.

Now, if you just did some quick mental calculations and got very excited, keep some things in mind. You may be responsible for insurance (including medevac). (The Peace Corps

reimburses 100 percent for liability insurance and for medevacs up to a maximum which depends on the number of days that the contractor will be out of the country.) Additionally, contractors are responsible for all taxes, including 100 percent of social security. You may be responsible for housing costs, although the Peace Corps provides lodging as well as miscellaneous and incidental expenses for contractors. On the plus side, you may still be able to save a considerable amount of money simply because your overseas living costs typically are minimal.

The Peace Corps generally hires RPCVs as contractors through the Short-Term Assistance Unit, and prospective contractors are encouraged to submit their information into the STAU database for consideration. Additionally, a Request for Proposal (RFP) is a common method used by other federal agencies to solicit proposals from contracting firms, development agencies, and individuals. Once a proposal has been written, it is common practice to submit the résumés of key people with specialized skills as a part of the package. You may get excited about the project, but if your proposal is not selected, all your work can only be counted as good experience. In addition, the grant writing agency is under no obligation to actually hire you if they are awarded the contract. This can be a very frustrating process.

When it comes time to negotiate terms of employment, keep these areas of negotiation in mind:

- Travel (to the country of the contract and return to your Home of Record) in accordance with federal travel regulations.
- Consumables shipment(s) of food and other supplies to be used at your post for personal reasons (usually applies only to long-term contractors).
- Home leave (if your contract is extended or renewed beyond two years).
- Health insurance, medevac insurance, and life Insurance up to a certain percentage.
- Housing
- Furnishings
- In-country travel/local and regional conferences (travel and *per diem* should be covered)
- Miscellaneous services

For information on personal services contracts with the U.S. Agency for International Development, visit their website at www.usaid.gov/about/employment/overnew.htm.

BUSINESS, ASSOCIATIONS, AND RESEARCH

General Business

As the world is moving more into a global community, it stands to reason that the business and communication industries will continue to follow suit. As more trade agreements are signed and more countries become “open” to international commerce, there will be a corresponding need for people with a thorough comprehension of foreign languages, customs, and connections.

International business is not necessarily limited to big businesses that typify a multinational corporation. International business includes everything from collaborative work with firms in other countries to the import of indigenous crafts from local cooperatives to stimulate their income.

Business continues to grow in numerous areas, including pharmaceuticals, chemicals, tools and machines, business equipment, foods, communications, insurance, bank and financial services, aviation, airline and aerospace services, photography, cosmetics, manufacturing, electronics, hotels and travel, health care and health care products, textiles, consulting, law, broadcasting, magazines and journalism, film production, news services, language and translation services, auto manufacturers and rental companies, travel agencies for both business and leisure, research to support continued business growth, hotels and conference planning, and telecommunications.

Although international businesses maintain the highest employment figures, competition is on the rise in many companies that increasingly hire host-country nationals (HCNs). This is for several reasons. First, an increasing number of HCNs have the qualifications and bilingual capabilities to perform the work. Not only do companies avoid travel expenses for such hires, but overall salaries and benefits packages are much lower for HCNs, thus reducing costs for companies. Secondly, for foreign-owned companies, governments may have strict requirements about non-citizens working in their country. This is to protect employment opportunities for its own citizens, as in the United States. Thirdly, the company may have to prove to the foreign government that no one in that country has your qualifications in order to sponsor you for a business visa, thus higher levels of education become the norm for basic competitiveness for international positions.

The competition is tough for Americans seeking overseas positions. U.S. companies are less likely to risk hiring non-experienced individuals to handle critical business abroad when their costs for doing so are high.

Most large companies (except in oil, airlines, and computer programming) do not hire to place someone overseas immediately. Many firms prefer to hire someone to work stateside for one to five or more years before transferring them to a foreign site. They want employees who have learned company operations, products, or services before they go abroad. Some only send Americans as senior managers, regional sales directors, or senior technical staff.

However, many business experts expect international business professionals to be hot commodities. To increase your chances of landing an international career in business and/or communications, experts have identified the following knowledge, skills, and abilities as being those most highly sought by international business employers: second-language fluency; cross-cultural experience and expertise in managing cross-cultural communication; work experience in the field, preferably international experience in the said field; and the ability to travel, work autonomously, make tough decisions; and be flexible.

To find work in international business, there are many resources available to you. If you are

overseas, check into some of the large corporations in the country. Large corporations very likely have overseas branches or positions for business people in their production or sales facilities. Chambers of Commerce, both in the United States and in most countries, have information about the region or country of interest.

Following is a brief summary for each of the following fields in international business: agribusiness; associations and research institutions; banking and finance; communications (marketing, media, journalism); development; export-import; law; marketing; travel and tourism; and entrepreneur.

Associations and University/Research Institutions

There are hundreds to thousands of associations, societies, research institutions, and higher education institutions in the United States that maintain some type of international interest. Whether it be a university that conducts research in countries and fields of interest, an association that provides travel assistance to its international constituents, or a society that focuses strictly on one or more specific international issues, these organizations provide countless opportunities to job seekers in the international arena, be it stateside or abroad. The *Encyclopedia of Associations* and the *Research Center Directory* will help you explore further.

For the organizations based in the United States, the jobs, too, are most likely to be in the States. However, thousands of similar organizations are based throughout the world. The *Encyclopedia of Associations: International Organizations* and the *Yearbook of International Organizations* contain the majority of listings.

Banking and Finance

The commercial and investment banking and finance industry continues to grow as financial markets continue to become more global. Ranging from international commercial banks such as Citicorp to accounting firms, investment firms, and other financial services, this field employs thousands of workers across the globe in various positions conducting varied business with governments, other institutions, corporations, and individuals.

Many financial services are involved in making loans related to small-business development, agricultural development, and infrastructure development. Other banks are involved in corporate finance and merger and acquisition activities, capital markets, and trading activities.

The majority of the larger international corporations are headquartered out of New York City, although some can be found in San Francisco, Los Angeles, Boston, Miami, and other major international hubs. Although numerous positions exist abroad, the majority of positions tend to remain at the headquarters location with regular travel.

Depending on the position you seek, most international financial institutions prefer backgrounds or degrees in economics, accounting, finance, political science, business,

international affairs, or law. However, the global banking industry is keen on traditional business skills complemented with strong communication skills and creative abilities.

Journalism

Although thousands of American journalists report the news from abroad, few newspapers, magazines, and television and cable stations hire outside foreign correspondents. Most overseas positions are filled by journalists who have proven skills and several years of experience with the company.

Competition is intense in all media. Whether you seek a position based in the United States or abroad, most major networks and newspapers require solid experience and a strong portfolio. At some newspapers and networks, an internship has become the prerequisite for a job. Minorities, however, are finding their journalism niche quicker than non-minorities. Newspapers and networks are in hot pursuit of talented minorities.

Clearly, this is a field where the aspiring journalist must pay her/his dues as well as act creatively in the job search. Many journalists begin as clerks or assistants, but savvy assistants with luck, demonstrated skill, and a creative bent may find that their laborious efforts can pay off.

With discipline and research, interested writers can find work opportunities outside the newsroom. Travel writing has increased in popularity, and many creative writers and/or photographers with a love for travel find scattered opportunities to sell their experiences to newspapers, magazines, and travel guides. Although a guaranteed salary rarely accompanies this type of journalism, many RPCVs have been successful in selling their stories, or finding an interesting and unusual travel niche to write about.

One example includes RPCV Mike Tidwell (Zaire 1985-87), the author of four books, including *Amazon Stranger* and *The Ponds of Kalambayi*. A former National Endowment for the Arts fellow, Tidwell's work has appeared in such publications as *National Geographic Traveler*, *Washingtonian*, and *Reader's Digest*. He has also earned three Lowell Thomas Awards, the highest prize in American travel journalism.

Another successful example includes RPCV Joe Cummings (Thailand 1977-78). Cummings has been an extremely productive writer, especially covering Southeast Asia and Mexico. He is the winner of major travel writing awards, including the Lowell Thomas Travel Journalism Gold Award 1995 (for *Lonely Planet Thailand*), the Lowell Thomas Travel Journalism Award 1993 (for *Travelers Tales Thailand*), and a Thomas Cook Guidebook of the Year finalist in 1991 (for *Lonely Planet Vietnam, Laos, and Cambodia*) and 1984 (*Lonely Planet Thailand*).

Export-Import

Export- and import-related jobs are found anywhere from big businesses to small mom-and-pop shops. This field offers opportunities in marketing, buying, sales, management, law,

trade, delivery, customer service, etc. Businesses range from exporting American grains to importing indigenous crafts. Many RPCVs have taken delight in traveling back to host countries as buyers for large and small retail operations in the United States. However, these positions are highly sought and therefore very competitive.

Law

International law has a finger in nearly every international business pie, from preserving rules and policy in international relations to protecting human rights and international treaties. Opportunities to practice international law exist in government, multilateral organizations, big and small businesses, nonprofit organizations, and volunteer organizations.

As international business increases, so do opportunities in this field. Lawyers are needed to deal with new mergers, foreign legal issues, global securities offerings, joint ventures, acquisitions, international disputes, etc.

Information with regard to international law practice is fairly easy to obtain. Most large firms offer information about their international practice.

Marketing and Sales

Marketing and sales positions are the most common entry for the new or newer international workers who have significant experience in the business. These positions exist in large and small companies and their focus is to market the image of the company or the product(s) it produces. Because of this, fluency in another language is vital.

Travel and Tourism

Whether it be an airline, cruise line, travel agency, tour company, auto company, or hotel, the travel and tourism industry has been a stronghold in the international arena for years. Although permanent positions abroad are hard to come by in the aforementioned businesses, international-related positions exist both domestically and abroad.

Being hired in the United States and sent abroad is probably the most difficult entrance into this industry. Those positions are usually reserved for management staff that has been with the company for a while and has demonstrated the skills and language necessary to meet the overseas challenge. However, many RPCVs have found work in this industry by conducting their job search while traveling abroad.

Translating and Interpreting

Interpreting and translating might be a career option or a temporary freelance position if you become fluent in the language(s) of your region. This is a field that is growing rapidly and should continue to do so as the global community continues to expand. There are a couple of avenues to pursue in thinking about interpreting/translating as a job. Translating is the

written component of converting languages, and interpreting is the oral component. These two skills are not necessarily interchangeable. You can develop skills in one or both, but do not assume that speaking a foreign language automatically makes you good at either one. There are needs for both interpretation and translation skills in specialized areas. If you have developed a vocabulary that includes most French words for medical terms, for example, you will have more to offer to the medical profession in francophone countries.

The American Translators Association (www.atanet.org) is one of the largest national organizations for translators. They have developed an accreditation system to guarantee that the people certified through ATA meet certain standards of excellence. There are other smaller organizations that generally focus on specific topics (i.e., literary translators). ATA not only handles the accreditation process but it puts together a *Translation Services Directory* of people who are certified as translators/interpreters.

Entrepreneurs: Starting an Overseas Business

If you want to start an overseas business, your first stop might be the local Chamber of Commerce. There is often also a U.S. Chamber of Commerce in the country where you want to do business. Check with them to see what is currently operating in that country and how they can help you.

The Department of Commerce in Washington, DC, is an excellent source of information for starting a business abroad. It maintains a country desk for every foreign country. The *Overseas Business Report* for the country you are interested in will give you the basics of business. The Commerce Department also puts out *Business American*, a bi-weekly magazine, and the *Commerce Business Daily* newspaper. If the country is in the Caribbean, check out their *CBI Business Bulletin*. These are available at many public libraries and online. The Department of Commerce also provides free counseling in its 40 regional offices. Check for the one closest to you in the blue pages of your phone book.

The Overseas Private Investment Corporation can provide information on starting businesses overseas. OPIC is an agency of the U.S. government set up to encourage American investment abroad. Their three main functions are:

- To assist in overseas investment through direct loans and loan guarantees
- To insure investments against political risks
- To provide investor services

Foreign embassies can also provide information on investment in their countries. They will be able to tell you what agencies are available to help business development in their countries.

International law, brokerage, and accounting firms can also help you set up a business overseas. PricewaterhouseCoopers, for instance, publishes an excellent series of free books that explain business registration and tax procedures in other countries.

ORGANIZE AN EFFECTIVE JOB SEARCH

Conducting an international job search is very similar to conducting a job search in general. It involves several distinct steps that ultimately lead to finding the perfect job. We recommend following these steps in sequence—do first things first—rather than jump around from one to another:

1. Assess your interests, skills, and abilities: This is the critical first step to conducting an effective job search. It involves assessing your interests, skills, values, motivations, and temperament based upon an analysis of your accomplishments. In other words, you need to identify your major strengths—what you do well and enjoy doing. Once you do this, you should be able to specify your motivated abilities and skills (MAS), which are the basis for identifying and communicating your pattern of accomplishments on your résumé and in interviews. For information on how to best complete this step, see the assessment chapters in Ron and Caryl Krannich’s *Discover the Best Jobs for You* (Impact Publications, 2001), as well as visit assessment websites such as www.assessment.com and www.careerhub.org. An example of motivated abilities and skills or a pattern of accomplishments for a RPCV might be:

Enjoy raising funds and organizing community development projects involving the participation of international donors, local officials, and community organizations. Consistently produce results that strengthen community decision-making.

2. Specify your job and career objective: This is essentially a paper-and-pencil exercise based on the assessment of your interests, skills, and abilities that has been formulated into a pattern of motivated skills and abilities. It should be a very succinct 20-40 word employer-centered statement of what it is you would like to accomplish in your next job that would benefit the employer. This may be the single most difficult activity to complete. Indeed, some job seekers may take two weeks of constantly refining their objective. Once completed, this objective will give important direction to your job search so you can target specific employers. Formulated properly, this objective will help you clearly communicate to employers exactly what it is you want to do for them. Without an objective, you may wander aimlessly from one interesting job description to another, rewrite your résumé for each potential employer, and generally communicate that you’re really not sure what you want other than to land a job which you hope you will enjoy. Whatever you do, don’t make this mistake of trying to fit yourself into a job because you failed to complete this critical step in your job search. An international job objective for a RPCV might be stated as follows:

An increasingly responsible consulting position with an international nonprofit organization, where proven fund raising, community development, leadership, and decision-making skills will be used to achieve the organization’s decentralization mission.

3. Conduct research on alternative opportunities: Since you need to know who is

hiring where for what types of jobs, you need to conduct a great deal of research on jobs, employers, organizations, and communities. Much of this research can be conducted via the Internet. Most communities and organizations have their own websites. To identify relevant communities and employers, use these major search engines, which tend to yield the best results:

www.allthesites.com
www.altavista.com

www.google.com
www.northernlight.com

For exploring job alternatives, check out the U.S. Department of Labor's website, especially its online version of the *Occupational Outlook Handbook*: www.bls.gov/oco.

For exploring job opportunities, visit several of these major online employment sites, which include thousands of job listings:

hotjobs.yahoo.com
www.ajb.com
www.careerbuilder.com
www.careerbuilding.com
www.peacecorps.gov/index.cfm?shell=resources.former.hotline

www.employmentguide.com
www.flipdog.com
www.monster.com
www.nationjob.com

You'll also need to do research by using your local library and through networking and informational interviews. While research is always an ongoing process in any job search, your initial week or two of intensive research should yield very useful information for directing other stages of your job search. Visit the following sites for conducting research on a variety of occupational fields, professional associations, and employers:

Associations on the Net
Hoover's Online
Job Factory
Job Search Engine
Quintessential Careers

www.ipl.org/div/aon
www.hoovers.com
www.jobfactory.com
www.job-search-engine.com
www.quintcareers.com

Most major libraries will have the following key directories for identifying thousands of professional and trade associations which can be key to any job search:

Directory of National Trade and Professional Associations of the United States (Columbia Books, Inc.)
Encyclopedia of Associations (Gale Group)

4. Write and distribute powerful attention-grabbing résumés and letters: Once you've completed steps one, two, and three, you should be in an excellent position to write an outstanding résumé as well as produce many different types of job search letters, including the ubiquitous cover letter that normally accompanies the résumé. Since you've already completed an assessment, formulated an objective, and know your pattern of accomplishments, your résumé should clearly reflect what you do well and enjoy doing—

your motivated abilities and skills. It should especially communicate what you have done, can do, and will do for the employer. In other words, it gives the employer strong evidence that you have a predictable pattern of performance because the content of your résumé focuses on your pattern of accomplishments. You should be prepared to write a series of job search letters that open the doors to key networking contacts and employers. These letters come in many different forms, including approach, cover, thank you, follow-up, and special letters. The most powerful letter you may ever write, one that can easily substitute for a résumé, is the “T” letter. This letter focuses your qualifications and accomplishments, in a “T” format, around the specific requirements of a position. The following books are excellent resources for writing, producing, distributing, and following up the types of résumés and letters RPCVs should be using in their job search:

201 Dynamite Job Search Letters (Ron and Caryl Krannich)
Cover Letters for Dummies (Joyce Lain Kennedy)
Global Résumé and CV Guide (Mary Anne Thompson)
Haldane’s Best Cover Letters for Professionals (Bernard Haldane Associates)
Haldane’s Best Résumés for Professionals (Bernard Haldane Associates)
Résumés for Dummies (Joyce Lain Kennedy)
The Savvy Résumé Writer (Ron and Caryl Krannich)

If you need professional help in writing your résumé and letters, contact these networks of professional résumé writers:

e-resume.net	www.e-resume.net
Professional Résumé Writing and Research Association	www.prwra.com
Resume Writing Services	www.resumesystems.com

The following companies will distribute, for a fee, your résumé to hundreds of potential employers. Known as “résumé blasters,” they may or may not be an effective way of getting your résumé into the hands of the right employer. Nonetheless, you should check out their series to see if they would be appropriate for your job search situation:

Blast My Résumé	www.blastmyresume.com
CareerXpress	www.careerxpress.com
Résumé Blaster	www.resumeblaster.com
RésuméXPRESS	www.resumexpress.com
Résumé Zapper	www.resumezapper.com
See Me Résumés	www.seemerésumes.com

5. Network and conduct informational interviews: Networking still remains the most effective way of landing quality jobs. While you can spend a great deal of time going through newspapers, trade journals, newsletters, and online employment sites to identify and respond to job vacancies, the best quality jobs are found on what career counselors call the

“hidden jobs market”—jobs that are not announced but which are identified through interpersonal networking. This is especially true in the case of the international job arena. Many international jobs are acquired through personal contacts and word-of-mouth communications. Consequently, it’s incumbent upon you to initiate an effective networking campaign through which you conduct numerous informational interviews. These interviews are designed to generate a great deal of information, advice, and referrals that further build and expand your network of employment contacts. If done properly, your networking campaign will open many doors to job opportunities you might never have learned about had you only focused your job search on the advertised job market of published job vacancy announcements. Indeed, as many RPCVs testify, they got their first, second, and third jobs after the Peace Corps because of their networking activities amongst fellow RPCVs and other key people they included in their active networking and informational interviewing campaign. For information on how to initiate such a campaign, including examples of the informational or referral interview, check out these four books:

A Foot in the Door (Katharine Hansen)
Haldane’s Best Answers to Tough Interview Questions (Bernard Haldane Associates)
Information Interviewing (Martha Stoodley)
The Savvy Networker (Ron and Caryl Krannich)

6. Interview for jobs: The major purpose of all previous job search activities, including networking, résumés, and letters, is to get job interviews which hopefully will turn into job offers. If you’ve done your homework, you should be well prepared to handle the job interview. Again, keep in mind that employers want to know what *value* you will add or *benefits* you will bring to their organizations. At this stage, they know you are probably technically qualified for the position. What they really want to know is if you will fit well into their organization. Consequently, they will be checking out your personality, social skills, and ability to take initiative and think on your feet. They may conduct a series of interviews as well as ask you behavioral questions. The key to managing this interview is preparation, preparation, and preparation. Study the interview situation; learn as much as possible about the employer; practice answering possible questions you will be asked; prepare yourself for “what if” or “what did you, or would you, do in a case where . . .” open-ended behavioral questions; and focus on telling short (one-to three-minute) stories which would serve as examples of your accomplishments. And be sure to ask questions about the job, the employer, and your future in the organization. Several excellent resources can help you prepare for this critical interview stage:

101 Dynamite Questions to Ask at Your Job Interview (Richard Fein)
Interview for Success (Caryl and Ron Krannich)
Job Interviews for Dummies (Joyce Lain Kennedy)
Proof of Performance (Rick Nelles)

7. Negotiate salary and benefits: What exactly are you worth in today’s job market? Unfortunately, many people are underpaid because they (1) don’t know what they are worth, and (2) fail to negotiate compensation. Indeed, many people take whatever they

are offered. Some rationalize low pay and inequities by saying the money is not important to them. While that may be true, most people still want to be paid what they are worth. After all, money is one way of “keeping score” as to one’s true value in the world of work. With more money, you can do more things that are important to you. If you’ve worked in government, you know your salary and benefits are predetermined by your official “grade” and “step.” If you decide to work for a nonprofit organization, chances are you will be making 30 percent less than what you can make in the private sector or even in government. Many nonprofits with limited funds have very little flexibility when it comes to negotiating compensation. Other nonprofits have more flexibility to negotiate salary and benefits than you may think. In any case, you should be prepared to negotiate compensation. Your focus should be on the value of the position—not on your previous compensation history. Your research should indicate the comparable value of positions as well as your own worth given your skills and experience. Several books can assist you in developing the necessary salary negotiation skills:

101 Salary Secrets (Daniel Porot)

Better Than Money (David E. Gumpert)

Dynamite Salary Negotiations (Ron and Caryl Krannich)

Get More Money on the Next Job (Lee E. Miller)

Several excellent websites provide useful salary information to help individuals determine their current market value. Be sure to visit these sites before you talk about compensation to an employer:

jobstar.org/tools/salary
www.salary.com

salaryexpert.com
www.wageweb.com

One of the biggest mistakes job seekers make is to start their job search by writing a résumé—the fourth step in a well organized and effective job search. Whatever you do, don’t write your résumé before following the first three steps in this process.

Take a week or two to complete the first few steps which will prepare you for writing a powerful résumé that clearly communicates what employers want to know about candidates:

What you have done in the past—your pattern of accomplishments

What you can do at present—your current skill level

What you will do in the future—your predictable performance

Always keep in mind what employers are looking for in candidates today: *predictable pattern of performance*.

Education and experience may be indicators of past and present performance, but employers want to know *what it is you will do for them in the future*. They are more interested in *predicting your future performance* in their organization than in learning about your past work history, education, activities, and awards. They are not interested,

for example, in learning about your great latrine or weir project in village X of country Y. Instead, they would like to know if you have a *consistent pattern* of taking initiative, organizing projects, and providing key leadership in achieving goals, regardless of where such behavior takes place. Indeed, many employers may have little interest in your specific Peace Corps experience, other than as an indicator of your possible future performance, if indeed they can find a *pattern of accomplishments* arising out of that experience. Your job is to rise above discrete work activities in communicating your pattern of accomplishments so the employer can more easily predict your possible future performance. You do this by first understanding yourself – analyze who you really are in terms of a pattern of accomplishments. Once you understand this pattern, you need to communicate it to employers who are looking for evidence of such patterns rather than verbal promises of future performance. In other words, you need to show them solid proof that you have a predictable pattern of behavior that will meet or exceed the employer’s expectations.

Assessment is the key to organizing and conducting an effective job search. Several resources are available to assist you with this critical first step. If you’ve not taken the *Myers-Briggs Type Indicator™*, *Strong Interest Inventory*, or *Self-Directed Search*—the three most widely used assessment devices in career counseling, you should do so immediately. The results of these tests should be quite revealing for you in terms of communicating your interests, skills, and abilities to potential employers on résumés, in letters, and during interviews. These tests are widely available through community colleges and professional career counselors. You can even take these and several other relevant assessment tests online by visiting these useful websites:

Career Hub	www.careerhub.org
The Career Key	www.careerkey.org
CareerLab.com	www.careerlab.com
Fortune.com	www.fortune.com/careers
Futurestep	www.futurestep.com
Job Hunters Bible	www.jobhuntersbible.com
MAPP	www.assessment.com
Personality Online	www.personalityonline.com
Personality Type	www.personalitytype.com
Profiler	www.profiler.com
Self-Directed Search	www.self-directed-search.com
Tests on the Web	www.2h.com

If you need a professional career counselor or career coach to assist you with this process, the following organizations can refer you to such professionals:

National Board for Certified Counselors	www.nbcc.org
National Career Development Association	www.ncda.org
Career Planning & Adult	

Development Network
Certified Career Coaches

www.careernetwork.org
www.certifiedcareercoaches.com

JOB HUNTING ON THE INTERNET

During the past decade, the Internet has increasingly played an important role in the employment process. Today more and more employers turn to the Internet to recruit candidates through their own home pages or by using online employment sites and databases. At the same time, more and more job seekers are including an Internet component in their job search. This component involves four major activities:

1. Posting résumés into online résumé databases that are accessed by employers.
2. Surveying job vacancies posted on home pages and through employment sites.
3. Conducting research on employers, compensation, and communities.
4. Networking for information, advice, and referrals.

Knowing how to use search engines and e-mail are the key skills for becoming an effective online job seeker. Learning such skills only takes a couple of hours. In fact, if you lack Internet skills, or need to brush up on using the Internet, you are well advised to order a copy of one of the most useful books on using the Internet, Angus J. Kennedy's *The Rough Guide to the Internet* (New York: The Rough Guides, October 2001).

This guide will make you an Internet guru in the shortest possible time. In plain English and no hint of techie jargon, the book explains: sending e-mail, browsing sports, news, and travel information, playing free music samples from thousands of bands, shopping for the best Internet deals, downloading free software, and creating your own web pages. It also includes a 2,000-site web directory, guide to Usenet groups, and a glossary.

For international job seekers, the Internet is a wonderful medium for locating employers and conducting a long-distance job search via e-mail. Indeed, a potential employer in Sydney, Australia or Capetown, South Africa will most likely want you to e-mail a copy of your résumé, along with an accompanying cover letter, as well as conduct a screening interview online.

Using the Internet to conduct an international job search is relatively easy once you start using key search engines and locate a few major websites that provide linkages to the international employment community. In the following sections we identify several websites that can be useful in conducting an international job search. However, please be forewarned that some of these sites may go out of business and disappear altogether or merge with other websites in the coming months and years. Therefore, it is incumbent upon you to identify new websites that can assist you with your international job search.

INTERNET JOB-SEARCH RESOURCES

If you are new to using the Internet for conducting a job search, you are well advised to consult several of the following books that provide details on using the Internet. Several of these resources go through the whole process of using the Internet for conducting employment research, posting résumés, and communicating by e-mail. Others primarily annotate the best employment sites on the Internet:

100 Top Internet Job Sites (Kristina M. Ackley)
America's Top Internet Job Sites (Ron and Caryl Krannich)
CareerXroads 2003 (Gerry Crispin and Mark Mehler)
Cyberspace Job Search Kit (Fred E. Jandt and Mary B. Nemnich)
The Guide to Internet Job Searching (Margaret Riley, et al.)
Job Searching Online For Dummies, With CD-ROM (Pam Dixon)
Weddle's 2002 Job Seeker's Guide to Employment Web Sites (Peter D. Weddle)

SEARCH ENGINES

You will literally find hundreds of search engines designed to assist Internet users in finding information efficiently and effectively. In fact, Top9.com regularly ranks the most popular search engines on the web. If you want to find out whose search engine is getting the largest number of "hits," go to Top9.com's website at www.top9.com.

The process of searching for information on the Internet is organized by three types of search mechanisms: search engines, search agents, and directories. Search engines use "spiders" that crawl the Internet in search of keywords, phrases, and other information you specify as part of your search. Search agents, also known as searchbots, operate like search engines but they also search the various search engines in compiling more information than a single search engine. Directories are compilations of websites organized under a single subject, such as "Employment," "Travel," and "Cities."

If you decide to use search engines in your online job search, we recommend that you start with the always reliable, no-nonsense, and unadorned Google at www.google.com.

Other key search engines to use include:

All the Web	www.alltheweb.com
AltaVista	www.altavista.com
AOL Search	search.aol.com
Debriefing	www.debriefing.com
HotBot	www.hotbot.com
Lycos	www.lycos.com
Microsoft Network	www.msn.com
Netscape	www.netscape.com
Searchbeat	www.searchbeat.com
Webcrawler	www.webcrawler.com
Yahoo	www.yahoo.com

Some of the most popular search agents, which simultaneously search a limited number (5-15) of search engines and directories, include the following:

Copernic	www.copernic.com
EuroFerret	www.euroferret.com

Go2Net	www.go2net.com
MetaCrawler	www.metacrawler.com
MetaGopher	www.metagopher.com
ProFusion	www.profusion.com

Some useful websites that primarily function as directories include the following:

About.com	www.about.com
Ask Jeeves	www.ask.com
DogPile	www.dogpile.com
Encyclopedia Britannica	www.britannica.com
Excite	www.excite.com
Go	www.go.com
iWon	home.iwon.com
Looksmart	www.looksmart.com
Open Directory Project	dmoz.org

VIRTUAL COMMUNITIES FOR NETWORKING

The Internet is made up of thousands of loosely structured communities of individuals variously called Usenet newsgroups, mailing lists, and message boards. Individuals with common interests form, join, or participate in these groups for a variety of reasons. Many of these groups are useful arenas for acquiring information, advice, and referrals—places to network with fellow members. As a RPCV, you may want to check out many of these groups to see if some may be useful to your job search. In fact, you may want to form your own group which could function as a network for acquiring information and advice useful for conducting an international job search. Since there are thousands of Usenet newsgroups on the Internet, you will need a search engine to locate the ones most related to your interests.

A good source for identifying newsgroups relevant to conducting a job search in the United States, Canada, and a few other countries and regions (Australia, Bermuda, Denmark, Europe, Ireland, Israel, Ukraine, United Kingdom, and South Africa) is Career Key Resources: www.careerkey.com/newsgroups.htm.

Mailing lists tend to be less spontaneous than newsgroups. You usually subscribe to these groups, which are generally moderated by the person who created the list. Until you decide to “unsubscribe” from the list, you will regularly receive e-mail of ongoing discussions.

The following sites will provide access to tens of thousands of mailing lists:

Coollist	www.coollist.com
eGroups	groups.yahoo.com
Topica	www.topica.com

In addition to identifying and becoming a member of various mailing lists, each of these sites provides information on how you can create your own free mailing list.

For information on RPCV alumni groups, many of which function as newsgroups for networking, visit the “Stay Connected” section of the Peace Corps website at www.peacecorps.gov/index.cfm?shell=resources.former.staycon.alumni, or go to the National Peace Corps Association website at www.rpcv.org.

MAJOR EMPLOYMENT WEBSITES

Employment websites have grown by leaps and bounds over the past few years. Today more than 30,000 employment sites function on the Internet. Many of these sites provide a comprehensive collection of employment services relevant to job seekers: job postings, résumé databases, employer profiles, job news, career articles and advice, and message boards. While you should visit several of these sites for information and advice, be sure to survey their job listings as well as post your résumé online. Some sites, such as Monster.com, include a large international jobs section as well as a special hosted message board (“Work Abroad”) for international job seekers:

forums.monster.com/forum.asp?forum=119

Be sure to survey Monster’s job listings as well as review the questions and answers on the message board. You may want to post your own questions in order to get useful information and advice.

Finding which sites are most appropriate for your interests can be a daunting task. While most sites are primarily focused on jobs in North America, many sites also include international jobs. Many of those jobs are disproportionately in the fields of sales, marketing, and finance. Sites such as Monster.com, for example, also have affiliate sites in major cities around the world. A few of the many major online employment sites include:

America’s Job Bank	www.ajb.dni.us
CareerBuilder	www.careerbuilder.com
CareerJournal	www.careerjournal.com
FlipDog	www.flipdog.com
Hot Jobs	hotjobs.yahoo.com
Monster.com	www.monster.com
NationJob	www.nationjob.com

Several websites attract numerous international job seekers who have similar community interests. The following sites are well worth exploring for information, advice, contacts, and linkages to other international employment sites:

Dave’s ESL Café	www.eslcafe.com
Escape Artist	www.escapeartist.com

iAgora.com
Teaching Jobs Overseas
Transitions Abroad

www.iagora.com
joyjobs.com
www.transitionsabroad.com

INTERNATIONAL EXECUTIVE SEARCH FIRMS

Individuals with a great deal of professional work experience, as well as exotic, hard-to-find international skills, are well advised to contact international executive search firms. Also known as headhunters, these firms tend to specialize in particular occupational areas. They work for employers who hire and/or retain them to find employees to fill particular positions. Many of the job openings available through executive search firms are never advertised in print or electronic media. The most comprehensive directories of such firms are published annually by Kennedy Communications:

Directory of Executive Search Firms
Kennedy's International Directory of Executive Recruiters

Since most of these firms regularly collect résumés for their databases, you should contact several of these firms by sending a résumé and letter indicating your international interests, skills, and experience.

Several executive search firms also maintain websites. Other websites are designed for recruiting executive-level talent, especially individuals expecting to earn in excess of \$100,000 a year. With offices or affiliates worldwide, many of these firms function as international recruiters, headhunters, and professional staffing firms. The two large international executive recruiters, with dozens of offices worldwide and with annual revenues of over \$500 million each, are Korn/Ferry International (www.ekornferry.com) and Heidrick & Struggles (www.heidrick.com). Be sure to visit sites for a close-up view of these organizations. A few examples include:

Contracts Consultancy Limited	www.ccl.uk.com
International Staffing Consultants	www.iscworld.com
John Clements	www.johnclements.com
Nicholson International	www.nicholsonintl.com
PricewaterhouseCoopers	www.pwcglobal.com
The Recruit Business	www.therecruitbusiness.com
Recruiters Online Network	www.recruitersonline.com
RecruitUSA	www.recruitusa.com

WEBSITES WITH INTERNATIONAL CONTENT

The following websites include information on international jobs, with many offering job listings, résumé databases, career advice, and linkages to other relevant websites. One of the most popular gateway sites is Escape Artist (www.escapeartist.com), which often tells it like it really is.

Be sure to explore each of these sites. Many of them may connect you to the perfect international job:

About Jobs	www.aboutjobs.com
Career Builder	www.careerbuilder.com
Career Exchange	www.careerchange.com
Career Internetworking	www.careerkey.com
Career Mart	www.careermart.com
Employment Guide	www.employmentguide.com
Go Abroad	www.jobsabroad.com
Hot Jobs	hotjobs.yahoo.com
International Jobs Center	www.internationaljobs.org
Internet Career Connection	www.iccweb.com
Job Serve	www.jobserve.com
Monster: Work Abroad	workabroad.monster.com
Overseas Jobs	www.overseasjobs.com
Planet Recruit	www.planetrecurit.com
The Riley Guide	www.rileyguide.com
Top Jobs	www.topjobs.net

INTERNATIONAL EMPLOYMENT AND TRAVEL PUBLISHERS

Several publishers specialize in providing international employment and travel information. Primarily publishing newsletters and books, many of these publishers offer job listings and advice on how to find an international job. Other publishers specialize in producing travel guides for hundreds of popular destinations. Many of these publishers have their own websites which provide online travel information (hotels, restaurants, transportation, sightseeing), reservation centers, specials, bookstores, and bulletin boards and community forums. These can be useful sites for researching specific destinations.

Employment and Contact Information

How To Books	www.howtobooks.co.uk
Impact Publications	www.impactpublications.com
Institute of International Education	www.iie.org
International Employment Gazette	www.intemployment.com
International Jobs Center	www.internationaljobs.org
Living Abroad Easy Access	www.livingabroad.com
Overseas Digest	www.overseasdigest.com
Overseas Jobs Express	www.overseasjobs.com
Peterson's	www.petersons.com
Transitions Abroad	www.transitionsabroad.com

Travel and Destination Information

Fodor's	www.fodors.com
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Frommer's	www.frommers.com
The Globe Pequot Press	www.globe-pequot.com
Hunter Publishing	www.hunterpublishing.com
Insiders' Guide	www.insiders.com
Intercultural Press	www.interculturalpress.com
Let's Go	www.letsgo.com
Lonely Planet Online	www.lonelyplanet.com
Rough Guides Travel	www.roughguides.com
Travelers' Tales	www.travelerstaes.com

INTERNATIONAL NONPROFITS AND EDUCATIONAL GROUPS

Many RPCVs prefer working for the nonprofit sector. Numerous nonprofits—especially NGOs and PVOs—primarily operate in the international arena or have significant international operations. Several websites operate as gateway sites to the nonprofit sector. Start with these sites for linkages to hundreds of nonprofits:

Charity Village	www.charityvillage.com
Council on Foundations	www.cof.org
The Foundation Center	www.fdncenter.org
GuideStar	www.guidestar.org
Idealist	www.idealists.org
Independent Sector	www.indepsec.org
Internet Nonprofit Center	www.nonprofits.org

The following websites provide access to numerous international nonprofit organizations and/or offer job listings for international nonprofit positions:

InterAction	www.interaction.org
Intercristo	www.jobleads.org
International Service Agencies	www.charity.org
Pact	www.pactworld.com
Volunteers for Peace	www.vfp.org
World Learning	www.worldlearning.org

The following nonprofit organizations have international operations in several countries around the world. They regularly hire individuals for both US-based and field positions. A few examples include:

ACDI/VOCA	www.acdivoca.org
Africare	www.africare.org
Amnesty International USA	www.amnestyusa.org
Asia Foundation	www.asiafoundation.org
Direct Relief International	www.directrelief.org
Doctors Without Borders	www.doctorswithoutborders.org
Family Health International	www.fhi.org

Greenpeace	www.greenpeaceusa.org
Habitat For Humanity	www.habitat.org
Institute of International Education	www.iie.org
Mercy Corps International	www.mercycorps.org
Partners of the Americas	www.partners.net
Pathfinder International	www.pathfind.org
Population Services International	www.psi.org
Save the Children	www.savethechildren.org
TechnoServe	www.technoserve.org
Winrock International	www.winrock.org
World Vision	www.worldvision.org
World Wildlife Fund	www.wwf.org

The following nonprofit research, educational, and trade organizations and associations variously function as think tanks, lobbying groups, and training organizations. Most do a great deal of international work:

American Enterprise Institute	www.aei.org
The Brookings Institution	www.brook.edu
U.S. Chamber of Commerce	www.uschamber.org
Council of the Americas	www.counciloftheamericas.org
Earthwatch Institute	www.earthwatch.org
Freedom House	www.freedomhouse.org
The International Center	www.internationalcenter.com
Near East Foundation	www.neareast.org
World Learning	www.worldlearning.org
World Neighbors	www.wn.org
Youth For Understanding	www.yfu.org

FEDERAL GOVERNMENT AGENCIES

Many U.S. government agencies offer international employment opportunities both within the U.S. and abroad. Be sure to check out several agency websites as well as prepare a well-focused federal résumé or OF-612 to apply for such jobs. Gateway websites for accessing information on federal agencies, as well as job listings, include the following:

Federal Gateway	www.fedgate.org
Federal Jobs	federaljobs.com
Federal Jobs Central	www.fedjobs.com
Federal Jobs Digest	www.jobsfed.com
FedWorld	www.fedworld.gov
PlanetGov	www.planetgov.com
USA Jobs	www.usajobs.opm.gov
White House	www.whitehouse.gov

For information on completing the standard federal application process (résumés and OF-612s), see the following books:

Federal Applications That Get Results (Russ Smith)
Federal Résumé Guidebook (Kathryn Kraemer Troutman)
Find a Federal Job Fast (Ron and Caryl Krannich)

You also can download various application forms by going to the electronic forms section of the U.S. Office of Personnel Management's website at www.opm.gov/forms.

For news on the federal government, including employment information, visit the federal news radio program on the Internet at www.wtop2.com.

The federal government offers thousands of international job opportunities. A large number of international jobs are found with the federal agencies below that have major international missions:

Department of Defense	www.defenselink.mil
Department of State	www.state.gov
Peace Corps	www.peacecorps.gov
USAID	www.usaid.gov

Other departments and agencies with international positions include the following:

African Development Foundation	www.adf.gov
Citizenship and Immigration Services	uscis.gov
Consumer Product Safety Commission	www.cpsc.gov
Department of Agriculture	www.usda.gov
Department of Energy	www.energy.gov
Department of Health and Human Services	www.dhhs.gov
Department of Justice	www.usdoj.gov
Department of Transportation	www.dot.gov
Environmental Protection Agency	www.epa.gov
Federal Communications Commission	www.fcc.gov
Federal Emergency Management Agency	www.fema.gov
General Services Administration	www.gsa.gov
Inter-American Foundation	www.iaf.gov
Internal Revenue Service	www.irs.ustreas.gov

When looking to the federal government for international employment opportunities, be sure to do your homework on various agencies. Learn as much as possible about the

agency by visiting their website and networking with individuals who are familiar with the agency. Unfortunately, many agencies experience temporary hiring freezes that both delay and disappoint job seekers. USAID, for example, which has been a popular agency for RPCVs, has undergone a great deal of downsizing and experiences frequent hiring freezes. Much of its work gets done by the contracting and consulting firms that work with this agency. Therefore, you may want to contact the firms that work with USAID. Many of these contractors offer excellent international job opportunities working with both the public and private sectors. You can identify these firms by going to USAID's website (www.usaid.gov) and examining the *USAID Yellow Book* which lists the agency's contractors.

RPCVs should be aware of a special short-term employment program sponsored by the Peace Corps: The Crisis Corps. This program offers RPCVs three- to six-month employment opportunities overseas. For more information on this program, including current Crisis Corps positions, visit the Peace Corps website's page about Crisis Corps at www.peacecorps.gov/index.cfm?shell=resources.former.crisiscorps.

INTERNATIONAL ORGANIZATIONS

The United Nations and other international organizations provide a wealth of international job and career opportunities. The U.S. Department of State maintains a listing of international job vacancies through its Bureau of International Organizations. It includes a biweekly listing of "International Vacancy Announcements – United Nations and Other International Organizations": www.state.gov/p/io/empl.

You also may want to contact various international agencies directly. The following site functions as a directory to the United Nations system. It also provides information on careers with the United Nations, including vacancy announcements: www.unsystem.org.

CONTRACTING/CONSULTING FIRMS

Numerous consulting and contracting firms, which are primarily based in the United States, work with a wide variety of organizations. Many of the following firms work with major international funding agencies, such as USAID, the World Bank, IMF, and the United Nations. Firms such as Louis Berger International, Development Alternatives Inc., Checchi and Company Consulting, Robert R. Nathan Associates, and Creative Associates International are noted for their innovative development work in less developed countries and have been popular firms for RPCVs:

Checchi and Company Consulting	www.checchiconsulting.com
Chemonics International	www.chemonics.com
Creative Associates International	www.caii-dc.com
Development Alternatives, Inc.	www.dai.com
Development Associates, Inc.	www.devassoc1.com
John Snow, Inc.	www.jsi.com
Louis Berger International, Inc.	www.louisberger.com

PADCO, Inc.	www.padcoinc.com
Pragma Corporation	www.pragmacorp.com
Raytheon Engineering & Const.	www.raytheon.com
Robert R. Nathan Associates	www.nathanassoc.com
University Research Corporation	www.urc-chs.com
Washington Consulting Group	www.washcg.com

The major international consulting firms, which primarily work in the private sector but also do some government and nonprofit work, include the following companies. Many of these highly competitive firms, such as the Boston Consulting Group (BCG), are known for their cutting-edge international work and are famous for being among the best companies to work for in terms of salaries, benefits, advancement opportunities, and corporate cultures. BCG's website (www.bcg.com) offers useful information on the company as well as the job search in general:

Andersen Consulting	www.andersen.com
Arthur D. Little Inc.	www.adlittle.com
Bain and Company	www.bain.com
Booz, Allen, and Hamilton	www.bah.com
Boston Consulting Group	www.bcg.com
Deloitte & Touche	www.deloitte.com
Ernst & Young	www.ey.com
Hewitt Associates	was.hewitt.com/hewitt
KPMG Consulting	www.kpmg.com
McKinsey & Company	www.mckinsey.com
PricewaterhouseCoopers	www.pwcglobal.com

TEACHING ABROAD

The following organizations offer information, services, and opportunities for teaching abroad:

Elementary and Secondary Education

Department of Defense Education Activity	www.odedodea.edu
Education Jobs in the UK	www.education-jobs.co.uk
Ed-U-Link Services	www.edulink.com
European Council of International Schools	www.ecis.org
Friends of the World Teaching	www.fowt.com
Institute of International Education	www.iie.org
International Schools Services	www.iss.edu
National Association of Foreign Student Advisers	www.nafsa.org
Search Associates	www.search-associates.com

Department of State Office of
Overseas Schools www.state.gov/m/a/os
Teaching Jobs Overseas www.joyjobs.com
Transitions Abroad www.transitionsabroad.com

Higher Education

Association of Commonwealth
Universities www.acu.ac.uk
The Chronicle of Higher Education chronicle.com
The Times Higher Education
Supplement www.thesis.co.uk
United Nations University www.unu.edu

Teaching English remains one of the easiest ways to land an international job. English teaching jobs are plentiful in Asia, especially in Japan, Korea, Taiwan, Hong Kong, China, and Thailand. The following sites primarily focus on teaching English abroad:

Teaching English

AEON (Japan) www.aeonet.com
Dave's ESL Café www.eslcafe.com
Educational Services International
(China) www.esiadventure.org
ESLworldwide.com www.eslworldwide.com
Goal Asia www.goalasia.com
Inter/Networks (Mexico) www.employnow.com/Mexico.htm
JET Program www.jet.org
Teach in Thailand teach-in-thailand.com
TEFL/TESL Jobs Worldwide www.tefl.net/jobs
TESOL www.tesol.org